Safety and Wellbeing Procedure for Our People Leaders

Version 1 – Approved 27 January 2022

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Purpose

This procedure outlines the safety and wellbeing responsibilities of our people leaders to put safety first and always and in doing so, meet their obligations at our University and under the applicable law.

Applicable governance instruments

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<td>Radiation Protection Regulations 2006</td>
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Safety and Wellbeing Procedure for Our People Leaders

Procedure

The University is committed, as far as reasonably practicable, to keeping our community safe at work with safety integral to all that we do to ensure, as far as reasonably practicable, no one is injured working for the University or when visiting University grounds.

As a people manager, you are integral in ensuring the safety and wellbeing of your people by exercising due diligence to ensure that the University complies with its duty by taking reasonable steps to:

1. ensure safe systems of work are in place and being followed in your area (a safe system of work is the complete set of measures in place to keep our people safe and well studying and working at our university. This includes, induction and training, maintaining safe plant and equipment, risk assessments, safe work procedures, incident reporting, return to work etc.,)

2. ensure all workplace risks are identified and managed

3. ensure your people are inducted, trained and competent to do their work safely

4. action regular workplace inspections to verify that safe systems of work are being used and working as intended

5. proactively champion and support a positive safety culture and actively communicate about safety and wellbeing

6. actively follow up incidents, near-misses and hazards reported by your team and support actions to address findings.

These responsibilities are achieved by taking reasonable steps to:

1. maintain safe work environments

2. train and induct members of the University community

3. build a culture of effective incident management

4. support those affected by Safety and Wellbeing matters and

5. understand particular work environments, activities and conditions.

1. Maintaining safe work environments

1.1. University work environments

As far as reasonably practicable, University work environments must enable our community members to carry out their work without risk to their health, wellbeing and safety.

To fulfill this obligation as people manager you must exercise due diligence by taking reasonable steps to:

a. establish a workplace inspection schedule that covers the rooms and spaces in your area

b. carry out workplace inspections in line with the developed schedule to verify the provision and maintenance of safe work environments

c. ensure emergency preparedness with adequate emergency roles and equipment for your operations, including:
   i. currently trained wardens and first aid officers
   ii. resourcing for and access to first aid equipment
   iii. up-to-date emergency signage and local site inductions

d. ensure actions and improvements identified in workplace inspections are captured
e. ensure there is a dedicated location/s to store completed workplace inspections
f. ensure associated actions from inspections are addressed
g. follow any other lawful or reasonable direction of the University
h. comply with any other legal requirements.

**Resources** to support this include:

- [How to plan a workplace inspection guide](#)
- [Sample inspection schedule](#)
- [MySafety guide to workplace inspections](#)

### 1.2. Health and Safety Representatives (HSRs)

A University employee or group of employees can request the election and appointment of an HSR. HSRs assist in promoting and encouraging a healthy and safe workplace by advocating for workers’ safety.

As a people manager, you must exercise due diligence by taking reasonable steps to:

a. arrange an HSR election for your workgroup when a member of your team or group requests the election and appointment of an HSR

b. arrange for HSRs in your team to be inducted and trained as an HSR (if HSR training has been requested)

c. encourage and support HSRs in your team to be included in:
   i. workplace inspections
   ii. post incident learning reviews
   iii. safety and wellbeing committees
   iv. issue resolution

d. maintain a register of completed HSR induction and training for your team.

**Resources** to support this include:

- [List of current HSRS](#)
- [HSR election via email template](#)
- [HSR ballot paper template](#)

### 1.3. Mental Health and Wellbeing

The University proactively supports and promotes the mental health and wellbeing of its community members.

