WHS Register of Compliance Obligations

Section 1 - Background

(1) ACU operates within a diverse Work Health and Safety (WHS) regulatory environment of State and Federal legislation. A range of Standards and Codes of Practice also provide guidance in complying with WHS legislation.

(2) WHS legislation places obligations on Officers of the University in managing WHS in the workplace. One of the obligations is that Officers of the University must exercise due diligence in keeping themselves informed, and being informed, in order to actively monitor and evaluate health and safety management within the organisation and appropriate resources are allocated to manage WHS risk.

Section 2 - Purpose

(3) The ACU Work Health and Safety (WHS) Register of Compliance Obligations supports ACU and Officers of the University, to establish, implement and maintain procedures through access to relevant legislation, standards and codes of practice associated with its working and learning environment, activities and services.

(4) The Register is an important reference and informing tool which supports staff members, nominated supervisors, Officers of the University, Contractors, Campus WHS Committees and Health & Safety Representatives (HSRs) to identify relevant compliance obligations and easily access legislation, standards and codes to maintain a safe working and learning environment. The Register as a resource supports ACU to readily manage compliance risks, including the risk of legal penalties, reputational damage, financial and material losses.

(5) This Register will form part of the framework the University is developing in regard to a “Regulatory Register” and a “Legislative Compliance Register”. The WHS Register will be reviewed and aligned to both registers once they are released.

Section 3 - ACU’s Commitments

(6) ACU is committed to complying with a range of WHS legislation, standards and codes to maintain and continuously improve the University’s management of WHS risks. The University will ensure relevant WHS resources are available to support and assist staff members, nominated supervisors, Officers of the University, Contractors, Campus WHS Committees and HSRs to comply with their obligations and manage WHS risk.

Section 4 - Changes in WHS Legislation, Standards and Codes of Practice

(7) In order for Officers of the University to properly fulfil and be knowledgeable of their WHS obligations, the WHS Register of Compliance Obligations will be reviewed and updated six monthly in July and January of each year. Changes in legislation and updates to the Register will be communicated to the WHS Advisory Group, to all staff

through Staff Bulletin articles, and circulated to Campus WHS Committee members and Health and Safety Representatives.

(8) Changes in WHS legal requirements will lead to a review and update of the Work, Health, Safety and Wellbeing Policy and / or associated WHS policies, procedures and guidelines to ensure alignment and support the University is meeting its obligations in providing a safe working and learning environment.

Section 5 - Definitions

Term	Definition
Officer	People who can make decisions, or participate in making decisions that affect the whole, or a substantial part, of a business or undertaking. It is a requirement of Health and Safety legislation that any officer of an organisation must exercise due diligence to ensure that the organisation complies with its health and safety duties. This means they must ensure that the organisation has appropriate systems of work in place and they must actively monitor and evaluate health and safety management within the organisation. Appropriate resources must also be allocated to manage risk.

Section 6 - Commonwealth Legislation and Model Codes of Practice

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU documents	Access from
Model Work Health and Safety Act Model Work Health and Safety Regulations	The WHS Act provides a framework to protect the health, safety and welfare of all workers at work and of other people, including students, contractors and visitors, who might be affected by the work.	The legislation was modelled on the Occupational Health and Safety Regulations 2007 (Vic) and guided the development of WHS legislation in most of the States that ACU operates in, including NSW, ACT, QLD and SA. ACU is committed to complying with these legislative requirements and associated Codes of Practice.	Work, Health, Safety and Wellbeing Policy; First Aid Policy; First Aid Procedure E-Essentials, WHS Compliance WHS Committee Handbook WHS Risk Management Procedure; Smoke-Free and Vape-Free Environment Policy	Model Work Health and Safety Act and Model Work Health and Safety Regulations

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU documents	Access from
Model Codes of Practice • Abrasive Blasting • Model Code of Practice: Confined Spaces (Cth) • Model Code of Practice: Construction Work (Cth) • Demolition Work • Excavation Work • Model Code of Practice: First Aid in the Workplace (Cth) • Hazardous Manual Tasks • Model Code of Practice: How to Manage Work Health and Safety Risks (Cth) • How to Manage and Control Asbestos in the Workplace • How to Safely Remove Asbestos • Model Code of Practice: Labelling of Workplace Hazardous Chemicals (Cth) • Model Code of Practice: Managing Electrical Risks in the Workplace (Cth) • Model Code of Practice: Managing the Risk of Falls at Workplaces (Cth) • Model Code of Practice: Managing the Work Environment and Facilities (Cth) • Model Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals (Cth) • Model Code of Practice: Managing Noise and Preventing Hearing Loss at Work, Safe Work Australia • Model Code of Practice: Managing Risks of Plant in the Workplace (Cth) • Preventing Falls in Housing Construction • Model Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals (Cth) • Model Code of Practice: Safe Design of Structures (Cth) • Spray Painting and Powder Coating • Welding Processes • Model Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination (Cth)	Codes of Practice are practical guides to achieving the standards of health, safety and welfare required under the Model Work Health and Safety Act and the WHS Acts and WHS regulations in a jurisdiction.	Staff, student organisations and contractors should apply these Codes of Practice to assist them to achieve compliance with WHS legislation.	First Aid Policy First Aid Procedure; WHS Committee Handbook; WHS Risk Management Procedure; Chemical Management Procedure	SafeWork Australia: Model Codes of Practice

