SAFETY AND HEALTH

27 Allowances – General Provisions

27.1 General Provisions

27.2 Higher Duties Allowance

27.3 First Aid Allowance

27.3.1 For the purposes of this Clause [27.3], the following definition(s) apply:

*Suitably qualified staff member* means a staff member holding a current statement of attainment that satisfies the National Training Requirement HLTFA301B – Apply First Aid. This includes, but is not limited to, the successful completion of the 2 day Senior First Aid - St John Ambulance Association; or the Senior First Aid (Workplace Level 2) – Australian Red Cross Society training courses.

27.3.2 A suitably qualified staff member appointed by the University as a First Aid Officer is entitled to a First Aid Allowance of $20.00 per week.

27.3.3 Increases to the First Aid Allowance will be paid to First Aid Officers at the equivalent rate and from the effective date prescribed in Clause [26], Salaries and Increments.

27.3.4 A part time staff member who is appointed as a First Aid Officer is entitled to this allowance proportionate to hours worked.

27.4 Health and Safety Representative Allowance

27.4.1 Health and Safety representatives are entitled to a Health and Safety Representative allowance of $40.00 per week.

27.4.2 Increases to the Health and Safety Allowance will be paid to Health and Safety Representatives at the equivalent rate and from the effective date prescribed in Clause [26], Salaries and Increments.

55 Health and Safety

55.1 All staff members have the right to operate in a safe and healthy workplace.

55.2 A line manager will manage any workloads that may otherwise become excessive due to a staff member’s leave taking.

55.3 The University will continue to support the role of Health and Safety Representatives. A Health and Safety Representative Allowance is payable in accordance with Clause [27.4], Health and Safety Representative Allowance.
55.4 **Workplace Rehabilitation**

55.4.1 The University will continue to facilitate the rehabilitation of a staff member who has suffered a compensable injury at work by endeavouring to provide the staff member with suitable alternative duties for a defined period.

55.4.2 The suitable alternative duties, hours of work and work patterns will be subject to agreement by the University, any approved workplace rehabilitation provider, and the staff member and the staff member’s treating medical practitioner.

55.5 **Fitness for Work**

55.5.1 Where the University forms a view that a staff member’s fitness for work is in doubt, the University may request a clearance to attend to work duties from a registered medical practitioner of the staff member’s own choosing.

55.5.2 Where the University is of the view that:

a) a fitness for work certification has not considered pertinent work related issues, or
b) a staff member’s own, or others, health and safety is compromised;

the University may require the staff member undergo, at the University’s expense, a medical examination by a practitioner identified by the University. The purpose of the medical examination is to establish the staff member’s fitness for work, to assess their ability to undertake the inherent requirements of their job, or to identify work place modifications.

55.6 **Return to Work**

55.6.1 Where a staff member requires a return to work program:

a) medical information must be provided to the University in accordance with Clause [55.5], *Fitness for Work*; and

b) prior to the staff member returning to their work area, a return to work program will be negotiated as necessary between the staff member and their Union or other nominated representative, and the line manager. Any negotiated return to work program will be approved by the Director, Human Resources or nominee.

55.7 **Workplace Bullying**

55.7.1 For the purposes of this Clause [55.7], the following definition(s) will apply:

*Workplace bullying* means repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, that a reasonable person would regard as undermining the individual's right to dignity through victimising, harming,
humiliating, intimidating or threatening a person or persons, thereby creating a risk to health and safety.

55.7.2 All staff members have the right to operate in an environment free from workplace bullying.

55.7.3 Staff members, including managers, are required to:
   a) personally demonstrate appropriate behaviour; and
   b) take reasonable care to ensure their own safety and health at the University; and
   c) avoid adversely affecting the safety or health of any other person through any act of workplace bullying or omission to deal with acts of bullying.

55.7.4 Line managers are responsible for investigating complaints of workplace bullying promptly, confidentially, and impartially.

55.7.5 Disciplinary action for findings of workplace bullying may be taken in accordance with Clause [66], Misconduct or Serious Misconduct.