

University of Tasmania

Commercial Services & Development

Safety Management Manual

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Please note that the referenced policies or procedures under each section may be under review.

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1. Work health and safety (WHS) responsibilities

This manual provides an overview of the WHS responsibilities of persons working at the University of Tasmania (UTAS); this includes UTAS staff and contractors. Staff and contractors have an important role in ensuring that their workplace at the University is as safe and healthy as possible.

1.1 Standard Provisions

1.1.1 Person Conducting Business or Undertaking (PCBU)

The University

The University is taken to be a person conducting a business or undertaking under the *Work Health and Safety Act 2012* and as such has the primary duty of care under Section 19 of the Act.

Primary Duty of Care

In accordance with the Act, the University must ensure, so far as is reasonably practicable, the health and safety of workers and other persons at a University workplace is not put at risk.

1.1.2 Contractors A contractor including any sole trader engaged by the University, may also be a PCBU and is to discharge their duty accordingly under the Act.

Under Section 16 of the Act, more than one person (such as the University and a contractor) can concurrently have the same duty and each must comply with the standard required by the Act.

1.1.3 Officers

For the application of the *Tasmanian Work Health and Safety Act 2012*, the University is taken to be a corporation. An officer therefore means an officer within the meaning of Section 9 of the *Corporations Act 2001* of the Commonwealth and is:

- a) a director or secretary of the corporation; or
- b) a person:
 - i. who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
 - ii. who has the capacity to affect significantly the corporation's financial standing; or
 - iii. in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation).

Members of Council, deans of faculties, heads of schools and centres, directors/principals of institutes and heads of divisions and sections and members of IMAS, Menzies and AMC boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act.

Duties

Under Section 27 of the Act, an Officer must exercise due diligence to ensure that the University complies with its primary duty of care.

1.1.4 Managers and Supervisors

There are many managers and supervisors of the University who are not deemed to be Officers under the Work Health and Safety Act.

These managers and supervisors are workers under Section 7 of the Act and must take 'reasonable care' with regard to the exercise of their duty under the Act.

For a manager or supervisor, what is 'reasonable' needs to be read with reference to that person's position and delegated authority within the University.

Duties

While at work, a manager/supervisor must:

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as she or he is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act; and
- d) cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to them.

1.1.5 Workers (including all employees)

Section 7 of the Work Health and Safety Act, describes a person as a worker if the person carries out work in any capacity for the University.

This includes work as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company, or outworker, an apprentice or trainee, a student gaining work experience, or a volunteer.

A workplace is a place where work is carried out for the University and includes any place a worker goes, or is likely to be while at work.

Duties

While at work, a worker must:

- a) take reasonable care for his or her own health and safety
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act
- d) cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers.

1.1.6 Other persons, including students and visitors

The University has a duty of care under Section 19(2) of the Work Health and Safety Act to ensure so far as is reasonably practicable, the health and safety of other persons is not put at risk from work carried out as part of the conduct of the University.

Any person at a University workplace, not defined as a worker may be an 'other person', including students, visitors and members of the public.

Duties

Section 29 of the Act defines the duties of other persons at the workplace.

A person at a workplace must:

- a) take reasonable care for his or her own health and safety
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act.

Further information can be found in the University's Work Health and Safety Minimum Standard which can be found at:

www.utas.edu.au/policy/by-category#Work Health & Safety

1.2 CSD staff health and safety representation

Health and safety representatives (HSRs) are elected by staff in the workplace to represent them on University WHS committees and to provide information and guidance on WHS matters. CSD staff have access to six HSRs who can provide support with relevant issues.

The full listing of University HSRs is available at:

www.utas.edu.au/work-health-safety/health-safety-representatives

1.3 Statutory approvals

Accountable persons are required to maintain the workplace and plant and equipment in accordance with regulatory approvals that have been issued.

Within CSD these include:

- places of public assembly
- some plant rooms
- certified plant or equipment (For more detail, contact the Associate Director, Infrastructure Planning and Compliance.)

Statutory non-compliance must be reported to the Associate Director, Infrastructure Planning and Compliance and relevant authorities immediately.