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU documents	Access from
National Building Code of Australia 2011	sustainability and structural adequacy in the design and construction of buildings.	ACU will comply with the BCA whenever new buildings are constructed and apply these codes to existing buildings, whenever it is practical.	Capital Planning Policy	Australian Building Code Board
Gene Technology Act 2000 (Cth) Gene Technology (Consequential Amendments) Act 2000 (Cth) Gene Technology (Licence Charges) Act 2000 (Cth) Gene Technology Regulations 2001 (Cth)	The Act was introduced to protect the health and safety of people, and to protect the environment, by identifying risks posed by or as a result of gene technology, and by managing those risks through regulating certain dealings with Genetically Modified Organisms (GMO).	ACU will comply with these requirements if it is conducting GMO research and will follow the associated guidelines which are published by the Office of Gene Technology Regulator.		Gene Technology Act 2000 (Cth); Gene Technology Regulations 2001 (Cth)

Section 7 - Australian Capital Territory Legislation and Codes of Practice

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulations 2011 (ACT)	The WHS Act provides employers with a nationally consistent framework for securing the health and safety of workers and workplaces.	Staff members, students and contractors that are working or learning in the ACT are required to comply with this WHS Act and associated regulations. They should also refer to the ACT Codes of Practice to assist them to comply with their health and safety obligations. Members of the Executive / Senior Executive must be knowledgeable about hazards and risks within the working and learning spaces that they manage, and allocate appropriate resources to manage any significant risk.	Work, Health, Safety and Wellbeing Policy; First Aid Policy; First Aid Procedure; WHS Committee Handbook WHS Risk Management Procedure; Smoke-Free and Vape-Free Environment Policy	Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulations 2011 (ACT)
Dangerous Substances (General) Regulation 2004 (ACT)	The Act was designed to eliminate or minimise the risks associated with Dangerous substances. It aims to protect people, property and the environment from the hazards associated with these substances.	Staff members are responsible for managing hazards associated with dangerous substances, which are consistent with the management of hazardous chemicals.	Laboratory Safety Guideline Chemical Management Procedure	Dangerous Substances (General) Regulation 2004 (ACT)

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Radiation Protection Act 2006 (ACT) Radiation Protection Regulation 2007 (ACT)	The Act was designed to protect the health and safety of people and to protect the property and environment from the harmful effects of radiation.	The Act places obligations on ACU to manage risks and license radiation sources that are used for medical and research purposes. These requirements apply to the use, transport, storage and disposal of radiation sources.		Radiation Protection Act 2006 (ACT) Radiation Protection Regulation 2007 (ACT)
Workers Compensation Act 1951 (ACT) Workers Compensation Regulation 2002 (ACT)	Together, the Workers Compensation Act 1951 (ACT) and Workers Compensation Regulation 2002 (ACT) establish a workers compensation system that relates to injuries that workers have sustained due to their employment.	Workers Compensation claims are managed in compliance with the legislation and ACU's commitment to return staff to work in timely and sustainable way.		Workers Compensation Act 1951 (ACT) Workers Compensation Regulation 2002 (ACT)

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
ACT Codes of Practice approved under the WHS Act 2011: • Confined Spaces • Construction Work • Demolition Work • Excavation Work • First Aid in the Workplace • Formwork • Hazardous Manual Tasks • How to Manage Work Health and Safety Risks • How to Prevent Falls at Workplaces • How to Safely Remove Asbestos • How to Manage and Control Asbestos in the Workplace • Managing the Work Environment and Facilities • Managing Noise and Preventing Hearing Loss at Work • WorkSafe ACT: Managing Electrical Risks in the Workplace Code of Practice • WorkSafe ACT: Managing Risks of Plant in the Workplace Code of Practice • Preventing Falls in Housing Construction • Prevention of Bullying • Safe Design of Structures • Transport and Delivery of Cash • Welding Process • WHS Communications and Consultation Procedure	Codes of Practice are practical guides to achieving the standards of health, safety and welfare required under the Model Work Health and Safety Act and the WHS Regulations in the ACT and other jurisdictions.	Staff members, student organisations and contractors should apply this Codes of Practice to assist them to achieve compliance with WHS legislation. Also reference Commonwealth Codes of Practice.	First Aid Policy First Aid Procedure WHS Committee Handbook WHS Risk Management Procedure Chemical Management Procedure Laboratory Safety Guideline	ACT Codes of Practice SafeWork Australia: Model Codes of Practice

Section 8 - New South Wales Legislation and Codes of Practice

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulations 2017 (NSW)	An Act about workplace health and safety, which obliges employers and employees to comply with a range of standards relating to workplace health and safety. The Model Work Health and Safety Act formed the basis of the WHS Act that was enacted in NSW as part of the Commonwealth's push to harmonise health and safety laws.	Staff members, students and contractors that are working or learning in the ACT are required to comply with this WHS Act and associated regulations. They should also refer to the NSW and Commonwealth Codes of Practice to assist them to must them health and safety obligations. Members of the Executive / Senior Executive must be knowledgeable about hazards and risks within the working and learning spaces that they manage, and allocate appropriate resources to manage any significant risk. There are a number of Codes of Practice that can be used to assist ACU to meet its legal obligation to ensure, so far as is reasonably practicable, that the health and safety of staff and other people is not put at risk by the work undertaken	Work, Health, Safety and Wellbeing Policy First Aid Policy First Aid Procedure; WHS Committee Handbook; WHS Risk Management Procedure Smoke-Free and Vape-Free Environment Policy	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulations 2017(NSW) NSW Codes of Practice SafeWork Australia: Model Codes of Practice
Workers Compensation Act 1987 (NSW) Workplace Injury Management and Workers Compensation Act 1998 (NSW) Workers Compensation Regulation 2010 (NSW)	Together, the Workers Compensation Act 1987 (NSW) and the Workplace Injury Management and Workers Compensation Act 1998 (NSW) established a workplace injury management and workers compensation system that obliges employers to provide prompt treatment of injuries and effective and proactive injury management, including medical and vocational rehabilitation. It also provides for income support.	Workers Compensation claims are managed in compliance with the legislation and ACU's commitments to return staff to work in timely and sustainable way.	Incident and Hazard Reporting Procedure	Workers Compensation Act 1987 (NSW); Workers Compensation Regulation 2010 (NSW)
Workers Compensation (Dust Diseases) Act 1942 (NSW) Workers Compensation (Dust Diseases) Regulation 2013 (NSW)	An Act that focuses on the compensation and benefits provided to employees and dependents who have suffered disease or death because of exposure to silica dust.	In the unlikely circumstance that staff members would be exposed to silica dust, this legislation should provide guidance for compensation.	Incident and Hazard Reporting Procedure	Workers Compensation (Dust Diseases) Act 1942 (NSW)