To fulfill this obligation as a people manager, you must exercise due diligence by taking reasonable steps to:

a. foster and support positive workplace relationships, including psychological safety and trust in your team

b. ensure adequate measures are in place to manage the mental health and wellbeing risks (e.g., role clarity, job demand, anti-bullying, anti-harassment etc.,) relevant to your area as captured in your College or Division operational risk register
3.5. **Risk Assessments and Safe Work Procedures (SWPs)**

Risk assessments and SWPs are key to maintaining the health and safety of our community. As a people manager you must exercise due diligence by taking reasonable steps to:

a. ensure the risk register for your area covers the operations in your team
b. ensure the risk register for your area is updated when there is an incident, newly identified hazard or change that could impact safety and wellbeing
c. ensure SWPs are in place for those risks deemed moderate, high or extreme and considered for tasks regularly undertaken
d. ensure activities that require assessment each time due to the inherently high-risk nature are risk assessed (e.g., diving, entry into confined spaces)
e. only approve risk assessments or SWPs:
   i. within your delegation;
   ii. with evidence of adequate consultation and;
   iii. with consideration of the university’s risk appetite.
f. ensure there is a dedicated location/s for storing and accessing risk assessments and SWPs

g. ensure that team members completing risk assessments or SWPs are trained or competent to undertake these tasks

h. maintain a record of completed training in the training register for your team

**Resources** to support this include:

- Operational risk register template
- University-wide operational risk register
- Risk assessment template
- Safe Work Procedure template
- Risk Management Governance Instruments

4. **Personal Protective Equipment (PPE)**

When necessary, PPE must be used to minimise risk to health and safety in the workplace.

To support the safety of your people you must exercise due diligence by taking reasonable steps to:
1.6. **Health Monitoring**

Health monitoring is monitoring whether exposure to certain substances in the workplace has caused changes to an employee’s health. It can assist in detecting adverse health effects at the earliest opportunity; evaluating safety control measures and controlling exposure.

Where required, the University will undertake health monitoring to support the effective management of workplace risk for both new and existing workers at University workplaces.

As a people manager you must exercise due diligence by taking reasonable steps to:

a. identify activities that require health monitoring in your risk register (e.g., working with hazardous chemicals)

b. maintain a register of the roles in your area that require health monitoring

c. ensure the employment health declaration form is completed for new appointments in your team (to capture health monitoring)

d. ensure any required health monitoring is organised for your people with appropriate consultation

e. ensure signed medical authorities are completed prior to undertaking any health monitoring that requires contact with medical treaters or independent assessors

f. ensure all costs associated with health monitoring are resourced by your area

g. ensure health monitoring records are provided to your people in a reasonable timeframe and in a manner they can understand

h. ensure health monitoring records are stored on personnel files in our record management system (TRIM).

1.7. **Consultation and communication**

We are a people-centric organisation and recognise that people are not a problem to be solved or standardised but are key to identifying safety and wellbeing improvements to keep us all safe while we work and study. Direct Line Managers are responsible for the safety and wellbeing of their people. Localised Safety and Wellbeing Committees or leadership meetings can act as available forums for consultation, collaboration and problem solving to inspire commitment and direction setting for Safety and Wellbeing matters.

As a people manager, you must exercise due diligence by taking reasonable steps to:

a. have safety and wellbeing as an agenda item at your team meetings

b. communicate regularly with your team on safety and wellbeing matters. The below table acts as a guide for the minimum communication frequency expected in line with the type of activity being undertaken by your team:
c. proactively engage and consult with your people on the development, implementation and review of any safety and wellbeing initiatives in your area.

2. **Training and induction**

2.1. Your Direct Reports must be inducted, trained, and competent to do their work safely.

As a people manager you must exercise due diligence by taking reasonable steps to:

- a. complete safety and wellbeing’s people manager training every two years;
- b. complete appropriate workplace behaviour training annually;
- c. review the roles that report to you and determine the general knowledge and specific capability requirements to work safely in your area and in their role;
- d. ensure there is an induction and training program that provides all new employees with the required knowledge and capability (e.g., role specific skills, for example, manual handling training);
- e. ensure specific capabilities and qualifications required for a role to be performed safely are captured in the position description;
- f. ensure there is a register for recording and maintaining completed training and induction, including any specific ongoing requirements for renewal and currency; and
- g. ensure activities are performed by a competent person or supervised by a competent person (e.g., role specific tasks, for example, laboratory work).

**Resources** to support this include:

- Local area WHS induction checklist
- WHS training needs analysis
- Online Safety and Wellbeing induction for all staff
- Online Appropriate Workplace Behaviour training for all staff
- Online Laboratory and Workshop induction for all staff and students requiring access to labs and/or workshops
3. Building a culture of effective incident management

3.1. Reporting and managing incidents, hazards and near misses

Normalising proactive reporting of incidents, hazards and near misses is essential in building a safe workplace culture.