2. General workplace safety

2.1 Emergency procedures

All staff should be familiar with the evacuation procedure and assembly point for areas in which they work and must ensure that visitors and contractors are provided with relevant information. All staff, visitors and contractors must follow directions given by emergency wardens.

The locations of the closest automatic external defibrillator (AED) and first aid officer or station should also be identified.

2.2 First aid and AEDs

First aid stations are provided in CSD offices. Familiarise yourself with their locations and with which staff are first aid trained.

Automatic external defibrillators (AEDs) assist in the treatment of persons experiencing sudden cardiac arrest. AEDs are located in strategic locations in most University buildings. Campus maps show the location of these units (see www.utas.edu.au/campuses/campus-maps).

AEDs are simple to use and each unit provides a series of audio prompts to the user after it is activated. They will only deliver a shock to the patient if required. Whilst it is preferable that their use be initiated by a trained first aid officer, they are safe for use by an untrained person.

2.3 Sharps, blood and body fluids (exposure to)

CSD staff and contractors need to be aware of the need to prevent and manage occupational exposures to blood and body fluids contaminated with blood. These include needle stick/sharps injuries, which have a potential to carry the human immunodeficiency virus (HIV), hepatitis B (HBV), hepatitis C (HCV) and/or other blood-borne infections.

Further information on occupational exposures to blood and body fluids, including needle stick incidents can be found in the University's First Aid in the Workplace Procedure. See www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

Schools are responsible for ensuring that sharps are disposed of correctly but that does not remove from CSD staff or contractors the responsibility to ensure their own safety if they are working in an area where sharps are used.

3. 3WHS essentials

3.1 Permits and licences

CSD staff and contractors may only carry out activities that require a statutory licence or permit if so licensed or permitted. These activities include (but are not limited to):

- first aid
- use of mobile plant (e.g. forklift)

- vehicle driving
- electrical work
- confined space entry
- mechanical works
- use of lifting equipment and fall protection equipment
- use of scaffolding and cranes (including EWPs).

Internal assessment of an operator's competence may need to be demonstrated prior to permitting unsupervised operation of specialised equipment.

3.2 Personal protective equipment (PPE)

Personal protective equipment (PPE) is defined as clothing, an appliance, a barrier etc. that is necessary to protect an employee whilst exposed to hazards in the workplace.

The University undertakes to eliminate hazards from the workplace where practicable. Where the elimination of hazards cannot be achieved, the relevant CSD unit will ensure that PPE is available to employees to protect them from risk of injury. The use of PPE shall only occur when elimination or management of the hazard is not technically or practically possible.

CSD will:

- Ensure that any identified hazardous area at which PPE is required to be worn is clearly identified with appropriate signage in accordance with AS1319.
- Ensure that PPE issued is appropriate to the task.
- Ensure that, where necessary, employees and visitors are provided with PPE.
- Ensure that employees are trained in the correct usage of PPE before using such equipment.
- Ensure all PPE purchased complies with relevant Australian Standards.
- Ensure PPE for general use will be kept in a hygienic manner and cleaned after each use.

Employees, contractors and visitors must:

- Use PPE that is issued to them as instructed.
- Attend training sessions on correct usage of PPE as required.
- Keep PPE in a good, clean and hygienic condition and report any defects.

Where harnesses are required PPE the harness must be:

- inspected prior to use
- in test period and within date

- attached to a certified anchor point.

Note: CSD does not supply harnesses. Contractors must provide their own harnesses as required.

The University's Personal Protective Equipment Policy can be accessed for further information at www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4. Working safely

4.1 Asbestos

It is CSD's responsibility to identify and inspect where asbestos is located and to keep a register of asbestos on University property. CSD must make the asbestos register readily available to University staff, contractors and students. The current asbestos register via the following web page:

www.utas.edu.au/commercial-services-development/work-health-and-safety

The asbestos register must be reviewed prior to any demolition or penetration activities and contractors notified when asbestos is present. If material is identified that is suspected of containing asbestos, the appropriate CSD project manager must be notified prior to disturbance. All asbestos management, removal and/or disturbance is to be undertaken in accordance with relevant Worksafe Tasmania codes of practice. A University permit for asbestos removal must be approved prior to works commencing.

Project managers must include all asbestos removal information and certifications as part of the supply of as-constructed information for the project. The asbestos register must be updated with this information.

