

OVERVIEW : HEALTH SAFETY AND WELLBEING HANDBOOK

Why was the handbook produced?

The University of Adelaide Health Safety and Wellbeing (HSW) Handbook has been developed to provide our staff and those with HSW responsibilities with practical steps to meet those responsibilities.

This Handbook supports the HSW Policy Statement.

Who is the handbook for?

The HSW Handbook is for all persons who undertake University of Adelaide work related activities as an employee, title holder, volunteer and/or use the facilities as a student, visitor or third party and/or are engaged by the University under a contract of service or contract for service (eg Contractors) and/or a staff member of a controlled entity.

What is in the handbook?

- The handbook includes:
- the objectives of each business process;
 - the scope of the process (eg inclusions, exclusions where applicable);
 - responsibilities and the steps to achieve them;
 - links to the forms and templates required to complete the process;
 - performance measures to be used by the HSW Team eg for Internal Audits;
 - links to other relevant information eg other processes, Legislation.

How to use the handbook?

The handbook does not need to be read from cover to cover. The index allows readers to look up specific business processes or information. The Handbook is divided into sections to enable users to quickly search for areas of interest.

Who maintains the handbook?

The Manager, Health Safety and Wellbeing is responsible for ensuring the HSW Handbook is current. Should you have any processes you would like to include in the handbook, suggested amendments or feedback, please submit your comments or documents to the Senior HSW Consultant (Policy and Liaison) on 8303 0174 or contact your Division/Faculty HSW Manager.



HSW Handbook	Handbook Introduction and General Information	Effective Date:	27 November 2009	Version 1.2
Authorised by	Manager, Health Safety and Wellbeing	Review Date:	November 2012	Page 1 of 1
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