

# Safety and Wellbeing Procedure for Our People Leaders

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## Contents

Purpose.....	1
Applicable governance instruments.....	1
Procedure .....	3
1. Maintaining safe work environments.....	3
2. Training and induction.....	7
3. Building a culture of effective incident management .....	8
4. Supporting those affected by Safety and Wellbeing matters .....	10
5. Understanding particular work environments, activities and conditions.....	11
Related procedures .....	18
Versions .....	18
Definitions .....	18

## Purpose

This procedure outlines the safety and wellbeing responsibilities of our people leaders (i.e., managers, supervisors, team leaders, direct line managers and senior leaders with people management responsibilities) to put safety first and always and in doing so, meet their obligations at our University and under the applicable law.

## Applicable governance instruments

<b>Instrument</b>	<b>Section</b>	<b>Principles</b>
<i>Safety and Wellbeing Policy</i>	1 People safety and wellbeing	1.1 – 1.7
<i>People Policy</i>	1 People recruitment, management and development	1.1 – 1.11
	2 Inclusion, diversity and equity	2.1 – 2.6
<i>Behaviour Policy</i>	1 Behaviour	1.1 – 4.2
	2 Support for community members	
	3 Reporting and disclosure of inappropriate behaviour	
	4 Consequences	
<i>Risk Management and Business Resilience Policy</i>	1 Risk management	1.1 – 4.3
	2 Business resilience	
	3 Crisis management	

Safety and Wellbeing Procedure for Our People Leaders

<b>Instrument</b>	<b>Section</b>	<b>Principles</b>
<i>Procurement Policy</i>	1 Value for money 3 Governance	1.3, 1.6 3.2
<i>General Delegations Ordinance</i>		
<i>University of Tasmania By-laws</i>		
<i>Work Health and Safety Act 2012 (Tas)</i> <i>Work Health and Safety Regulations 2012</i>		
<i>Work Health and Safety Act 2011 (NSW)</i> <i>Work Health and Safety Regulations 2017</i>		
<i>WorkSafe Tasmania Codes of Practice</i>		
<i>Australian Standards</i>		
<i>Australian Maritime Safety Authority - National Law Act 2012</i>		
<i>Liquor Licensing Act 1990</i>		
<i>Public Health Act 1997</i>		
<i>Dangerous Goods Act 1976</i>		
<i>Security-Sensitive Dangerous Substances Act 2005</i>		
<i>Poisons Act 1971</i>		
<i>Road Safety (Alcohol and Drugs) Act 1970</i>		
<i>Vehicle and Traffic Act 1999</i>		
<i>Workers Rehabilitation and Compensation Act 1988</i>		
<i>Radiation Protection Act 2005</i> <i>Radiation Protection Regulations 2006</i>		

## 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 leader, 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 practices, 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:

- [Workplace inspections](#) staff intranet page
- [First aid](#) staff intranet page

### 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 safety.

As a people leader, 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 leader, 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 school or business unit operational risk register

- c. promote and encourage your people to access and use the wellbeing resources and tools available to them.

**Resources** to support this include:

- [Employee Assistance Program](#) – including Manager Assist where you can seek management advice and guidance
- [Mental Health and Wellbeing](#) webpage
- [People at work](#) psychosocial risk assessment survey
- Our People & Wellbeing [business partners](#) are available for assistance and guidance
- [Safe and Fair Community Unit \(SaFCU\)](#) for student related matters
- List of current [university behaviour contact officers](#)
- [Mental health first aid network](#)

#### 1.4. *Risk Assessments and Safe Work Practices (SWPs)*

Risk assessments and SWPs are key to maintaining the health and safety of our community.

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

- a. ensure the risk register for your school or business unit covers the operations in your team
- b. ensure the risk register for your school or business unit 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 Practice template](#)
- [Risk Management Governance Instruments](#)
- [Risk Management](#) staff intranet page

1.5. *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:

- a. ensure tasks and activities that require PPE in your area are identified in your school or business unit risk register
- b. ensure the provision and maintenance of PPE suitable for the hazard and user that is maintained and kept clean, hygienic and in good working order
- c. ensure your people are inducted and trained in the proper use and storage of PPE
- d. ensure PPE is used or worn in accordance with instruction
- e. maintain a record of completed training in the training register for your team.