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
NSW Codes of Practice • Abrasive blasting • Confined spaces • Construction work • Demolition work • First aid in the workplace • Hazardous manual tasks • How to manage and control asbestos in the workplace • How to manage health and safety risks • How to safety removes asbestos • Labelling of workplace hazardous chemicals • Managing electrical risks in the workplace • Managing noise and preventing hearing loss at work • Managing risks of hazardous chemicals at work • Managing risks of plant in the workplace • Managing risks of falls in the workplace • Managing the work environment and facilities • Preparation of safety data sheets for chemicals • Preventing falls in housing construction • Safe design of structures • Spray painting and powder coating • Welding processes • WHS consultation, coordination and cooperation	Codes of Practice are practical guides to achieving the standards of health, safety and welfare required under the Work Health and Safety and the WHS Regulations in NSW and other jurisdictions.	The Codes of Practice detail how to achieve the Standards required under WHS legislation by identifying hazards and managing risks. These codes are admissible in court proceedings as evidence about what is known about a hazard, risk or control and rely on them to determine what is 'reasonably practicable'.	First Aid Policy First Aid Procedure WHS Committee Handbook WHS Risk Management Procedure Chemical Management Procedure Laboratory Safety Guideline	NSW Codes of Practice

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Radiation Act 1990 (NSW) Radiation Control Regulation 2013 (NSW)	The Act was designed to protect people, property and the environment from ionising and harmful non ionising radiation. The Act is administered by the Environmental Protection Agency and it places an obligation on organisations to license radiation sources that exceed threshold levels.	The Act and associated regulations place an obligation on ACU to protect people, property and the environment from radiation sources, and to license any radiation sources that exceed threshold levels. The University is also required to report radiation incidents to the Environmental Protection Agency (EPA).		Radiation Act 1990(NSW) Radiation Control Regulation 2013 (NSW)

Section 9 - Queensland Legislation and Codes of Practice

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Work Health and Safety Act 2011 (QLD) Work Health and Safety Regulations 2011 (Qld)	An Act about workplace health and safety, obliging employers and employees to comply with a range of standards relating to workplace health and safety. The Model Work Health and Safety Act formed the basis of the WHS Act that was enacted in Queensland as part of the Commonwealth's push to harmonise health and safety laws.	Staff members, students and contractors that are working or learning in Qld are required to comply with this WHS Act and associated regulations. They should also refer to the Qld and Commonwealth Codes of Practice to assist them to must them health and safety obligations. Members of the Executive / Senior Executive must be knowledgeable about hazards and risks within the working and learning spaces that they manage, and allocate appropriate resources to manage any significant risk. There are a number of Codes of Practice that can be used to assist ACU to meet its legal obligation to ensure, so far as is reasonably practicable, that the health and safety of staff and other people is not put at risk by the work undertaken	First Aid Policy First Aid Procedure WHS Committee Handbook WHS Risk Management Procedure Smoke-Free and Vape-Free Environment Policy	Work Health and Safety Act 2011 (QLD); Work Health and Safety Regulations 2011 (Qld)

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Workers Compensation and Rehabilitation Act 2003 (QLD) Workers Compensation and Rehabilitation Regulation 2014 (QLD)	Requires employers to provide benefits for workers who sustain work-related injuries and dependents, in the event of a fatality. The Act also encourages employers to improve their workplace health and safety performance.	Workers Compensation claims are managed in compliance with the legislation and ACU's commitments to return staff to work in timely and sustainable way.		Workers Compensation and Rehabilitation Act 2003 (QLD)

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
QLD Codes of Practice • Abrasive Blasting • Cash in Transit • Children and Young Workers • Concrete Pumping • Confined Spaces • Demolition Work • Electrical equipment rural industry • Electrical Works • Excavation • First Aid in the Workplace • Formwork • Hazardous Manual Tasks • How to Manage and Control Asbestos in the Workplace • How to Manage Work Health and Safety Risks • How to Safety Remove Asbestos • Labelling of Workplace Hazardous Chemicals • Managing electrical risks in the workplace • Managing Noise and Preventing Hearing Loss at Work • Managing the Risks of Workplace Falls at Workplaces • Managing Risks of Hazardous Chemicals in the Workplace • Managing Risks of Plant in the Workplace • Managing the Work Environment and Facilities • Manual Tasks Involving the Handling of People • Mobile Crane • Preparation of Safety Data Sheets for Hazardous Chemicals • Safe Design of Structures • Scaffolding • Steel Construction • Tower Crane • Traffic Management for Construction or Maintenance Work • Welding Processes • WHS Consultation, Cooperation and Coordination • Working near overhead and overground electric lines	In most cases, ACU can follow an approved Code of Practice to achieve compliance with the health and safety duties in the Act.	The Codes of Practice detail how to achieve the Standards required under WHS legislation by identifying hazards and managing risks. These codes are admissible in court proceedings as evidence about what is known about a hazard, risk or control and rely on them to determine what is 'reasonably practicable'.	First Aid Policy First Aid Procedure WHS Committee Handbook WHS Risk Management Procedure Chemical Management Procedure Laboratory Safety Guideline	QLD Codes of Practice