Proactive reporting of hazards and near misses that could impact on safety and wellbeing is key to preventing incidents that affect safety and wellbeing.

All staff have a duty to report any incident or event that did or could have impacted on their safety and wellbeing or the safety and wellbeing of others.

As a people manager, you must exercise due diligence by taking reasonable steps to:

a. ensure incidents, hazards or near misses are reported proactively by your team;

b. in the event of an incident, hazard or near miss:
   i. speak with your people to gain a clear understanding of what has happened
   ii. determine any support your people may need
   iii. to prevent recurrence and ensure the area is safe, identify and implement any interim control measures required

c. if an incident is notifiable (a death, serious injury, illness or dangerous incident), ensure the site is controlled and not disturbed until advice is provided by the safety and wellbeing team

d. escalate incidents in accordance with the below table:

<table>
<thead>
<tr>
<th>Incident Severity (Consequence)</th>
<th>People Manager</th>
<th>Head of School / Section</th>
<th>Executive Dean or Equivalent</th>
<th>Responsible UET Member</th>
<th>Vice Chancellor</th>
<th>CMRT Duty Officer</th>
<th>Safety &amp; Wellbeing Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 – Minor – Low</strong></td>
<td>ASAP (verbally)</td>
<td>Within 24hrs verbally or email</td>
<td>N/A</td>
<td></td>
<td></td>
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<tr>
<td>Minor injury or illness and/or first aid</td>
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<tr>
<td><strong>Level 2 - Moderate (actual)</strong></td>
<td>ASAP (verbally)</td>
<td>Within 24hrs verbally or email</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td>ASAP (verbally)</td>
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<tr>
<td>Hospitalisation/medical treatment required</td>
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<tr>
<td><strong>Level 3 – Major - Catastrophic (potential)</strong></td>
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<td>N/A</td>
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<tr>
<td><strong>Level 3 - Major - Catastrophic (actual)</strong></td>
<td>ASAP (verbally) in the following order: 1) Relevant emergency and support services who can make the situation safe and minimise harm 2) Safety and Wellbeing Director to commence CMRT protocols 3) CMRT to notify impacted areas 4) People leaders to take immediate notes about the incident while details are fresh in their mind</td>
<td>Within 24hrs verbally or email</td>
<td>N/A</td>
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<tr>
<td>Fatality or permanent injury</td>
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</table>
e. following an incident, you must conduct a Post Incident Learning Review in accordance with the below table:

<table>
<thead>
<tr>
<th>Incident Severity/Potential</th>
<th>Responsible Person</th>
<th>Post Incident Learning Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>People Manager/Course Coordinator</td>
<td>MySafety Action Plan</td>
</tr>
<tr>
<td>Moderate (potential)</td>
<td>People Manager/Course Coordinator</td>
<td>Mini Learning Team or Learning Review</td>
</tr>
<tr>
<td>Moderate (actual)</td>
<td>Head of School/Section</td>
<td>Mini Learning Team or Learning Review</td>
</tr>
<tr>
<td>Major/Catastrophic (potential)</td>
<td>Executive Dean/Equivalent</td>
<td>Learning Review</td>
</tr>
<tr>
<td>Major/Catastrophic (actual)</td>
<td>Vice Chancellor</td>
<td>Learning Review</td>
</tr>
</tbody>
</table>

As the responsible people manager for a review, you must exercise due diligence by taking reasonable steps to:

i. ensure the learning team complete the review in a reasonable timeframe (e.g., ten working days for a minor or moderate incident) with a focus on:
   a. intentional organisational learning and supporting a no-blame culture
   b. minimising the risk of recurrence and identifying improvements to operational practice and/or safety control measure
   c. actively sharing and communicating identified learnings
   d. ensuring identified improvements are implemented.

**Resources** to support this include:
- [MySafety](https://www.utas.edu.au/policy)
- [Incident Response Flowchart](https://www.utas.edu.au/policy)
- [Employee Assistance Program](https://www.utas.edu.au/policy) – including Manager’s Assist where you can seek advice on how to handle matters that emerge

4. Supporting those affected by Safety and Wellbeing matters

4.1. *Post-incident injury or illness support*

The University provides comprehensive support to our community members involved in or affected by an incident or illness.

