

Guideline Title: Work Health and Safety Management System Guideline

Guideline Owner: Chief Safety Officer

Keywords: Work Health and Safety, Management, Framework, System.

This guideline supports the University to operationalise the *Work Health and Safety Policy [PL139]* and must be complied with.

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1. Intent

The purpose of this guideline is to outline the scope and application of Edith Cowan University's (the University) Work Health and Safety Management System (WHSMS). The WHSMS facilitates a coordinated and systematic approach for providing, maintaining and continuously improving, so far as is reasonably practicable, a safe and healthy working and learning environment for its workers, students and the community.

This WHSMS guideline provides the mandatory requirements to:

- Support implementation and compliance with local health and safety legislation and alignment to related Australian/New Zealand (AS/NZ) and International (ISO) Health and Safety standards, and
- Eliminate or minimise the risk to health and safety so far as is as reasonably practicable.

2. Organisational Scope

This Guideline applies to all workers, students and visitors conducting activities with, or on behalf of, Edith Cowan University (ECU) both within Australia and overseas. Our locations

outside of Western Australia will comply with this guideline and with relevant local WHS legislation as a minimum. Where there is a difference, the higher standard will apply.

3. Definitions

The [University Glossary](#), the [WHS Definitions Register](#) and the following definitions apply to this guideline:

Term:	Definition:
Local Work Health and Safety Committees	Local Work Health and Safety Committees operate in a proactive capacity to assist the School or Professional Service in the management and control of potential and reported work health and safety matters.
Plan-Do-Check-Act (PDCA)	A continual improvement cycle consisting of the following steps: Plan: determine and assess WHS risk, establish the objectives and processes necessary to deliver results in accordance with the WHS Policy Do: Implement the processes Check: monitor and measure processes against HS Policy and objectives Act: take action to continually improve the WHS performance.
University Work Health and Safety Committee	A Committee reporting to the Vice-Chancellor with the prime function to provide strategic guidance and recommendations regarding the management of health and safety risks at ECU.
Work Health and Safety Management System (WHSMS)	A management system that specifies the requirements to enable an organisation to control its occupational health and safety risks, improve its health and safety performance through a continual improvement cycle, assure its conformity with the applicable WHS policy and standards.
Worker	Means any person who carries out work for a Person Conducting a Business or Undertaking (PCBU as defined by the Work Health and Safety Act 2020 (WA), noting that the University is a PCBU. It includes work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers. This also includes researchers undertaking research on behalf of the University

4. Guideline Content

Work Health and Safety Strategy

Scope and Requirements

- 4.1. The University shall develop WHS and Wellbeing Plans consistent with the [ECU Strategic Plan](#) and which supports long-term plans for continual improvement of WHS at ECU.

Review and Approval

- 4.2. The Chief Safety Officer is responsible for the development and monitoring of a WHS and Wellbeing Plan every three years, in consultation with the University Work Health and Safety Committee and ECU Officers. The plan shall be approved by University Council and comply with the [ECU WHS Document and Records Management Procedure](#).

Communication

- 4.3. ECU's WHS and Wellbeing Plan is available to all workers, students and visitors through the [Work Health, and Safety and Wellbeing website](#).

Work Health and Safety Management System

Scope and Requirements

- 4.4. The University maintains an integrated WHSMS aligned to the requirements of the local WHS legislation, related AS/NZ and ISO Health and Safety standards for all authorised ECU locations and activities conducted with, or on behalf of, ECU.
- 4.5. Whilst ECU does not maintain formal certification, the structure and requirements of the WHSMS are based on AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use (ISO 45001).
- 4.6. The [ECU Work Health and Safety Management System Framework](#) and associated WHSMS documents are available from the [Work Health, Safety and Wellbeing website](#).

Accountabilities

- 4.7. The Vice-Chancellor is accountable for Work Health and Safety at ECU.