The asbestos management procedure can be downloaded from

www.utas.edu.au/policy/by-category (under the Property Services category).

In addition to legislated and regulated requirements, project managers and works supervisors must advise University staff in the vicinity of any proposed works and their relevant unions of proposed removal programs prior to undertaking the removal of asbestos. This should be undertaken via liaison with the University WHS Unit. A project communication plan should be developed to include details of processes undertaken to impart information to relevant staff and students.

4.2 Hazardous substances – chemicals

Hazardous substances may be found in laboratories and workshops throughout the University. CSD staff and contractors need to be aware of relevant procedures and policies prior to entering these areas. Generally before entering these spaces a specific site or building induction is required.

Containers holding chemical substances must meet the requirements for labelling of chemical substances used or produced at workplaces. Appropriately labelled containers must be used at all times. Drink bottles and food containers must not be used under any circumstances.

The Chemical Management Procedure can be downloaded from www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

Material safety data sheets (MSDS) provide information that will minimise the risks associated with chemical handling. They are available where chemicals are stored or used or from relevant staff managing particular areas in the University such as laboratories.

A complete list of all MSDS and chemicals used is recorded in University's chemical management system (ChemWatch). See www.utas.edu.au/work-health-safety/major-risk-topics/hazardous-chemicals-and-poisons for more information about ChemWatch.

4.3 Confined spaces

All new confined spaces identified must be notified to the CSD HSR on each campus for inclusion onto the confined space register. A confined space entry permit must always be completed prior to a confined space being entered or work being carried out on a confined space. In addition, a hot work permit must be completed prior to any hot work being carried out in the confined space. The authorised confined space permit is available from Campus Services and shall be kept at the entrance of the confined space during the period of occupation.

The confined space entry procedure can be downloaded from www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4.4 Contractor induction

All contractors working on University premises must complete the University's online WHS induction prior to commencing work. The link to the online induction is on CSD's WHS page:

www.utas.edu.au/commercial-services-development/work-health-and-safety

To minimise risks associated with working on University premises, contractors must report to appropriate staff in CSD or schools prior to commencing work. (The CSD project manager or contract owner is to identify relevant school or section staff for contractors.) Following that, it is mandatory that prior to commencing work on site each day, contractor staff **sign in** to the worksite via the University's Work Request System. When leaving the site each day, contractors should also **sign out** using the same system.

The sign-in screen of the Work Request System will include notifications for the contractor of any known high risk issues, including the need to check confined space, asbestos and other registers that may be applicable to the work at hand and may also flag any work permits that may be required.

Prior to commencement of work on new projects or tasks, a safety meeting should be held with all personnel involved in the project. Any work requiring risk assessment will be identified and discussed at this meeting. As part of this meeting, the University's Take5 Assessment should be completed by either the job supervisor and/or contractor. Only once the Take5 assessment is completed and all hazards made safe should the job commence.

Take5 assessment notebooks are available at Campus Services and via Security. Electronic versions are also available online via iAuditor.

All potentially hazardous activities and tasks performed by University staff or contractors should be risk assessed. For routine tasks, the University's Safe Work Procedure should be used as the basis for preparing and SWP or SWMS. However, this may not identify all hazards that are local to the site or project. Any further hazards identified should be noted and included in the assessment. More information can be found in the University's safe work procedure which can be downloaded at www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4.5 Energised electrical work

Any energised electrical work, where all or part of any electrical equipment being worked on is connected to the electrical supply, should be undertaken in accordance with the Worksafe Tasmania Managing Electrical Risks in the Workplace Code of Practice CP117. Prior to any work request for energised electrical work being raised, an Energised Electrical Work Application and Advice form should be completed and forwarded to CSD for approval. This form can be downloaded from www.utas.edu.au/commercial-services-development/work-health-and-safety

4.6 Excavation, demolition and penetration

Excavation includes the following:

- digging with a shovel, spade, pick or crowbar
- digging or drilling with a mechanical device
- driving of poles or piles
- spiking
- explosive work.

to a depth of greater than 30 centimetres.

Penetration includes driving any item into the ground, particularly star pickets or drilling into floors or walls.

Demolition includes any operation where walls, ceilings or floors are pulled down.