As a people manager, you must exercise due diligence by taking reasonable steps to:

a. actively support members of your team involved or impacted by an injury or illness
b. ensure members of your team involved or impacted by an injury or illness are informed of the support available
   
   c. communicate and engage on capacity to perform duties with regular communication and meetings.

**Resources** to support this include:
- [Employee Assistance Program](https://www.utas.edu.au/policy) – including Manager’s Assist where you can seek advice on how to handle matters that emerge
4.2. Return to work

If a worker has suffered an injury or illness, the University will take all reasonable steps to achieve rehabilitation of the worker in a timely, safe and sustainable manner. Where a work-related injury or illness has occurred and a worker’s compensation claim is lodged, the University’s insurer will appoint a workplace rehabilitation provider to assist employees return to work.

As a people manager you must exercise due diligence by taking reasonable steps to:

a. ensure a member of your team who has suffered an injury or illness is supported to achieve maximum rehabilitation in a timely, safe and sustainable manner
b. where necessary, ensure there is a suitable return to work plan in place for the worker to support their safe return.

Resources to support this include:

- Workers Compensation, Return to Work and Injury Management webpage

4.3. Long-term absenteeism

Poorly managed absences can affect a person’s wellbeing and create productivity losses more broadly within a team.

As a people manager you must exercise due diligence by taking reasonable steps to:

a. identify where ten or more personal leave days have been accessed by employees over the course of 12 months
b. communicate and engage on capacity to perform duties with regular communication and meetings

| c. where necessary, identify and implement modified and suitable duties |
| d. ensure all leave is lodged in MyHR |
| e. refer to business partners for assistance and guidance at the earliest opportunity |
| f. participate in reviews with the business partner or injury prevention and rehabilitation specialist, as required. |

Resources to support this include:

- Contact one of our People and Wellbeing Business Partners for assistance and guidance
- MyHR

5. Understanding particular work environments, activities and conditions

For particular work environments, activities and conditions specific requirements to ensure safety apply.

These requirements are in addition to the measures listed above (including the requirements in maintaining safe work environments).

Specific, additional requirements for these environments include exercising due diligence by taking reasonable steps to:
5.1.1 *Working from home*

i. consider requests from your team to work flexibly

ii. ensure team members working from home have completed the [working from home request form](#) and that it is current.

**Resources** to support this include:

- *Flexible Working Arrangements Procedure*

5.1.2 *Laboratories, workshops, specialist facilities and studios*

i. appoint a responsible person for:

   (a) ensuring there is a register to capture any required authorisations or permissions from other authorities prior to the activity taking place (e.g., licences or permits required to use particular equipment or substance)

   (b) ensuring medical disclosure forms are completed prior to any staff or student undertaking any teaching, learning or research activities in these environments and stored in a secure location.

**Resources** to support this include:

- *Risk assessment template*
- *Laboratory workshop and studio medical disclosure form*
- *Laboratory and workshop inductions MyLO unit*

5.1.3 *Biological Hazards*

i. appoint a facility manager responsible for:

   (a) ensuring there is a current register to capture any required authorisations or permissions from other authorities prior to the activity taking place (e.g., licences or permits required to use particular equipment or substance) within their remit

   (b) maintaining up-to-date knowledge of containment or biological safety regulations and notifying your officer and the biosafety officer of any regulatory non-compliance

   (c) ensuring any breaches of containment or non-compliance are reported to the biosafety and biosecurity officer immediately

   (d) implementing and monitoring an occupational vaccine program for work that involves potential exposure to human blood and body fluids, direct contact with research participants or patients or is otherwise deemed a necessary control by risk assessment.

5.1.4 *Field work*

i. ensure any required authorisation or permissions from other authorities are gained prior to the activity taking place (e.g., DPIPWE permits to collect samples)

ii. ensure medical disclosure forms are completed prior to any university community member undertaking field work.

**Resources** to support this include:

- *Risk assessment template*
5.1.5 Remote and isolated work (work after hours, alone, at a geographically isolated facility or field)

i. ensure any required authorisation or permissions from other authorities are gained prior to the activity taking place (e.g., location access permission)

ii. ensure appropriate communication protocols are in place to determine their location (e.g., scheduled call check ins or satellite tracking) and that they can contact emergency services (e.g., EPIRB)

iii. ensure access to first aid and drinking water is provided and access to toilets and eating facilities is considered in remote location.

