

# Safety and Wellbeing Procedure for Our Community Members

Version 2 – Approved 24 April 2023

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## Purpose

This procedure describes our safety and wellbeing responsibilities as members of our [University community](#).

## Applicable governance instruments

Instrument	Section	Principles
<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	
<i>Procurement Policy</i>	1 Value for money	1.3, 1.6
	3 Governance	3.2

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<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 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 with safety integral to all that we do to ensure, as far as reasonably practicable, no one is injured while working or studying with the University either on our campuses or while undertaking University business elsewhere.

As a member of our community, you must exercise due diligence by taking reasonable steps to:

1. take care for your own safety and the safety of others and be fit for the tasks you are undertaking (e.g., able to undertake activities safely);
2. use the safe systems of work that are in place (safe systems of work are 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.,);
3. report all incidents, near-misses and hazards and help identify appropriate actions to resolve the event and;
4. take part in workplace inspections you are invited to participate in to verify that safe systems of work are being used and working as intended.

These responsibilities are achieved by taking reasonable steps to:

1. maintain safe work environments;
2. train and induct;
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. Taking care to ensure that the places our people study and work in are safe, is our most important responsibility.

As a university community member, you must exercise due diligence by taking reasonable steps to:

- a. report any incident, hazard or near miss that has or could have impacted on your own or others safety and wellbeing
- b. participate in workplace inspections you are invited to take part and contribute to identifying improvements and actions
- c. follow any other lawful or reasonable direction of the University
- d. comply with any other legal requirements.

**Resources** to support this include:

- University's online safety reporting platform, [MySafety](#)

## 1.2. Health and Safety Representatives (HSRs)

HSRs assist in promoting and encouraging a healthy and safe workplace by advocating for safety.

An HSR is encouraged and supported to be included in:

- a. workplace inspections
- b. post incident learning reviews
- c. safety and wellbeing committees
- d. issue resolution

As an employee, you can:

- e. request the election and appointment of an HSR for your team to advocate for safety in your work group.

If you are elected as an HSR you can:

- a. request HSR training

**Resources** to support this include:

- [List of current HSRS](#)

## 1.3. Mental Health and Wellbeing

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

As a university community member, you are encouraged to proactively:

- a. report wellbeing concerns for yourself or others through the Safe and Fair Community Unit
- b. foster a caring environment where team members check in with each other
- c. drive and initiate wellbeing initiatives in your area
- d. join our safety and wellbeing campaigns and events
- e. access counselling and online resources through the [Employee Assistance Program](#).

**Resources** to support this include:

- [Employee Assistance Program](#)
- [Mental Health and Wellbeing](#) staff intranet page
- [Mental health first aid network](#)
- [Staff intranet](#) safety and wellbeing articles to keep up to date
- [Safe and Fair Community Unit](#) for student related matters

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

Risk assessments and Safe Work Practices are key to maintaining the health and safety of our community.

Every member of our community should role model safety first and always. This means you must exercise due diligence by taking reasonable steps to:

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- a. follow the safe systems of work or applicable risk assessment in place for those activities with greater than low risk
- b. have an approved risk assessment or SWP to undertake a new activity, event or work practice, purchase new plant or chemicals or undertake a high-risk task (e.g., diving, entry into confined spaces)
- c. not undertake an activity if there is a significant change, or a new hazard has been identified, until it has been incorporated into the risk assessment or SWP and approved.

**Resources** to support this include:

- [Risk assessment template](#)
- [Safe Work Practice template](#)
- [Risk Management Procedure](#)
- [Risk Management Governance Instruments](#)
- [Risk Management](#) staff intranet page

### 1.5. Personal Protective Equipment (PPE)

To keep our community safe from harm, PPE must be used, when necessary, to minimise risk to health and safety in the workplace.

As a university community member, you must exercise due diligence by taking reasonable steps to:

- a. be trained in the proper use and storage of PPE
- b. wear, use and maintain PPE in accordance with instruction and training.

**Resources to support this include:**

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

### 1.6. Health Monitoring

Health monitoring 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 our University workplaces.

As a university community member, you must exercise due diligence by taking reasonable steps to:

- a. when commencing a new role, complete the pre-employment health declaration form
- b. when commencing a new role and it is required, complete an initial health assessment.

**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 part of the solution.

As a university community member, you are encouraged to proactively:

- a. raise safety and wellbeing matters, initiatives or improvement suggestions with your people leader or team for discussion.

## 2. Training and induction

Training and induction are integral to ensuring you can undertake your work and study safely and have the skills and knowledge to keep safe from harm and flourish in our spaces.