Existing building or site infrastructure plans are to be consulted to identify any hidden services before any excavation or penetration occurs. However, there is no guarantee that existing plans will accurately identify service locations so care must be exercised by all contractors to avoid damage to services. If any doubt exists as to depths and locations of services, appropriate contractors should be sourced to make a determination.

The excavation, penetration and demolition procedure can be downloaded from www.utas.edu.au/commercial-services-development/work-health-and-safety

4.7 Hot works

The University's hot work procedure provides the minimum requirements for all hot work activities conducted outside designated metal workshops, laboratories or areas

designed for hot work. All hot work must be approved with a written hot work permit prior to commencement. These permits are available from relevant CSD staff such as project managers and employee HSRs involved with works requiring hot work permits.

Hot work includes, but is not limited to, the following:

- acetylene or gas burning
- welding, brazing or electric arc welding
- soldering
- heat gun operation
- heating and driving rivets
- use of open flames
- abrasive blasting
- grinding
- power operated tools that cause spark generation (cutting tools)
- use of gasoline or other internal combustion engines and other similar appliances that produce sufficient heat to ignite flammable vapours.

The hot work procedure can be downloaded from www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4.8 Laboratories and microbiology

CSD staff and contractors need to be aware that access to laboratories is restricted to competent persons or to those who are supervised by them. CSD staff and contractors are not permitted to enter laboratories unless given approval by the laboratory manager prior to commencement of work.

CSD staff with a demonstrated need to enter areas containing microbiological products are to be inducted by the relevant laboratory manager before undertaking works. All other CSD staff should avoid contact with these areas and products.

The microbiology policy and procedures applies to all microbiological hazards including infective biohazards and gene technology affairs.

The microbiology minimum standard can be found on the University website at www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4.9 Manual handling

The manual handling minimum standards can be found on the University website at www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4.10 Plant isolation and equipment lock-out tag-out (LOTO)

No CSD staff member or contractor should operate any item of equipment they have not been trained to use and/or are not licenced to operate.

Out-of-service tagging provides a highly visible warning to all employees, contractors and visitors that plant or equipment is unsafe and not to be used. Out-of-service tags are available from Campus Services or from contract supervisors.

Out-of-service tags are yellow and black. They are placed on unsafe plant or equipment when the use or operation of that plant or equipment could cause further damage to that plant or equipment, cause injury to people or cause damage to other equipment.

Isolation involves the removal of the energy source from an item of equipment in such a way as to prevent the possibility of accidental or unplanned energisation of the whole, or a specific section of that equipment. The de-energisation must also prevent the introduction of contaminants or conditions through equipment such as piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment.

Energy sources may include, but are not be limited to electrical, mechanical, hydraulic, pneumatic, chemical, radioactive, kinetic, potential, thermal and gravitational.

The risks associated with performance of construction, installation, inspection, repair and maintenance work can be minimised by use of a formal isolation system. The Plant Isolation LOTO Procedure provides the minimum requirements for all types of isolation activities conducted in University-controlled work sites.

Tags for small works are available from CSD staff involved in the works at an accountable person level, such as CSD project managers and HSRs. Tags for major works such as locking out fire mains or systems and similar works are supplied by contractors.

Where fire protection systems are to be isolated, a fire protection system impairment permit must be completed. Fire protection system impairment permits are available from Campus Services.

The Plant Isolation LOTO procedure can downloaded from the University website at www.utas.edu.au/commercial-services-development/work-health-and-safety

4.11 Plant rooms

CSD staff or contractors who are required to enter a plant room are to undertake a visual inspection of the area on entry to identify any potential hazards. Hazards include but are not limited to:

- moving parts to plant or equipment which may be guarded but could present a risk if approached inappropriately
- asbestos, which should be appropriately signed
- low ceilings
- trip hazards, etc.

Staff or contractors working in a plant room are to complete a formal risk assessment prior to work commencing.

Further information on plant room safety is available from the Commercial Services and Development Compliance and Risk Officer.

4.12 Radiation

The University's Radiation Safety Minimum Standard applies to all teaching and research activities using sources of ionising radiation, certain types of laser products and some types of apparatus that employ the principle of 'nuclear magnetic resonance' for imaging or analysis, sealed and unsealed sources and the storage of radiation sources.