Resources to support this include:
- Risk assessment template
- Remote or isolated work checklist

5.1.6 Vessels and watercraft

i. ensure vessel and watercraft activities comply with the university's guidance;

ii. appoint a competent, responsible person (e.g., boating officer role) for:
   
   (a) being notified of vessel and watercraft activities in your area
   
   (b) being the nominated shore-based communications contact for vessel and watercraft activities to provide a link between those undertaking vessel or watercraft activities and university management
   
   (c) seeking endorsement or advice from the vessel safety committee, when required.

Resources to support this include:
- Risk assessment template

5.1.7 Driving and authorised vehicles

i. ensure risk assessments are completed for driving involving hazardous conditions, including:
   
   (a) off-road or remote driving activities
   
   (b) towing activities.

ii. ensure authorisations to drive a fleet or private vehicle are in place and up to date for your people:

   (a) driver authorisation form
   
   (b) private vehicle form.

Resources to support this include:
- Driver Authorisation Form
- Private Vehicle Approval Form
5.1.8 **Diving**

i. ensure all diving activities in your team have developed a project plan in consultation with the University Dive Officer at the earliest stages of planning

ii. ensure diving activities undertaken by your team complies with the University’s Diving Safety Procedures (Dive Safety Manual)

iii. ensure a Dive Coordinator has been designated to plan and supervise (onsite) each dive activity

iv. ensure a Dive Officer has been designated to provide operational oversight of diving activities

v. ensure the University Dive Officer has access to the details of all diving activities in your team (e.g., project plan, dive plan, qualifications, trip plans, risk assessment/SWP, equipment maintenance records etc.,) to facilitate emergency response and for auditing purposes

vi. ensure the University Dive Officer is informed as soon as possible of any incident, near miss or hazard involving a diver (irrespective of whether the injury is sustained by or during the dive itself).

**Resources** to support this include:

- Dive Safety Manual
- University Dive Officer
- Dive Safety Committee

5.1.9 **Hazardous manual tasks (tasks that could result in a musculoskeletal disorder (MSD))**

i. ensure all hazardous manual tasks are identified in your risk register

ii. consider and implement measures to manage ergonomic risk such as, awkward body postures, poorly designed workstations or tasks or job design (e.g., tools not suitable for the worker, employee’s position, requirement to perform repetitive movements)

iii. ensure people undertaking hazardous manual tasks are trained

iv. ensure completed induction and training is recorded in a register.

**Resources** to support this include:

- Risk assessment template
- Manual handling safety hub video series

5.1.10 **Noise**

i. ensure the noise your people are exposed to is at a safe level or managed, so the exposure does not exceed the exposure standards for noise

ii. review the roles that report to you and identify positions that will be exposed to hazardous noise in their work

iii. ensure pre-employment check processes for hearing are completed for new employees in your team who will be working with hazardous noise levels

iv. provide ongoing hearing (audiometric) testing for people in your team frequently required to use personal hearing protectors to protect from hearing loss
v. ensure hearing test results are provided to safety and wellbeing for storage.

**Resources** to support this include:
- Risk assessment template

### 5.1.11 Electricals and electrical work

i. ensure the provision and maintenance of safe electrical equipment

ii. ensure a schedule is in place for electrical equipment (including residual current devices) to be regularly inspected, tagged and tested at a minimum in line with the university wide WHS operational risk register. For specialised electrical or high-risk electrical equipment ensure it is inspected and tested at a frequency determined by risk assessment

iii. ensure any area with body contact electrical medical equipment is wired as either Body Protected or Cardiac Protected with appropriate records of certification and inspection

iv. ensure there is a record of completed testing and tagging (the record can be in the form of the tag attached to the electrical equipment).

**Resources** to support this include:
- Risk assessment template

### 5.1.12 High-Risk Work

High-risk work includes:

(a) removal of asbestos
(b) hot works
(c) confined space entry
(d) working at heights
(e) excavations and demolitions.

i. ensure high-risk work in your area applies ISD’s permit to work requirements

ii. ensure high-risk work authorisation is granted by someone trained, experienced and authorised

iii. ensure high-risk work authorisations are stored in a dedicated location

iv. ensure safe systems of work are in place and used for the activities.