**Resources to support this include:**

- [Personal Protective Equipment](#) staff intranet page

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 employees at University workplaces.

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

- a. identify activities that require health monitoring in your school or business unit 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).

**Resources to support this include:**

- [Health monitoring](#) staff intranet page

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 leader, 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:

Type of Activity	
High Risk	Low Risk
<ul style="list-style-type: none"> <li>• Field work</li> <li>• Working with hazardous substances</li> <li>• Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Office based work</li> <li>• Classroom based learning</li> </ul>
Weekly	Quarterly
Communication Frequency	

- c. proactively engage and consult with your people on the development, implementation and review of any safety and wellbeing initiatives in your area
- d. in any instances where you jointly manage a workspace, team or team members consult, cooperate and coordinate with other responsible leaders and community members to support safety and wellbeing.

## 2. Training and induction

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

As a people leader 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](#)
- 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
- [Safety and Wellbeing induction and training](#) staff intranet page

### 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.

Every member of our [university community](#) has 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 leader, you must exercise due diligence by taking reasonable steps to:

- ensure incidents, hazards or near misses are reported proactively by your team;
- in the event of an incident, hazard or near miss:
  - speak with your people to gain a clear understanding of what has happened
  - determine any support your people may need
  - to prevent recurrence and ensure the area is safe, identify and implement any interim control measures required
- 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
- escalate incidents in accordance with the below table:

Incident Severity (Consequence)	People Leader	Head of School / Section	Executive Dean or Equivalent	Responsible UET Member	Vice Chancellor	CMRT Duty Officer	Safety & Wellbeing Director
<b>Level 1 – Minor – Low</b> Minor injury or illness and/or first aid	ASAP (verbally)	Within 24hrs verbally or email	N/A				
<b>Level 2 – Moderate (actual)</b> Hospitalisation/ medical	ASAP (verbally)		Within 24hrs verbally or email	N/A		ASAP (verbally)	



Safety and Wellbeing Procedure for Our People Leaders

Incident Severity (Consequence)	People Leader	Head of School / Section	Executive Dean or Equivalent	Responsible UET Member	Vice Chancellor	CMRT Duty Officer	Safety & Wellbeing Director
treatment required							
<b>Level 3 – Major – Catastrophic (potential)</b>			Within 24hrs verbally or email			N/A	
<b>Level 3 – Major – Catastrophic (actual)</b> Fatality or permanent injury	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						

- e. following an incident, you must conduct a Post Incident Learning Review in accordance with the below table:

Incident Severity/Potential	Responsible Person	Post Incident Learning Review
Minor	People Leader/Course Coordinator	MySafety Action Plan
Moderate (potential)	People Leader/Course Coordinator	Learning Team
Moderate (actual)	Head of School/Section	Learning Team
Major/Catastrophic (potential)	Executive Dean/Equivalent	Learning Review
Major/Catastrophic (actual)	Vice Chancellor	Learning Review

As the responsible people leader 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.

### 3.2. Resolving issues

University community members are encouraged to proactively raise safety and wellbeing concerns with their People Leader. In the event a concern is raised with you, as the responsible people leader for managing a concern, you must exercise due diligence by taking reasonable steps to:

- a. understand the nature and scope of the concern
- b. meet with the concerned university community members to resolve the concern collaboratively
- c. consider the degree and immediacy of risk to university community members impacted and the number and location of those impacted to inform the response
- d. implement measures to address the concern
- e. seek support and advice from the safety and wellbeing team or a Health and Safety Representative as required
- f. contact the safety and wellbeing team if a request is made to refer the concern to the state or territory safety and wellbeing regulator for support

**Resources** to support this include:

- [MySafety](#)
- [Employee Assistance Program](#) – including Manager Assist where you can seek management advice and guidance

#### **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 leader, 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](#) – including Manager Assist where you can seek management advice and guidance
- Contact one of our People & Wellbeing [business partners](#) for assistance and guidance
- [Injury and illness management](#) staff intranet page

##### **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 assist employees return to work.

As a people leader 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 employee to support their safe return.