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Radiation Safety Act 1999 (QLD) Radiation Safety Regulation 2010 (QLD) Radiation Safety Standards	The Act was designed to protect people and the environment from harmful effects of ionising and harmful non-ionising radiation. The Act established a licensing regime and places restrictions on the use, and transportation of radioactive substances, requires users to comply with radiation standards and restricts the acquisition of radiation sources. Other restrictions apply to the disposal of radiation apparatus and materials, and organisations are required to develop radiation safety and protection plans. (9) Associated Standards apply to: • Health related equipment • Non-health related equipment • Premises	The Act obligates ACU to license radiation sources and develop approved radiation safety and protection plan.		Radiation Safety Act 1999 (QLD); Radiation Safety Regulation 2010 (QLD); Radiation Safety Standards

Section 10 - South Australian Legislation and Codes of Practice

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Work Health and Safety Act 2012 (SA) Work Health and Safety Regulation 2012(SA)	An Act about workplace health and safety, obliging employers and employees to comply with a range of standards relating to workplace health and safety. The Model Work Health and Safety Act formed the basis of the WHS Act that was enacted in South Australia, in alignment with the Commonwealth Government's decision to safety laws.	Staff members, students and contractors that are working or learning in SA are required to comply with this WHS Act and associated regulations. They should also refer to the Codes of Practice (SA and Commonwealth) to assist them to must them health and safety obligations. Members of the Executive / Senior Executive must be knowledgeable about hazards and risks within the working and learning spaces that they manage, and allocate appropriate resources to manage any significant risk. There are a number of Codes of Practice that can be used to assist ACU to meet its legal obligation to ensure, so far as is reasonably practicable, that the health and safety of staff and other people is not put at risk by the work undertaken	Work, Health, Safety and Wellbeing Policy First Aid Policy First Aid Procedure WHS Committee Handbook WHS Risk Management Procedure Smoke-Free and Vape-Free Environment Policy	WHS Act and Regulations

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Workers Rehabilitation and Compensation Act 1986 (SA)	The Act provides for the rehabilitation and compensation of works in respect of injuries that arise from their employment and for other purposes.	Workers Compensation claims are managed in compliance with the legislation and ACU's commitments to return staff to work in timely and sustainable way.		Workers Rehabilitation and Compensation Act 1986 (SA)
Return to Work Act 2014 (SA) Return to Work Regulations 2015 (SA)	The Act was introduced to provide support and quality services to injured workers for their recovery and return to work.	Workers Compensation claims are managed in compliance with the legislation and ACU's commitments to return staff to work in timely and sustainable way.		Return to Work Act 2014 (SA) Return to Work Regulations 2015 (SA)
Dangerous Substances Act 1979 (SA) Dangerous Substances (General) Regulations 2017 (SA)	This Act was introduced to regulate the keeping, handling, transporting, quality, use and disposal of dangerous substances.	Hazardous chemicals and dangerous goods should be managed in compliance with the Work Health and Safety Act and Dangerous Goods Act 1985. These chemicals should also be labelled in compliance with the Globally Harmonised System of classification and labelling of chemicals (GHS).	Chemical Management Procedure Laboratory Safety Guideline	Dangerous Substances Act 1979 (SA) Dangerous Substances (General) Regulations 2017 (SA)

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
South Australian Codes of Practice • Abrasive Blasting • Confined Spaces • Demolition Work • Excavation Work • First Aid in the Workplace • Hazardous Manual Tasks • How to Manage Work Health and Safety Risks • How to Manage and Control Asbestos in the Workplace • Labelling of Workplace Hazardous Chemicals • Managing Noise and Preventing Hearing Loss at Work • Managing the Risks of Plant in the Workplace • Managing Risks of Hazardous Chemicals in the Workplace • Managing Electrical Risks in the Workplace • Managing the Risks of Falls in the Workplace • Managing the Work Environment and Facilities • Preparation of Safety Data Sheets for Hazardous Chemicals • Spray Painting and Powder Coating • Welding Processes • WHS Consultation Co-operation and Co-ordination	Codes of Practice give detailed practical guidance on how to comply with requirements and obligations under work health and safety laws. They are used in addition to the Act and Regulations and should always be followed, unless there is another solution which achieves the same or a better standard of health and safety in your workplace.	The Codes of Practice detail how to achieve the Standards required under WHS legislation by identifying hazards and managing risks. These codes are admissible in court proceedings as evidence about what is known about a hazard, risk or control and rely on them to determine what is 'reasonably practicable'.	First Aid Policy First Aid Procedure WHS Committee Handbook WHS Risk Management Procedure Chemical Management Procedure Laboratory Safety Guideline	South Australian Codes of Practice

Section 11 - Victorian Legislation and Compliance Codes

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)	The Act sets out the key principles, duties and rights in relation to occupational health and safety in Victoria. The regulation specifies minimum standards for duty holders to ensure health and safety in the workplace in relation to specific workplace risks.	The Model Work Health and Safety Act replicated many elements of the Victorian Occupational Health and Safety (OHS) Act. There are no significant variations between the two acts and associated regulations. All staff must comply with WHS Act across ACU and Victorian staff should comply with any jurisdiction, specific requirements that apply in Victoria. They should also comply with Victorian Compliance Codes to demonstrate this compliance.	Work, Health, Safety and Wellbeing Policy WHS Committee Handbook First Aid Policy First Aid Procedure Risk Management Procedure Smoke-Free and Vape-Free Environment Policy	OHS Act and Regulations Variations between the Model WHS Act and Victorian OHS Act
Workplace Injury, Rehabilitation and Compensation Act 2013 (VIC) Workplace Injury, Rehabilitation and Compensation Regulations 2014 (VIC)	This Act outlines provisions that relate to the rehabilitation of injured workers. It also specifies the process for the workers' compensation processes which are associated with injuries or fatalities arising from workplace accidents.	Workers' Compensation claims are managed in compliance with the legislation and ACU's commitments to return staff to work in timely and sustainable way.		Workplace Injury, Rehabilitation and Compensation Act and Regulations
Dangerous Goods Act 1985 (Vic) Dangerous Goods (Storage and Handling) Regulations 2012 (Vic) Code of Practice for the Storage and Handling of Dangerous Goods	The Act was designed to encourage the safety of people in regards to the storage, transfer, sale, purchase and use of dangerous goods. It also includes guidelines on the safe importation of explosives.	Hazardous chemicals and dangerous goods should be managed in compliance with the Occupational Health and Safety Act and Dangerous Goods Act 1985. These chemicals should also be labelled in compliance with The Globally Harmonised System of labelling and classifying chemicals (GHS).	Chemical Management Procedure Laboratory Safety Guideline	Dangerous Goods Act and Regulations Code of Practice for the Storage and Handling of Dangerous Goods