As a university community member, you must exercise due diligence by taking reasonable steps to:

- a. complete safety and wellbeing's employee induction training annually
- b. complete appropriate workplace behaviour training annually
- c. when commencing a new role, complete local safety and wellbeing induction
- d. complete and keep current any specific capability requirements or qualifications required to perform your role safely.

**Resources** to support this include:

- 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 reporting of incidents, hazards and near misses is essential in building a safe workplace culture where we all support and look out for each other. You have a duty to proactively report any incident or event that did or could have impacted your own or others safety and wellbeing to enable us to learn.

As a university community member, you must exercise due diligence by taking reasonable steps to:

- a. proactively report any incident or event that did or could have impacted on your own or others safety and wellbeing
- b. in the event of an incident:
  - i. provide first aid or seek a first aid officer in your work area for any required first aid treatment
  - ii. contact 000 if emergency assistance is required
  - iii. if you call 000, contact university security as soon as possible on 03 6226 7600 so they can arrange to meet and direct emergency services to the location
  - iv. report the incident as soon as possible to your People Leader verbally and through the University's online safety platform, [MySafety](#)
  - v. if an incident is a death, serious injury, illness or dangerous incident do not disturb the site until advice is provided by the Safety and Wellbeing team.

### 3.2. Resolving issues

University community members are encouraged to proactively raise safety and wellbeing concerns with their People Leader. In the event all efforts have been made to resolve a matter and you still have concerns, as a university community member you can:

- a. Seek further advice and support from a [Health and Safety Representative](#)
- b. Escalate the concern to the local Safety and Wellbeing Committee (where they are in place)
- c. Escalate the concern to Senior Management in your area
- d. Seek further advice and support from the Safety and Wellbeing team
- e. Ask for the concern to be referred to the relevant safety and wellbeing regulator for support

**Resources** to support this include:

- [MySafety](#)
- [First aid](#) staff intranet page
- [Emergency management and preparedness](#) webpage

## 4. Supporting those affected by Safety and Wellbeing matters

### 4.1. Post-incident or illness support and return to work

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

If you have suffered an injury or illness, we will work with you to achieve rehabilitation 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 your return to work.

As an employee you must exercise due diligence by taking reasonable steps to:

- a. inform your People Leader of any changes in capacity affecting your employment
- b. if required, work with your People Leader on agreed modified duties and maintain regular communication
- c. lodge all leave in MyHR
- d. pass on health provider advice as required
- e. attend an independent medical/capacity evaluation, if required.

**Resources** to support this include:

- [Workers Compensation, Return to Work and Injury Management](#) webpage
- [Employee Assistance Program](#)
- [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. have current authorisation to work flexibly
- ii. have an appropriate workstation set up at home.

**Resources** to support this include:

- [Flexible Working Arrangements Procedure](#)
- [Working from home request form](#)

### 5.1.2 *Laboratories, workshops, specialist facilities and studios*

- i. be inducted and trained to access and undertake activities in these environments
- ii. be competent to perform an activity or be supervised by a competent person
- iii. have completed a medical disclosure form
- iv. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

**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. be inducted and trained to undertake activities with biological hazards
- ii. only conduct activities within appropriate facilities in line with your training and experience
- iii. ensure any required authorisations or permissions from other authorities are in place prior to undertaking an activity
- iv. adhere with any occupational vaccine program in place for the work you do
- v. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE, vaccination requirements etc.,).

### 5.1.4 *Field work and activities*

- i. be inducted and trained to undertake activities in these environments
- ii. have completed a medical disclosure form



- iii. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

**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*

- i. be inducted and trained to undertake remote or isolated work
- ii. use the communication protocols in place to ensure someone is aware of your location and you can contact emergency services
- iii. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE, etc.,).

**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*

- i. be inducted, competent and trained to undertake activities on vessels or watercraft
- ii. notify the responsible person in your area (e.g., operations manager role) of any vessel or watercraft activity you are planning to undertake
- iii. adhere with and use the safe systems of work in place (e.g., trip approvals, emergency procedures and contacts, such as, DPA, risk assessments, PDF, SWPs etc.,).

**Resources** to support this include:

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

#### 5.1.7 *Driving and authorised vehicles*

- i. complete a risk assessment for driving involving hazardous conditions, including:
  - (a) off-road or remote driving activities
  - (b) towing activities
- ii. obtain authorisation to drive a university fleet or private vehicle for work purposes
- iii. be trained to undertake off-road, remote, towing or specific purpose vehicle (e.g., tractors) driving
- iv. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs etc.,)
- v. manage fatigue by ensuring regular breaks or sharing driving.