CSD staff or contractors with a demonstrated need to enter radiation areas or handle radioactive products must undergo appropriate induction and follow the necessary procedures. The induction will be provided by the relevant laboratory manager. Staff and contractors should adhere to the following policies after appropriate induction. All other CSD staff should avoid contact with these areas and products.

The Radiation Safety Minimum Standard can be found on the University website at www.utas.edu.au/policy/by-category (under the Work Health & Safety category).

4.13 Scheduled carcinogenic substances

CSD staff with a demonstrated need to handle or enter areas containing scheduled carcinogenic substances should follow the policy after appropriate induction. All other CSD staff should avoid contact with these areas and products.

The prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals procedure (see www.utas.edu.au/policy/alphabetical) lists some known carcinogens but there may be others not listed. These are covered under the Worksafe Australia Control of Workplace Hazardous Substances National Code of Practice and should be managed in accordance with the University's hazardous substances policy and procedures.

CSD staff are to consult the MSDS when entering unknown areas. Relevant laboratory managers are to be consulted to determine the risk of carcinogenic substances, particularly in research laboratories. If required, induction of staff is to be provided by the laboratory manager.

The risk of adverse health effects from exposure to scheduled carcinogenic substances is to be eliminated, or where that is not possible, minimised as far as is practicable.

Contractors who need to access University locations known to contain carcinogens should first consult with Commercial Services and Development staff who will organise access to such areas.

4.14 Workshops

Access to, and use of, workshops is to be restricted to competent persons or to those who are supervised by them. CSD staff or contractors who need to access school workshops must first contact the workshop manager.

The Working Safely in Laboratories, Workshops and Studios Minimum Standard can be found on the University website at www.utas.edu.au/policy/by-category (under Work Health & Safety).

4.15 Working at heights

Many CSD activities and works require staff and contractors to work at heights. The primary risks associated with working at heights are safe access to all work areas and persons and objects falling.

Working at heights is defined as any activity undertaken where there is a risk of a person falling more than 2.0 metres. For example, a tradesperson working on a ladder with their feet more than two metres above ground is undertaking work at height.

This is a permit-required activity.

The Working at Heights procedure can be downloaded from the University's website at www.utas.edu.au/policy/by-category (under Work Health & Safety procedure).

This procedure provides minimum requirement for all working at height activities.

The safe use of ladders requires that:

- Ladders must comply with the Australian Standard (AS 1892).
- Operators must obey ladder use rules; for example, correct ladder for application, correct angle, height, angle, footed and/or tied off.
- Ladders must be inspected regularly and before each use.

Note: All CSD staff required to use ladders must be inducted into WHS procedures for ladder safety prior to use. An individual risk assessment must be made by the staff member prior to each use

4.16 Vehicles

The Authorised Vehicles Minimum Standard can be found downloaded from the University's website at www.utas.edu.au/policy/by-category

5. Other WHS processes

5.1 Inspections and audits – CSD controlled space

Regular workplace inspections are effective mechanisms for identifying workplace hazards and creating a safe working environment. CSD workplaces include the CSD offices north and south and all plant rooms.

A basic workplace inspection checklist is available on the Universities website at www.utas.edu.au/work-health-safety/whs-essentials/whs-forms

CSD has also developed a workplace inspection audit template in iAuditor format. This is available online for iAuditor users.

The inspection team for any area must include an Accountable Person. The relevant Employee's Health & Safety Representative for the work area must also be included if practicable.

Workplace inspections must be undertaken annually but may be required more frequently, depending on the area and associated risks. Prior to undertaking the inspection, previous checklists for the area must be reviewed.

Upon completion of the inspection the inspection team must immediately analyse the report, develop action plans according to agreed priorities, set realistic dates for completion and review and then advise the relevant supervisor.

Where necessary, hazard report forms and job request forms need to be completed.

Further information is available from the relevant Employee Health & Safety Representative.

5.2 Purchasing

CSD staff with a responsibility for the purchasing of plant, equipment and materials must be aware of the WHS requirements associated with the product being purchased. On receipt of items, each item must be checked to see if it complies with the University's WHS procedures.

The University's WHS Purchasing policy can be found on the University website at www.utas.edu.au/policy/by-category (under Work Health & Safety).