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Radiation Act 2005 (Vic) Radiation Amendment Act 2013 (Vic) Radiation Regulation 2007 (Vic)	The Act established a system of licencing users of radiations sources and managers of radiation practices (managed through the Department of Health and Human Services).	Any radiation sources that are held by ACU that exceed threshold levels will be licensed. Any licensed sources will be managed in compliance with Codes of Practice and standards. The Australian Radiation and Protection and Nuclear Safety Agency produce a range of relevant publications.		Radiation Act and Regulations Australian Radiation Protection and Nuclear Safety Agency publications
Victorian Compliance Codes: • Communicating occupational health and safety across languages • Workplace amenities and work environment • Confined spaces • First aid in the workplace • Prevention of falls in general construction • Foundries • Managing asbestos in workplaces • Removing asbestos in workplaces The following compliance codes are open for public comment and were expected to be finalised by October 2017: • Hazardous Manual Handling Compliance Code; • Hazardous Substances Compliance Code; • Plant Compliance Code; • Confined Spaces Compliance Code; • Demolition Compliance Code; • Facilities in Construction Compliance Code; • Excavation Compliance Code; and • Noise Compliance Code.	The Victorian Compliance Codes provide ACU with practical guidance on how to comply with its legal obligations under the Occupational Health and Safety Act 2004 (Vic) and Occupational Health and Safety Regulations 2017 (Vic). Compliance Codes which were developed to help organisations comply with the WHS Model Acts can be referred to however compliance with these codes may not ensure compliance with the Victorian OHS Act 2004 or the OHS Regulations 2017.	The Compliance Codes detail how to achieve the Standards required under OHS legislation by identifying hazards and managing risks. These codes are admissible in court proceedings as evidence about what is known about a hazard, risk or control and they rely on them to determine what is "reasonably practicable".	First Aid Policy First Aid Procedure	Victorian Compliance Codes Commonwealth Codes of Practice

Section 12 - Standards, Guidelines and Other Requirements

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
AS/NZS 4801	Specifies requirements for an occupational health and safety management system (OHSMS), to enable organisations to formulate a policy and objectives which takes into account legislative requirements and information about hazards or risks. It applies to those hazards or risks over which the organization may exert control and over which it can be expected to have an influence. ACU should seek to ensure that it is compliant with relevant OHS legislation, standards and codes of practice to effectively implement its OHSMS.	ACU will need to continue to broaden its identification of hazards and risks and manage these threats to realise its goal of developing an OHSMS. Staff will also be expected to comply with relevant OHS legislation, standards and codes of practice.	Work, Health, Safety and Wellbeing Policy	AS/NZS 4801
AS/NZ 4804: 2001 Occupational Health and Safety Management Systems. General guidelines, systems and supporting techniques.	This standard provides guidance on the development and implementation of occupational health and safety management systems (OHSMS) and principles, and their integration with other management systems. To effectively implement the system ACU should ensure that it is complying with relevant WHS legislation, standards and codes of practice.	ACU will need to continue to broaden its identification of hazards and risks and manage these threats to realise its goal of developing a OHSMS. Staff will also be expected to comply with relevant OHS legislation, standards and codes of practice.	Laboratory Safety Guideline	AS/NZS 4804
AS 3745-2010 Planning for Emergencies in Facilities	Provides guidance for ACU on developing the framework for managing emergencies within facilities occupied by ACU employees, students, visitors and contractors.	Planning for emergencies and facilities within ACU must be compliant with the Standard. It includes the requirements around emergency planning committees, practice evacuation drills and overall provision of emergency facilities.	Critical Incident Management Policy Campus Emergency Procedures	AS 3745l
AS 1885.1-1990 Measurement of occupational health and safety performance - Describing and reporting occupational injuries and disease (known as the National Standard forworkplace injury and disease recording)	Assists ACU with the recording of workplace injury and disease to ensure the correct information is captured when an incident occurs. The accurate reporting of incident information will help ACU to analyse data, identify trends and implement strategies.	Reporting systems must reference the Standard to ensure all relevant details are captured.		AS 1885

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
AS/NZS 2243 Series - Safety in laboratories 1:2005 Planning and operational aspects 2:2006 Chemical aspects 3:2010 Microbiological safety and containment 4:1998 Ionizing radiations 5:2004 Non-ionizing radiations 6:2010 Plant and equipment aspects 7:1991 Electrical aspects 8:2014 Fume cupboards 9:2009 Recirculating fume cabinets 10:2004 Storage of chemicals	These Standards cover the safety and containment requirements when working or learning in a laboratory environment. It is intended to assist ACU address their occupational health and safety legal obligations by ensuring that the risks are reduced when operating a laboratory.	The development of new tools and systems components must be compliant with the Standard. In addition, the management of equipment, chemicals, operational systems (e.g. SOPs) used in a laboratory environment must have robust testing / review regimes in place to ensure currency and compliance.	Chemical Management Procedure Laboratory Safety Guideline	AS/NZS 2243.1 AS/NZS 2243.2 AS/NZS 2243.3 AS/NZS 2243.4 AS/NZS 2243.5 AS/NZS 2243.6 AS/NZS 2243.8 AS/NZS 2243.9 SAI Global