**Resources** to support this include:
- ISD permit to work process
- Contractor Safety Management

### 5.1.13 Drones

i. ensure drone activities undertaken by your team complies with the university’s drone operation and management guide

ii. ensure authorisations or permissions required from other authorities are gained prior to the activity taking place (e.g., government departments)

**Resources** to support this include:

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Definitions and acronyms can be found at: [https://www.utas.edu.au/policy/policy-definitions](https://www.utas.edu.au/policy/policy-definitions)

Related policies and procedures can be found at: [https://www.utas.edu.au/policy](https://www.utas.edu.au/policy)
5.1.14 **Plant and Equipment (machinery, appliances, implements and tools)**

i. ensure there are safe systems of work for the operation and maintenance of plant and equipment

ii. ensure faulty equipment is secured and reported

iii. ensure there is a lock out tag out system in place for the safe maintenance and cleaning of equipment.

**Resources** to support this include:

- [Plant hazard checklist](https://www.utas.edu.au/policy)

5.1.15 **Hazardous Chemicals (using, handling, generating, storing, transporting, and disposing of)**

i. ensure the provision and maintenance of safe equipment that is readily accessible to control health and safety risks associated with hazardous chemicals

ii. ensure risks related to hazardous chemical exposures that require health monitoring are identified in your unit’s risk register and relevant health monitoring is undertaken

iii. ensure relevant approvals, permits, and licences are obtained from regulatory authorities prior to any hazardous chemical activities taking place

iv. ensure current safety data sheets for hazardous chemicals are readily accessible to:
   
   (a) people using, handling or storing a hazardous chemical
   
   (b) an emergency service worker or other person who is likely to be exposed to a hazardous chemical

v. ensure relevant approvals, permits, and licences are stored in a register

vi. appoint a Hazardous Chemicals Coordinator (HCC) responsible for the coordination of hazardous chemical information

vii. ensure the appointed HCC understands and meets their responsibilities to manage chemical manifests and ensure that:

   (a) users are inducted and trained in chemical management and handling
   
   (b) appropriate supervision is provided to ensure health and safety when using chemicals
   
   (c) chemicals are appropriately labelled, stored and up to date in a chemical inventory
   
   (d) chemicals are procured appropriately
   
   (e) chemical hazard checklists or risk assessments are completed with suitable controls
   
   (f) chemicals are correctly transported and disposed of.

**Resources** to support this include:

- [Chemical hazard checklist template](https://www.utas.edu.au/policy)
- [ChemWatch](https://www.utas.edu.au/policy)
- [Laboratory and workshop inductions MyLO unit](https://www.utas.edu.au/policy)
5.1.16 **Radiation**

i. ensure the risk assessment of all radiation activities to control health and safety risks associated with radiation exposure, including waste management and the provision and maintenance of safe equipment

ii. appoint a competent radiation safety officer and/or laser safety officer for each radiation practice responsible for:

(a) providing advice and oversight of radiation protection controls to ensure they are in place for each practice and are effective

(b) oversight of all radiation practices to ensure all authorisations and/or approvals are in place prior to the activities taking place, including consultation with the safety and wellbeing team regarding radiation licence and nuclear permit requirements.

**Resources** to support this include:

- Radiation safety and wellbeing webpage
- Radiation management plan

5.1.17 **Asbestos**

i. ensure your team have access to the asbestos register for your work area;

ii. ensure your team have access to any relevant asbestos monitoring results if they have been exposed

iii. ensure any activity undertaken in your area involving asbestos is done in accordance with the asbestos management plan.

**Resources** to support this include:

- Asbestos management plan
- Asbestos register

5.1.18 **Contractors**

i. ensure all contracts for the performance of work and services apply the contractor safety management system

ii. ensure all contractors engaged through the contractor safety management system are recorded in a register.

**Resources** to support this include:

- Contractor Safety Management

**Related procedures**

Risk Management Procedure
Work Integrated Learning Procedure
Flexible Working Arrangements Procedure
Research Ethics Procedure
Safety and Wellbeing Procedure for Our People Leaders

Versions

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Definitions

Safe systems of work | University community