**Resources** to support this include:

- [Workers Compensation, Return to Work and Injury Management](#) staff intranet page

#### 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 leader 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

- 5.1. 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](#)
- [Laboratories, workshops and studios](#) staff intranet page

#### 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 and activities*

- 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](#)
- [Field trip medical disclosure and authorisation form](#)
- [Fieldwork and activities](#) staff intranet page

#### 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](#)
- [Remote or isolated activities](#) staff intranet page

#### 5.1.6 *Vessels and watercraft*

- ensure vessel and watercraft activities comply with the university's guidance;
- appoint a competent, responsible person (e.g., operations manager role) for:
  - being notified of vessel and watercraft activities in your area
  - 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
  - seeking endorsement or advice from the vessel safety committee, when required.

**Resources** to support this include:

- [Risk assessment template](#)
- [Vessels and watercraft](#) staff intranet page

#### 5.1.7 *Driving and authorised vehicles*

- ensure risk assessments are completed for driving involving hazardous conditions, including:
  - off-road or remote driving activities
  - towing activities.
- ensure authorisations to drive a fleet or private vehicle are in place and up to date for your people:
  - driver authorisation form
  - private vehicle form.

**Resources** to support this include:

- [Driver Authorisation Form](#)
- [Private Vehicle Approval Form](#)
- [Driving \(or cycling\) for work](#) staff intranet page

#### 5.1.8 *Diving*

- 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
- ensure diving activities undertaken by your team complies with the University's Diving Safety Procedures (Dive Safety Manual)
- 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](#)
- Dive Safety Committee
- [Diving](#) webpage

#### 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 school or business unit 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](#)
- [Manual tasks and handling](#) staff intranet page
- [Ergonomics](#) staff intranet page

#### 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](#)

- [Noise and vibration](#) staff intranet page

#### 5.1.11 *Electricals and electrical work*

- ensure the provision and maintenance of safe electrical equipment
- 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
- 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
- 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](#)
- [Electrical management staff](#) intranet page

#### 5.1.12 *High-Risk Work*

High-risk work includes:

- removal of asbestos
  - hot works
  - confined space entry
  - working at heights
  - excavations and demolitions.
- ensure high-risk work in your area applies ISD's permit to work requirements
  - ensure high-risk work authorisation is granted by someone trained, experienced and authorised
  - ensure high-risk work authorisations are stored in a dedicated location
  - ensure safe systems of work are in place and used for the activities.

**Resources** to support this include:

- ISD permit to work process (contact [campus services](#) for forms)
- [Contractor Safety Management](#)
- [Hot works staff intranet page](#)
- [Confined spaces staff intranet page](#)
- [Managing the risk of falls staff intranet page](#)

#### 5.1.13 *Drones*

- 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:

- [Drone operations and management guide](#)
- [Drones](#) staff intranet page

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](#)
- [Plant and equipment](#) staff intranet page

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 school or business 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(s) 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](#)
- [ChemWatch](#) (the university's chemical management system)
- [Laboratory and workshop inductions MyLO unit](#)
- [Chemical management](#) staff intranet page

#### 5.1.16 *Radiation*

- 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
- appoint a competent radiation safety officer and/or laser safety officer for each radiation practice responsible for:
  - providing advice and oversight of radiation protection controls to ensure they are in place for each practice and are effective
  - 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 management plan](#)
- [Radiation](#) staff intranet page

#### 5.1.17 *Asbestos*

- ensure your team have access to the asbestos register for your work area;
- ensure your team have access to any relevant asbestos monitoring results if they have been exposed
- 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*

- ensure all contracts for the performance of work and services apply the contractor safety management system
- 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*

*Professional Experience Placement Procedure*

*Flexible Working Arrangements Procedure*

*Research Ethics Procedure*

**Versions**

<b><u>Version</u></b>	<b>Action</b>	<b>Approved by</b>	<b>Business Owner/s</b>	<b>Approval Date</b>
Version 1	Approved	Chief People Officer	Director of Safety and Wellbeing	27 January 2022
Version 1	Reconfirmed, unchanged	Chief People Officer	Director of Safety and Wellbeing	20 January 2023
Version 2	Approved	Chief People Officer	Director of Safety and Wellbeing	24 April 2023

**Definitions**

[Safe systems of work](#) | [University community](#)