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Storage and Handling of Chemicals Standards AS/NZS 1596:2004 The storage and handling of LP gas AS 1894-1997 The storage and handling of non-flammable cryogenic and refrigerated liquids AS 1940-2004 The storage and handling of flammable and combustible liquids AS 3780-2008 The storage and handling of corrosive substances AS/NZS 3833:2007 The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers AS 3848.1-1999 Filling of portable gas cylinders - Decant filling of medical air and oxygen into portable cylinders - Safe procedures AS 4326-2008 The storage and handling of oxidizing agents AS 4332-2004 The storage and handling of gases in cylinders AS/NZS 4452:1997 The storage and handling of toxic substances AS/NZS 4681:2000 The storage and handling of Class 9 (miscellaneous) dangerous goods and articles AS/NZS 5026:2012 The storage and handling of Class 4 dangerous goods	These Standards will guide ACU on the required actions to provide safe practices for the storage and handling of various Classes of chemicals used in the workplace (both teaching and learning, and Facilities Management areas). These Standards provide minimum acceptable safety requirements for storage facilities, operating procedures, emergency planning and fire protection.	All laboratories and areas where chemicals are stored and handled should be managed with reference to the Standards for chemicals. Chemicals used on ACU premises must be effectively managed and have systems in place to ensure adherence such as through workplace inspections, risk assessments etc.	Chemical Management Procedure Laboratory Safety Guideline	AS/NZS 1596 AS 1940 AS 3780 AS 4326 AS 4332 SAI Global
AS 3590 -1990 Screen-based workstations	This Standard is designed to facilitate ACU with the development of safe working environments for people performing screen-based tasks.	The setup of computer workstations must ensure the principles of the Standard are adopted to achieve desired workstation ergonomics. This applies to learning and professional spaces.	Workstation Ergonomics Presentation	SAI Global

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
AS/NZS 1680.1:2006 Interior and workplace lighting - General principles and recommendations	Provides general principles and recommendations for the lighting of building interiors to enhance the performance and comfort of those performing visual tasks. Deals with illuminating essential task details, using both artificial light and natural light, while controlling or excluding factors that might cause visual discomfort	This Standard should be referenced in the setup of working environments to ensure the principles and recommendations are achieved.	Workstation Ergonomics Presentation	AS/NZS 1680
AS 1319-1994 Safety signs for the occupational environment	This Standard sets out requirements for the design and use of safety signs intended for use in the occupational environment to regulate and control safety related behaviour, to warn of hazards and to provide emergency information including fire protection information.	The signage requirements within ACU should be determined and implemented with reference to this Standard to ensure suitability. This includes signage relating to first aid, emergency requirements and other warning and mandatory signage requirements.	First Aid Procedure	AS 1319
AS 4024.1-2014 Series - Safety of Machinery	This Standards series provides ACU, as an employer and potential end user of machinery, with guidelines to help reduce the risks of working with, or near, machinery on campus.	ACU is responsible for managing hazards associated with plant and equipment used on campus. This includes ensuring equipment is maintained, appropriately guarded, users are competent etc.		AS 4024.1
AS 1657-2013 Fixed platforms, walkways, stairways and ladders - Design, construction and installation	Sets out requirements for the design, selection, construction and installation of fixed platforms, walkways, stairways and ladders that are intended to provide safe access to places used by operating, inspection, maintenance and servicing personnel	ACU is responsible for ensuring all installations both existing and future achieve the requirements of this Standard.		SAI Global
AS/NZS 3661.2:1994 Slip resistance of pedestrian surfaces - Guide to the reduction of slip hazards	This Standard provides guidance on the selection, installation, care and maintenance of flooring and other surfaces for the purpose of reducing the risk of slips and falls within ACU.	ACU is responsible for ensuring all surfaces both existing and future achieve the requirements of this Standard.		SAI Global
AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment	Specifies procedures for the inspection and testing of electrical equipment used within ACU by employees, visitors, students and contractors.	This Standard should be referenced in determining the test and tag regime of electrical appliances and installations.	Laboratory Safety Guideline	SAI Global

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
Emergency Management Standards AS 1603.1 Series Automatic fire detection and alarm systems AS/NZS 1841.1:2007 Portable fire extinguishers - General requirements AS/NZS 1850:2009 Portable fire extinguishers - Classification, rating and performance testing AS 1851-2012 Routine service of fire protection systems and equipment AS 2118.1-1999 Automatic fire sprinkler systems - General requirements AS 2293 Set-2005 Emergency escape lighting and exit signs Set AS 2444-2001 Portable fire extinguishers and fire blankets - Selection and location AS 7240.1-Series Fire detection and alarm systems	These Standards will guide ACU on the requirements for the installation, storage, inspection and maintenance of emergency equipment used within learning and professional spaces. This includes equipment such as fire extinguishers, fire protection systems and equipment, emergency evacuation lighting systems etc.	ACU are responsible for ensuring all installation both existing and future achieve the requirements of this Standard. This Standard should be referenced in determining the ongoing testing, inspection and maintenance requirements.	Laboratory Safety Guideline	AS 1841 AS 2293 SAI Global
AS 4775-2007 Emergency eyewash and shower equipment	This Standard specifies the design, performance, installation, maintenance and operational requirements for emergency eyewash and shower equipment.	ACU is responsible for ensuring all installations both existing and future achieve the requirements of this Standard.	Chemical Management Procedure; Laboratory Safety Guideline	AS 4775
Personal Protective Equipment (PPE) Standards AS/NZS 4501 Set:2008 Occupational protective clothing AS/NZS 2161 Set:2008 Occupational protective gloves Set AS/NZS 1336:2014 Eye and face protection - Guidelines AS/NZS 2210.1:2010 Safety, protective and occupational footwear - Guide to selection, care and use AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment	These Standards provide guidance for the selection, use, care and maintenance of PPE and clothing.	This Standard should be referenced in determining the PPE requirements for certain applications within ACU, in addition to ensuring adequate maintenance programs are in place. In some cases Safety Data Sheets (SDS) will need to be referenced to assist in making this selection.	Laboratory Safety Guideline	AS/NZS 4501.1 AS/NZS 4501.2 AS/NZS 2161 AS/NZS 1336 AS/NZS 2210.1 SAI Global