**Resources** to support this include:

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

#### 5.1.8 *Diving*

- be inducted, competent and trained to undertake diving work
- be authorised to undertake diving work in accordance with the diving safety manual
- adhere with and use the safe systems of work in place (e.g., dive safety manual, risk assessments, incident notification, SWPs, PPE etc.,).

**Resources** to support this include:

- [Dive Procedures Manual](#)
- [Diving](#) webpage

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

- be inducted and trained to undertake hazardous manual tasks
- do not undertake hazardous manual tasks you are not trained in
- use alternative measures, such as assistance or a mechanical aid where required to undertake a hazardous manual task safely
- adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs).

**Resources** to support this include:

- [Risk assessment template](#)
- Manual handling [safety hub video series](#)
- [Manual tasks and handling](#) staff intranet page

#### 5.1.10 *Hazardous Noise*

- be inducted and trained to undertake work with hazardous noise
- undergo ongoing hearing (audiometric) testing if you are frequently required to use hearing protectors to protect from hearing loss in your role
- adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,)

**Resources** to support this include:

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

#### 5.1.11 *Electricals and electrical work*

- only use electrical equipment that has a test tag that is in date
- only use body contact medical equipment in an area that is body or cardiac protected, ensuring certification is in date.

If you undertake electrical work in your role, you must:

- iii. be licenced, inducted and trained to undertake electrical work;
- iv. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

**Resources** to support this include:

- [Risk assessment template](#)
- [Electrical management staff](#) intranet page

#### 5.1.12 *High-Risk Work*

High-risk work includes:

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

To ensure your safety as a university community member you must exercise due diligence by taking reasonable steps to:

- i. be inducted, trained, and qualified to undertake high-risk work
- ii. have permit to work authorisation through ISD's permit to work process
- iii. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

**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 *Alcohol, Tobacco and Other Drugs*

- i. not be adversely affected or endanger your own or others safety by consuming alcohol or other drugs while engaged in university business or activities on university grounds
- ii. not smoke or vape in any area occupied or controlled by the university. This includes restrictions on smoking in vehicles and vessels.

**Resources** to support this include:

- [Support for smokers wanting to quit](#)

#### 5.1.14 *Drones*

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To ensure your safety as a university community member when using drones for university purposes you must exercise due diligence by taking reasonable steps to:

- i. contact the university's chief controller for drone operations before using drones for university purposes
- ii. be inducted and trained to operate drones
- iii. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs etc.,).

**Resources** to support this include:

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

### 5.1.15 *Plant and Equipment (machinery, appliances, implements and tools)*

- i. be inducted and trained to use or operate plant or equipment in line with manufacturers requirements and relevant Australian Codes of Practice and Standards
- ii. report and secure faulty plant or equipment
- iii. use the lock out tag out system in place for the safe maintenance and cleaning of equipment
- iv. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

**Resources** to support this include:

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

### 5.1.16 *Hazardous Chemicals (use, handling, storage, transport and disposal)*

- i. be inducted and trained to undertake work with hazardous chemicals
- ii. adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

A Hazardous Chemicals Coordinator (HCC) is appointed for areas with hazardous chemicals.

If you are the appointed HCC for your area, you must exercise due diligence by taking reasonable steps to:

- i. manage chemical manifests
- ii. ensure users are inducted and trained in chemical management and handling
- iii. ensure appropriate supervision is provided to ensure health and safety when using chemicals
- iv. ensure chemicals are appropriately labelled, stored and up to date in a chemical inventory
- v. ensure chemicals are procured appropriately
- vi. ensure chemical hazard checklists or risk assessments are completed with suitable controls
- vii. ensure 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

#### 5.1.17 *Radiation*

- be inducted and trained to undertake work with radiation
- comply with all licence conditions
- adhere with and use the safe systems of work in place (e.g., risk assessments, SWPs, PPE etc.,).

A radiation safety officer and/or laser safety officer is appointed for each radiation practice.

If you are the appointed radiation safety officer and/or laser safety officer, you must exercise due diligence by taking reasonable steps to:

- provide advice and oversight of radiation protection controls to ensure they are in place for each practice and effective
- have 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

#### 5.1.18 *Asbestos*

- notify your People Leader or an appropriate contact if you suspect or identify asbestos in a work or study location that is not included in the university's asbestos register.

**Resources** to support this include:

- [Asbestos register](#)
- [MySafety](#)

#### 5.1.18 *Contractors*

- apply the Contractor Safety Management System for the performance of contractor work or services.

**Resources** to support this include:

- [Contractor Safety Management](#)

### Related procedures

*Risk Management Procedure*

*Professional Experience Placement Procedure*

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Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

*Flexible Working Arrangements Procedure*

*Research Ethics Procedure*

### Versions

<b>Version</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](#)

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Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>