

1. INTRODUCTION

- 1.1 Fiji National University (FNU) as body corporate with perpetual succession, with a common seal, established by the Fiji National University Decree 2008 recognises its moral and legal responsibility under the Health and Safety at work Act of 1996 to provide a safe and healthy work environment for employees, students, contractors and visitors.
- 1.2 The University is therefore committed to ensuring the health, safety and welfare of its employees, students, contractors and visitors and any other people who may be affected by its operations. In securing workplace health and safety, the University will pursue best practices in health and safety at all times.

2. PURPOSE OF THE POLICY

- 2.1. This policy describes how Fiji National University will implement its commitment to OH&S. It set out in detail the specific roles and responsibilities of all stakeholders to ensure that the University fulfills its moral and legal obligations.

3. OCCUPATIONAL HEALTH AND SAFETY (OH&S) STATEMENT

- 3.1 Fiji National University:
 - 3.1.1 is committed to ensuring a safe and healthy working environment for all its employees, students, contractors and visitors.
 - 3.1.2 Consider that in the undertaking of anyone job the prevention of injury or ill-health to people in its workplace is of no less importance than any other elements of the job.
 - 3.1.4 Recognizes that its managers and supervisors have primary responsibility for providing and maintaining a working environment that safe and without risks to health.
 - 3.1.5 is committed to support the roles of the OHS Committee Chair and Safety reps.

4. VICE CHANCELLOR

- 4.1 The Vice Chancellor is accountable for implementation of this policy.

5. SENIOR MANAGEMENT

- 5.1. Each manager is required to ensure that this policy and the OHS Program is developed and effectively implemented in their areas of control, and to support supervisors and hold them accountable for their specific responsibilities.

6. MANAGEMENT & SUPERVISORS

- 6.1 Each first-line supervisor is responsible, and will be held accountable, within the scope of their authority for taking all practical measures to ensure that:
 - 6.1.2 The tasks required for the successful implementation of the organiaation's OHS management programs are undertaken.
 - 6.1.3 All plant, substances and work systems used are suitable for their intended purpose in the workplace and meet safety requirements.
 - 6.1.4 Adequate training, information, instruction and supervision are provided so that work is conducted safely.
 - 6.1.5 Contractors and visitors are made aware of aware of safety procedures.
 - 6.1.6 Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity.
 - 6.1.7 The attention of senior management is promptly brought to any relevant health and safety issues.
 - 6.1.8 All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors.
 - 6.1.9 Safe access to, and egress from the workplace is maintained at all times.

7. EMPLOYEES

- 7.1. Each employee is responsible, and will be held accountable, within the scope of their authority for taking all practical measures to ensure that they:
 - 7.1.1 . Carry out their duties in a manner which does not adversely affect their own health and safety or that of others.
 - 7.1.2. Cooperate with measures introduced in the interests of workplace health and safety.
 - 7.1.3 Undertake any training provided in relation to OHS.
 - 7.1.4 Immediately report all matters which may affect workplace health and safety to their supervisor.
 - 7.1.5 Correctly use any information, training, personal protective equipment and safety devices provided.
 - 7.1.6 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
 - 7.1.7. Undertake only those tasks for which they have authorisation and/or necessary training, and for which all necessary safety arrangements are in place.

8. CONTRACTORS AND VISITORS AND STUDENTS

- 8.1 All contractors engaged to perform work on any of FNU sites must as part of their contract sign off on a check list regarding OHS safety policies, procedures and programs, before, at the start, during and after the contract.
 - 8.1.1 Failure to comply will be considered a breach of contract and sufficient grounds of termination of contract.
- 8.2. All visitors and students are expected to follow OHS policies and procedures whilst on the premises and not to adversely affect their own health and safety or that of others.

9. EMPLOYER TO NON WORKERS (STUDENTS, CONTRACTORS AND VISITORS)

- 9.1. The University shall ensure that the Occupational Health and safety policy and all procedures are applied to all non-workers at all times.

10. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

- 10.1. In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:
 - 10.1.1 OHS training and education;
 - 10.1.2 provision of information to employees, students, contractors and visitors;
 - 10.1.3. Development of safe work procedures;
 - 10.1.4. Emergency procedures and drills;
 - 10.1.5. Provision of OHS equipment, service and facilities;
 - 10.1.6. Regular workplace inspection and evaluations; and
 - 10.1.7. Reporting and recording of incidents, accidents, injuries and illnesses.

11. APPLICATION

- 11.1. This policy is applicable to all of the University's worksites including Campuses, Centre and any other worksite whether temporary, permanent or where the university has presence.

12. REVIEW

- 12.1. The policy will be regularly reviewed following every related legislative or organizational change, and/or as and when required.



ACTING VICE CHANCELLOR 2015.
POLICY ADOPTED: 2015