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices - Selection, use and maintenance	This Standard sets out the requirements for the selection, use and maintenance of industrial fall-arrest systems and devices.	ACU is responsible for ensuring all installations both existing and future achieve the requirements of this Standard.		AS/NZS 1891
AS/NZS 1269 Series - Occupational Noise Management	This Standard series provides guidelines on developing, implementing and evaluating an occupational noise management program. It would assist ACU in reducing the affects of noise where present through hearing protector programs and careful selection, use and maintenance of hearing protection.	This Standard should be referenced in determining the requirements for hearing protection required for certain applications within ACU, in addition to ensuring adequate maintenance programs are in place.		AS/NZS 1269.0 AS/NZS 1269.1 AS/NZS 1269.2
AS/NZS 2299.1:2015 Occupational diving operations - Standard operational practice AS/NZS 2299.3:2003 Occupational diving operations - Recreational industry diving and snorkelling operations	These Standards outline the requirements for the use of equipment in diving operations and specific requirements for the use of surface-supplied breathing apparatus (SSBA) and self-contained underwater breathing apparatus (SCUBA) in underwater operations in a depth £50 m.	ACU are responsible for ensuring any fieldwork activities involving diving achieve the requirements of these Standards.	Fieldwork Safety Policy	SAI Global
Waste Management Standards AS/NZS 3816:1998 - Management of clinical and related wastes AS 4187 - Code of Practice for Cleaning, Disinfecting and Sterilising Reusable Medical and Surgical Instruments and Equipment, and Maintenance of Associated Environments in Health Care Facilities AS 4031 - Non-reusable Containers for the Collection of Sharp Medical Items used in Health Care Areas, or; AS/NZS 4261 - Reusable Containers for the Collection of Sharp items used in Human and Animal Medical Applications	Sets out the requirements for the identification, segregation, handling, storage, transport, treatment and safe and environmentally responsible disposal of clinical and related wastes which may be hazardous.	ACU are responsible for ensuring wastes arising from medical, nursing, laboratory etc, are dealt with in reference to the requirements of these Standards	First Aid Procedure Laboratory Safety Guideline	AS/NZS 3816 AS 4031 AS/NZS 4261 SAI Global
SAA/SNZ HB 76:2010 Dangerous Goods - Initial Emergency Response Guide	This handbook provides emergency response information for dealing with accidents, spills, leaks or fires involving dangerous goods.	This Standard should be referenced in determining the requirements managing critical incidents involving dangerous goods within ACU.	Laboratory Safety Guideline	SAI Global

Reference	Description of compliance obligations	Governance commentary	ACU document including reference	Access from
AS 2182:1998 Sterilizers – Steam – Bench Top AS 2192:2002 Sterilizers – Steam – Downward Displacement	These Standards outline the requirements for safe use of sterilization units for sterilizing instruments and utensils.	This Standard should be referenced in determining the requirements for use of sterilization units within ACU laboratories.	Laboratory Safety Guideline	SAI Global
AS 2252.1:2002 Biological safety cabinets - Biological safety cabinets (Class I) for personnel and environment protection AS 2252.2-2009 Controlled environments - Biological safety cabinets Class II – Design AS 2252.3-2011 Controlled environments - Biological safety cabinets Class III - Design	These Standards specify the requirements for different classes of biological safety cabinets which are designed to provide personnel and environmental protection from hazardous biological agents.	ACU are responsible for ensuring hazardous biological agents are safely managed within the laboratories and these Standards should be referenced to ensure all requirements are reviewed and integrated.	Laboratory Safety Guideline	SAI Global
Guidelines and Inspection Checklists for PC2 (Physical Containment Facilities)	When planning a new facility, proposing to apply for certification of an existing facility or varying an existing certification, an assessment of the risks of Genetically Modified Organisms (GMOs) escaping in an emergency event should be undertaken. If the risk assessment determines that there is a greater than negligible risk from the emergency event, a risk management plan should be developed to manage these risks in an Emergency.	ACU should follow these guidelines if it plans to certify PC2 laboratories to support GMO research.		Guidelines and Inspection Checklists for PC2s

Section 13 - ACU Policies, Procedures and Tools

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU document(s)	Access from
Work, Health, Safety and Wellbeing Policy	ACU is committed to protecting and consulting about the health and safety of its staff members, students, contractors and visitors. The University is improving its safety management system and is progressively working toward the certification of the system.	Everyone has a responsibility to protect their own and others safety. The identification and management of risk should be prioritised by all staff members. Staff members and students actively participate in WHS&W consultation processes, comply with safe work instructions or procedures, and identify and report hazards, incidents and 'near misses' within Riskware.	Chemical Management Procedure WHS Risk Management Procedure	Work, Health, Safety and Wellbeing Policy