- 4.8. In relation to ECU's WHSMS, the Vice-Chancellor delegates the following accountabilities:
- The Chief Safety Officer is accountable for maintaining WHSMS documentation and WHS risk management processes to meet WHS legislative requirements and align to ISO 45001.
 - The Director Campus Environments is accountable for maintaining Contractor management operations, Emergency Management and all asset management documentation and processes, which are components of ECU's WHSMS.
 - The Chief Risk Officer is accountable for maintaining ECU's risk matrix, Integrated risk management framework, enterprise risk management processes and critical incident response, which form components of ECU's WHSMS.
 - The Chief Financial Officer is accountable for maintaining the Contract Management documentation and systems, including the establishment of a governance structure for managing suppliers and contractors, which form components of ECU's WHSMS.
 - The University Executive, including Executive Deans, Deans and Directors, are accountable for implementing the WHSMS in their area of responsibility and discharging their WHS accountabilities as outlined in the [WHS Resources, Accountabilities and Responsibilities Guideline](#).

Or to a position succeeding any of those positions.

Work Health and Safety Management System Documentation

- 4.9. The Work Health Safety and Wellbeing team are responsible for developing and regularly reviewing the [WHSMS Framework](#) and supporting documents.
- 4.10. Where documents and processes that form components of the WHSMS are owned by areas outside of People and Culture, as outlined in section 4.8, these areas are accountable for consulting with the Work Health Safety and Wellbeing Team to ensure the documents meet WHS legislative requirements and, where relevant, align to ISO 45001.
- 4.11. Documentation related to the WHSMS will be:
- Available on or via the [Work Health Safety and Wellbeing website](#) and incorporated into WHS inductions where relevant.
 - Reviewed at least every three years or whenever there is a significant relevant change of circumstances such as changes to legislation.
 - Consulted and communicated with Workers as outlined in the [WHS Communication and Consultation Guideline](#).

- Compliant with the [ECU WHS Document and Records Management procedure](#).
- 4.12. New documents should be developed when the need is identified. New and revised documents will be available on the [Work Health Safety and Wellbeing website](#) and be communicated to stakeholders.
- 4.13. Where Schools and Professional Services maintain specific WHS documentation to meet the requirement of the ECU WHSMS, this should also be made available on their website or SharePoint page.

Continual Improvement

- 4.14. The WHSMS is used in conjunction with a cycle of continual improvement and adopts the methodology of Plan-Do-Check-Act (PDCA). The WHSMS is supported by WHS Improvement Plans, both at the University and Local WHS Committee level, developed in accordance with the [WHS Targets, Measures and Plans Guideline](#).

Management System Resources

- 4.15. The resources necessary to implement, maintain and continually improve the WHSMS should be defined and made available. Further detail on WHS resources, accountabilities and responsibilities are outlined in the [ECU WHS Resources, Accountabilities and Responsibilities Guideline](#).

5. Accountabilities and Responsibilities

The Guideline Owner is the Chief Safety Officer who has overall responsibility for the content of this guideline, its operation, currency of information and provision of advice relating to these guidelines.

6. Related Documents

Australian Standards

AS/NZS ISO 45001:2018 *Occupational health and safety management systems – Requirements with guidance for use*

Policies

Work Health and Safety Policy [PL139]

Operational documents and resources

[WHS Communication and Consultation Guideline](#)

[Work Health and Safety Resources, Accountabilities and Responsibilities Guideline.](#)

[ECU Work Health and Safety Management System Framework.](#)

[Health and Safety Targets, Measures and Plans Guideline](#)

[WHS Document and Records Management Procedure](#)

[ECU Integrated Risk Management Framework](#)

[ECU Critical Incidents](#)

[Campus Environments Governance Documentation \(refer to branch specific documentation for policies, guidelines, procedures and work instructions\)](#)

[Strategic Procurement Framework](#)

7. Contact Information

For queries relating to this document please contact:

Guideline Owner	Chief Safety Officer
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8. Approval History

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