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU document(s)	Access from
Risk Management Procedure	ACU's Risk Management Procedure details the process for the identification, analysis, treatment, monitoring and reporting of risks. The procedure provides guidance about managing risks in the workplace and transparently listings these risks and treatments in organisational, campus and ACU risk registers.	It is an expectation that every organisational unit of the University will assess and manage risks by using the risk management methodologies that are outlined in this procedure.	Chemical Management Procedure	Risk Management Procedure
Laboratory Safety Guideline	The guidelines support laboratory users and managers to maintain a safe working environment within laboratories. It outlines the responsibilities of management, staff, students, visitors and contractors in contributing to a safe working and learning environment.	It is an expectation of the University that anyone that is visiting, working or learning with laboratories must comply with the guidelines. They should also complete or participate in online or face to face inductions prior to accessing laboratory or workshop facilities.	Critical Incident Management Policy; First Aid Procedure	Laboratory Safety Guideline
Incident and Hazard Reporting Procedure	The procedure supports the University to reduce the WHS risks which are associated with reports of incidents and hazards that are logged in Riskware ACU's incident and hazard reporting system). It also reinforces that staff and students are responsible for reporting incidents and hazards. The procedure also specifies that Nominated Supervisors should review or investigate the reports logged, by their staff or students, to determine what treatments (controls) should be entered into Riskware Action Plans to: reduce the risk of a similar incident occurring or close off a report of a hazard.	Every Nominated Supervisor or relevant staff member is required to complete Riskware Action Plans whenever one of their students or staff members logs a reports within Riskware. They should reference this procedure to review these obligations. Staff and students must also reports incidents or hazards, and staff should log reports of incidents on behalf of volunteers, visitors and contractors.		Incident and Hazard Reporting Procedure
Laboratory Inspection Checklist	This checklist provides guidance to staff in identifying common hazards that may be present within laboratories. It requires staff to identify existing risks and determine an Action Plan to reduce / manage these risks within the Lab.	Whenever an inspection is completed, it is the responsibility of the inspector to develop corrective actions in consultation with staff that are impacted by the changes. Some corrective actions can be resolved by logging service requests within Service Central or by logging a report of a hazard within Riskware.	WHS Risk Management Procedure	Laboratory Safety Guideline Riskware

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU document(s)	Access from
WHS Inspection Checklist for Offices	This form provides staff members with guidance about the hazards to assess during a WHS office inspection. Staff members use this form to conduct inspections and the checklist prompts them to take into consideration office safety: fire and electrical hazards, first aid, emergency procedures, manual handling tasks, office layout and storage and workstation ergonomics. Any hazards or risks that have been identified are to be assessed and a remedial action statement is to be completed, including logging desks with the Concierge Service Desk.	Whenever an inspection is completed, it is the responsibility of the inspector to develop corrective actions in consultation with staff that are impacted by the changes. Some corrective actions can be resolved by logging service desk requests within Service Central or by logging a report of a hazard within Riskware.	WHS Risk Management Procedure	WHS Workplace Inspection Checklist
First Aid Procedure	ACU's First Aid Procedure details the process for the allocation and resourcing of first aid provisions including the appointment of first aiders within each of the campuses. It is fundamental that ACU has adequate first aid resources to ensure that response to first aid injuries are timely and appropriate treatment is sought.	It is an expectation that the University will apply risk management methodologies to the identification and management of first aid responses.	Critical Incident Management Policy; Incident and Hazard Reporting Procedure	Critical Incident Management Policy; First Aid Procedure
Riskware	ACU has a legal obligation to maintain a register of injuries and apply learnings from reports of incidents	All staff and students should use Riskware to report incidents, injuries and hazards. Nominated Supervisors and others – who receive notifications of reports being logged by a staff member or others - are required to develop Action Plans, which may include details of actions that will be taken to reduce risk and close off reports.		Riskware (login with user ID and password) Riskware Reference Guides

Reference	Description of compliance obligations	Governance commentary	Referenced in the following ACU document(s)	Access from
Critical Incident Management Policy	ACU has a formal process for managing critical events that have the potential to severely damage ACU's people, operations, environment, its long-term prospects and / or its reputation. This Policy encompasses the management of critical incidents from a human, hazard identification, and risk management perspective. It details the arrangements that apply to critical incident management in the context of the University's Risk Management Framework.	It is an expectation that every organisational area of ACU will be familiar with the Critical Incident Management Policy to support an effective response in the event of an emergency.	WHS Risk Management Procedure	Critical Incident Management Policy
WHS Committee Handbook	This handbook outlines the functionality of the Campus Work Health and Safety Committees, including responsibilities and obligations, meetings, terms of reference etc. The WHS Committee on each campus provide a forum for discussing and reviewing WHS processes and ensuring that a collaborative, safe and healthy workplace is provided for all staff, students, contractors and visitors.	All staff should be made aware of their local WHS Committees and Health and Safety Representatives (HSRs) via induction programs so that they are aware of whom to raise WHS concerns with. Similarly WHS Committee Members should be familiar with the handbook and the role they play in achieving a successful and functioning WHS Committee on campus.	Risk Assessment Guidelines Workplace Inspection Checklist	WHS Committee Handbook WHS Committee SharePoint site
Chemical Management Procedure	The Chemical Management Procedure outlines processes for handling, storing and maintaining chemicals which are used on ACU premises. This includes ensuring the chemicals are recorded on manifests (which are downloaded and maintained within Chemwatch), risks are assessed and controls implemented to managed identified risk where required, safe work practices adopted, inspection regimes established, chemicals are clearly labelled and safely stored.	All staff, students, contractors and visitors must be aware of chemicals used on campus and the expectations associated with the safe handling and storage of these items.	Risk Management Procedure; WHS Inspection Checklist for Laboratories	Chemical Management Procedure Chemwatch

(10) Unless otherwise indicated, this document will still apply beyond the review date.

Status and Details

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Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability