WORK HEALTH AND SAFETY MANAGEMENT GOVERNANCE
Faculty of Pharmacy
April 2017

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1. Introduction

1) The Faculty Work Health and Safety Management Governance is designed according to the following documents:
   a. University Work Health and Safety Policy 2016,
   b. University Work Health and Safety Procedures, and

2) These guidelines are a part of the overall management system used to manage health and safety in the Faculty, by implementation of University’s Safety Management System (SMS). They ensure a systematic approach to the management of health and safety risks associated with Faculty activities to comply with the University’s SMS.

3) Operational units including committees (such as PharmSEG, Learning and Teaching Committee and Research Committee), units of study, research themes, research teams or collaborative groups, and professional service units are required to establish necessary processes and procedures to enable compliance with the Faculty’s and University’s management standards.

4) The requirements of the SMS apply to all staff, students, affiliates and volunteers in the Faculty, and all activities conducted by and on behalf of the Faculty.

2. Work Health and Safety Management Governance

In the Faculty, the Dean leads the Pharmacy Senior Executive Group (Pharm SEG) to set safety goals for the Faculty, monitor safety performance and obtain regular report from Associate Deans. Associate Deans lead Research, Learning and Teaching committees, to set safety goals and implement the SMS for research, learning and teaching in the Faculty. The supervisors and unit of study coordinators implement the SMS within their workgroup and refer issues that are beyond their control to the Associate Deans and Faculty Safety Officer. The Faculty Safety Officer leads the Safety Committee to assist faculty members at all levels to implement the SMS, resolve and refer safety issues.

Figure 1. Work Health and Safety Management Governance in the Faculty of Pharmacy.
Work Health and Safety Management Governance Commitment (Safety Committee)

1) Implement the University safety management system within the Faculty at different levels.
2) Responsibility for safety in collaborative work areas is shared equally by all participants, consistent with University Work Health and Safety Policy 2016, and its associated procedures.
3) Identify priority work health and safety issues and plan action to address these in consultation with workers, and with reference to:
   a. operational context;
   b. risk profile; and
   c. the Safety Health & Wellbeing Strategic Plan.
4) Obtain periodic reports from relevant staff on progress of actions planned to address priority work health and safety issues.
5) Monitor work health and safety performance and coordinate a consistent approach to managing health and safety risks across the Faculty.
6) Review and respond to reports about work health and safety.
7) Consider work health and safety aspects of new projects, purchases and refurbishments.
8) Manage safety in partnership with other organisational units and external organisations.
9) In the case of collaborative research hubs, engage with occupants of these hubs, their organisational units where relevant, and Campus Infrastructure and Services to implement the safety management system.
   Also refer to the Privacy Policy 2013 and Privacy Management Plan.

3. Work Health and Safety Management Standards

The University’s safety health and wellbeing activities must be conducted in accordance with the following requirements, known as the safety management standards.

1) The Dean, Associate Deans, managers (of professional services units), and supervisors must demonstrate active and visible leadership (details in clause 4 of procedures)
2) The Dean and Associate Deans must plan and monitor implementation of the safety management system (details in clause 5 of the procedures).
3) The primary mechanism for consultation on health and safety matters must be direct dialogue between supervisors and workers under their supervision (details in clause 6 of the procedures).
4) Each operational unit, such as research committee, learning and teaching committee, research theme, unit of study, research team, collaborative group, and professional unit must identify work health and safety risks, record these in their local safety plan and work to control them appropriately (details in clause 7 of the procedures).
5) All workers must be provided with appropriate training and instruction (details in clause 8 of the procedures).
6) Emergencies must be immediately reported and managed in accordance with the University’s standard emergency response procedures (details in clause 9 of the procedures).
7) All incidents and hazards must be reported and managed appropriately (details in clause 10 of the procedures).

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1 Worker, means a person who performs work for or on behalf of the University, examples include: an employee; a contractor; a higher degree research student conducting work on behalf of the University; a student participating in work-integrated learning; an undergraduate student undertaking research for the purposes of their honours year; a volunteer; an affiliate may, in some circumstances, also be a worker.
8) Supervisors or managers must make, or direct others making purchasing decisions to make, reasonable attempts to purchase the safest available products and services (details in clause 11 of the procedures).

4. Responsibilities

4.1 Work health and safety responsibilities – the Dean and Associate Deans

1) The Dean must, within their areas of responsibility:
   a. demonstrate active and visible leadership in work health and safety (details in clause 4 of the procedures);
   b. include work health and safety as the first agenda item of all general management meetings;
   c. acquire and keep up-to-date knowledge of work health and safety matters;
   d. understand the nature of University and Faculty operations and the hazards and risks;
   e. ensure there are appropriate resources and processes to identify hazards, eliminate or minimise risks and achieve work health and safety compliance; and
   f. verify the provision and use of work health and safety resources and processes.

2) In addition to the requirements of subclause 11(1), the Dean must:
   a. establish local safety plans and monitor progress towards completing the actions specified in them (details in clause 5 of the procedures);
   b. monitor compliance with the safety management system; and
   c. assist in the resolution of work health and safety issues.

3) In addition to the requirements of subclause 11(1), the Dean and Associate Deans must:
   a. establish local safety plans for their areas of responsibility and monitor progress towards completing the actions specified in them (details in clause 5 of the procedures).
   b. within the scope of their delegated authority, choose and establish suitable risk controls (details in clause 7 of the procedures).
   c. assist in the resolution of work health and safety issues (details in clause 13 of the procedures).
   d. implement building emergency procedures within occupied buildings; and where appropriate, appoint, support and obtain periodic reports from local safety appointees.

4) Nothing in this clause or in the definition of senior manager constitutes an admission that all senior managers are ‘officers’ for the purpose of work health and safety legislation (details in Work Health and Safety Act 2011 (NSW)).

4.2 Work health and safety responsibilities – supervisors/unit of study coordinators

Supervisors/unit of study coordinators who supervise others at work must, within their area of responsibility:

1) demonstrate active and visible leadership in work health and safety (details in clause 4 of the procedures).

2) identify hazards and work health and safety risks from activities under their supervision (details in clause 7 of the procedures).

3) assess and control identified risks in consultation with those involved or affected, and with reference to University work health and safety procedures, standards and guidelines (details in clause 7 of the procedures).

4) inform workers and others whom they supervise, and as appropriate students and visitors, about work health and safety requirements and expectations, and provide relevant guidance, information and training (details in clause 8 of the procedures).
4. 3 Work health and safety responsibilities – workers

1) In addition to any more specific obligations specified in this policy or its associated procedures, all workers at the University have a general, personal responsibility for work health and safety.

2) In particular, workers must:
   a. take reasonable care for their own health and safety, and that of others;
   b. comply with instructions in relation to work health and safety;
   c. adopt and use safe work practices, including the use of personal protective equipment and clothing;
   d. familiarise themselves with, and comply with, any relevant policy, procedure or University standard relating to work health and safety;
   e. promptly report work related hazards, injuries and incidents, including near misses to their supervisor (details in clause 10 of the procedures);
   f. participate in work health and safety training and discussion;
   g. co-operate with work health and safety inspections, audits and investigations; and
   h. respond appropriately to emergencies. Refer to the University’s standard emergency response procedures.

4.4 Work health and safety responsibilities – coursework students and others

Any other person at a workplace, including coursework students and visitors, must:

1) take reasonable care for their own health and safety, and that of others;
2) comply with instructions about work health and safety;
3) use personal protective equipment and clothing as instructed;
4) promptly report work related hazards, injuries and incidents, including near misses; and
5) co-operate with emergency procedures. Refer to the University’s standard emergency response procedures.

4.5 Local safety appointees

1) A head of school or head of administrative unit may appoint workers to fill such local safety roles as are specified in the procedures.
2) Such appointments should be made in agreement with the appointed workers and, where appropriate, formalised within the individual’s position description.
3) Consideration should be given to embedding local safety roles within the position descriptions of new positions (details in clause 12 of the procedures).

5. Work Health and Safety Minimum Performance Standards

5.1 Dean and Associate Deans, must

1) complete WHS training course for managers and supervisors, re-attend the training every three years;
2) include work health and safety as the standing first agenda item for all general management and team meetings and allow time for discussion (details in clause 4);
3) establish safety plans for PharmSEG, Research Committee and Learning and Teaching Committee; and monitor progress towards completing the actions planned;
4) quarterly review and annually renew (at least) the action plans for each committee;
5) regularly walking through work areas to observe work practices;
6) taking time to have informal health safety and wellbeing conversations during regular or irregular meetings with staff and students;

5.2 Supervisors who supervise others at work within their area of responsibility, must
1) new members: complete the Faculty WHS essential procedures and relevant safety training assigned by your supervisor
2) complete WHS training course for managers and supervisors, re-attend the training every three years;
3) complete relevant training courses, such as Chemical Safety, BioSafety and Radiation Safety;
4) include work health and safety as the standing first agenda item for all general management and team meetings and allow time for discussion (details in clause 4);
5) identify top five WHS risks and actions planned to address these within the team or the area of responsibility (details in clause 7);
6) where the current risk of an activity is assessed as ‘medium’, ‘high’ or ‘very high’, a documented risk assessment (RA) must be completed; submit a documented risk assessment to the Dean for review and approval if an activity is assess as having a residual risk rating of ‘high’ or ‘very high’;
7) ensure new staff members (including casual staff and contractors) or students you have responsibility for complete the Faculty WHS essential procedures;
8) provide relevant local work health and safety induction in the workplace using the checklist;
9) document safe work procedures (SWP) according to relevant safety standards, and use it as a training resource for tasks and activities containing or causing hazards, which require administrative actions to minimise the risk of injury or illness;
10) be satisfied that workers are competent prior to approving unsupervised work;
11) regularly assess the WHS training needs analysis and provide relevant local safety training and ongoing supervision for staff and students
12) carry out regular workplace inspections, minimum quarterly workplace inspections for laboratories (checklist) and annually workplace inspections for office work environment (checklist).
13) record an incident or hazard in RiskWare within 24 hours, and complete Riskware corrective action plans within 7 days for the report submitted by the workers of supervision;
14) set up and annually (at least) renew chemical register, SDS, labels (GHS);
15) manage safety issues in hiring contractors and procurement (details in clause 11);
16) annually renew (as a minimum) safety documents, such as top five risks and actions planned, SWP, RA, training needs analysis, chemical register, SDS should be reviewed annually, in addition, a review is required whenever there is an incident, a significant change in the work process or new information about the hazard or activity becomes available;
17) keep and provide relevant safety documents such as, training records, workplace inspections, and other documents listed above, during faculty, University and external auditing;
18) note, refer to relevant safety standards and guidelines:
   a. biological safety;
   b. chemical safety;
   c. electrical safety;
   d. fieldwork;
   e. manual handling;
   f. radiation and lasers;
   g. setting up your workstations
   h. student placement policy 2015.
5.3 Unit of study coordinators and course coordinators, must

1) New members: complete the Faculty WHS essential procedures and relevant safety training assigned by your supervisor;
2) complete WHS training course for managers and supervisors, re-attend the training every three years;
3) complete relevant training courses, such as Chemical Safety, BioSafety and Radiation Safety;
4) identify top five WHS risks and actions planned to address these within the unit of study and course;
5) include all safety issues and controls in relevant teaching materials;
6) where the current risk of an activity is assessed as ‘medium’, ‘high’ or ‘very high’, a documented risk assessment (RA) must be completed; submit a documented risk assessment to the Dean for review and approval if an activity is assess as having a residual risk rating of ‘high’ or ‘very high’;
7) if necessary, document safe work procedures (SWP) according to relevant safety standards, and use it as a training resource for tasks and activities containing or causing hazards, which require administrative actions to minimise the risk of injury or illness;
8) annually (at least) renew top five WHS risks, actions planned, and other safety documents; and notify Associate Dean of Learning and Teaching for any changes; keep and provide relevant safety documents as references for auditing;
9) ensure new staff members (including casual staff and contractors) you have responsibility for complete the Faculty WHS essential procedures;
10) provide or direct to relevant local work health and safety induction in the workplace using the checklist;
11) record an incident or hazard in RiskWare within 24 hours, and complete Riskware corrective action plans within 7 days for the report submitted by the workers of supervision;
12) manage safety issues in hiring contractors and procurement (details in clause 11).

5.4 Laboratory technical and support officers, must

1) new members: complete the Faculty WHS essential procedures and relevant safety training assigned by your supervisor;
2) complete relevant training courses, such as Chemical Safety, BioSafety and Radiation Safety;
3) identify top five WHS risks and actions planned to address these within the area/ laboratory/practice classes of responsible for, and discuss with relevant academics or lab manager to include all safety issues and controls in relevant teaching and research materials;
4) (at least) annually renew top five WHS risks and actions planned, and notify relevant academics or lab manager for any changes; keep and provide relevant safety documents as references for auditing;
5) provide relevant local work health and safety induction in the workplace using the checklist to new users (including staff, contractors/casuals and students) to the facilities you have responsibility to complete;
6) document safe work procedures (SWP) according to relevant safety standards, and use it as a training resource for tasks and activities containing or causing hazards, which require administrative actions to minimise the risk of injury or illness;
7) be satisfied that workers are competent prior to approving unsupervised work;
8) where the current risk of an activity is assessed as ‘medium’, ‘high’ or ‘very high’, a documented risk assessment (RA) must be completed; submit a documented risk assessment to the Dean for review and approval if an activity is assess as having a residual risk rating of ‘high’ or ‘very high’;
9) set up and annually (at least) renew chemical register, SDS, labels (GHS);
10) carry out regular workplace inspections, minimum quarterly workplace inspections for laboratories (checklist) and annually workplace inspections for office work environment (checklist).
11) record an incident or hazard in RiskWare within 24 hours;
12) manage safety issues in hiring contractors and procurement (details in clause 11);
13) keep and provide relevant safety documents during Faculty, University and external auditing.
14) note, refer to relevant safety standards and guidelines:
   b. biological safety; b. chemical safety; c. electrical safety;
   e. fieldwork; e. manual handling; f. radiation and lasers;
   h. setting up your workstations

5.5 Staff members (including casual staff members and affiliates), must
1) new members: complete the Faculty WHS essential procedures and relevant safety training assigned by your supervisor;
2) take reasonable care for own health and safety and that of others;
3) complete relevant training courses if necessary, such as Chemical Safety, BioSafety and Radiation Safety;
4) complete inductions and training required by the supervisor;
5) comply with relevant WHS instructions, and adopt and use safe work practices;
6) be competent to start unsupervised work after receiving approval;
7) record an incident or hazard in RiskWare within 24 hours;
8) manage safety issues in hiring contractors and procurement (details in clause 11);
9) keep and provide relevant safety documents during faculty, University and external auditing.

5.6 Research students (HDR and Honours) and visitors, must
1) new HDR students: complete Work Health and Safety Training (RSCH9010) in MyUni portal; and complete Faculty WHS essential procedures and relevant safety training assigned by your supervisor;
2) new honours and visitors: complete Faculty WHS essential procedures and relevant safety training assigned by your supervisor;
3) take reasonable care for own health and safety and that of others;
4) complete relevant training courses if necessary, such as Chemical Safety, BioSafety and Radiation Safety; the training courses are compulsory to relevant HDR students;
5) complete inductions and training required by the supervisor or relevant staff members;
6) comply with relevant WHS instructions, and adopt and use safe work practices;
7) be competent to start unsupervised work after receiving approval;
8) record an incident or hazard in RiskWare within 24 hours;
9) manage safety issues in hiring contractors and procurement (details in clause 11);
10) keep and provide relevant safety documents during faculty, University and external auditing.

5.7 Coursework students, must
1) take reasonable care for own health and safety and that of others;
2) complete relevant training and induction required;
3) comply with relevant WHS instructions, and adopt and use safe work practices;
4) be competent to start unsupervised work after receiving approval;
5) record an incident or hazard in RiskWare within 24 hours.
6. Monitoring Work Health and Safety Performance

1) The University’s performance planning and development program must be used annually to set health and safety targets and review individual work health and safety performance, details in AP&D WHS checklist.

2) Local work health and safety performance should be regularly reviewed at relevant management and team meetings; and also, the performance will be monitored by Faculty internal annual safety audit, led by Faculty Safety Officer. The Faculty Safety Officer will provide reports to the Dean.

3) The Dean and Associate Deans must periodically review their and their units’ compliance with their responsibilities under this policy and the Work Health and Safety Act 2011 (NSW). These reviews must be completed as requested by, and in the manner prescribed by, the Director, Safety Health & Wellbeing.

4) The Safety Health & Wellbeing unit will periodically audit each organisational unit to verify implementation of the University’s safety management system.

5) Safety management system audits will be conducted by an independent auditor, external to the University.

6) The auditor will provide results and recommendations which will be made available to relevant senior managers and University committees.

7. Document Control

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8. Appendix One – Guidelines for Areas of Operational WHS Risk

- Biosafety
- Bullying prevention
- Chemical safety
- Driver safety
- Electrical safety
- Office Ergonomics
- Fieldwork safety
- Hazardous waste disposal
- Laboratory safety
- Machinery safety
- Manual Handling
- Noise management
- Radiation and lasers
- Restricted areas
- Slips, trips and falls
- Working safely after hours
- Other guidelines

9. Appendix Two – Relevant Clause of Procedures

**Clause 4** of the procedures.
Senior managers and supervisors must demonstrate active and visible safety leadership by:
1) including work health and safety as the standing first agenda item for all general management and team meetings and allowing time for discussion;
2) actively engaging in risk management processes;
3) regularly walking through work areas to observe work practices; and
4) taking time to have informal health safety and wellbeing conversations with workers.

**Clause 5** of the procedures.
The executive of each organisational unit must plan and monitor implementation of the safety management system, the local safety plan must:
1) take into consideration the unit’s risk profile and resources and identify:
   a. priority work health and safety issues; and
   b. the actions planned to address these, specific to the unit.
2) monitor compliance with:
   a. each of the safety management standards; and
   b. any applicable minimum safety performance standards for specific operational activities, e.g. working with chemicals, conducting fieldwork.
3) be monitored at least quarterly and reviewed annually. Note: the WHS Action Plan is a tool that can be used to document a local safety plan.

**Clause 6** of the procedures.
1) The primary mechanism for consultation on health and safety matters is direct dialogue between supervisors and the workers under their direction.
2) Workers must be consulted whenever:
   a. identifying hazards and assessing risks to health and safety;
   b. deciding ways to eliminate or minimise those risks;
   c. deciding on the adequacy of facilities for workers’ welfare;
   d. proposing changes that may affect workers’ health and safety; or
   e. when making decisions about the procedures for:
      i. consulting with workers;
      ii. resolving work health and safety issues at the workplace;
      iii. monitoring workers’ health;
      iv. monitoring the conditions at any workplace under the management or control of the University; or
      v. providing information and training for workers.
3) Consultation requires that:
   a. relevant work health and safety information is shared with workers;
b. workers are given a reasonable opportunity to express their views and to raise health or safety issues;
c. workers are given a reasonable opportunity to contribute to the decision-making process relating to a health and safety matter;
d. the views of workers are taken into account; and
e. workers are advised of the outcome of any consultation in a timely manner.

4) As a secondary mechanism for consultation, workers may elect a health and safety representative to represent the health and safety interests of their work group (details in clause 6 of the procedures).

Clause 7 of the procedures.
1) Each organisational unit must identify its top five work health and safety risks and the actions planned to address these within the local safety plan. These priorities may be adjusted as the risks are appropriately controlled. Other lower priority work health and safety risks should also be addressed.
2) Supervisors must apply the risk management steps set out in below to manage local hazards and hazardous activities within their control.
3) The risk management steps are as follows:
   a. identify workplace hazards and hazardous activities
   b. assign priorities based on an initial assessment of the current risk, with reference to the University WHS risk Matrix in Schedule 1 and giving consideration to:
      i. the likelihood of exposure, including how many people are or may be exposed, the frequency, duration and intensity and
      ii. the potential consequences of exposure, that is, whether serious injuries or illness may result
   c. Assess the risk
      i. where the current risk of an activity is assessed as ‘high’ or ‘very high’ a documented risk assessment is required
      ii. a documented risk assessment must identify the specific hazards, potential harm, the existing or proposed risk controls and an assessment of the residual risk
      iii. whenever assessing the risk associated with an activity or task, various risk factors must be considered including the nature of the hazard itself, the work environment, the physical activities required to complete the task, the psychological demands of the task and the individual workers involved in the activity.
   d. Control the risks
      i. risks to work health and safety must be eliminated whenever reasonable practicable
      ii. where it is not reasonable practical to eliminate the risk, suitable risk controls must be adopted to minimise the risk as far as possible
      iii. risk controls must be adopted with reference to the hierarchy of risk controls
         Note: refer to Schedule 1 for the hierarchy of risk control.
   e. Review control measures
      i. the adopted risk controls should be monitored regularly to validate their effectiveness. As a minimum, risk controls should be reviewed annually.
      ii. in addition, a review is required whenever there is an incident, a significant change in the work process or new information about the hazard or activity becomes available.
f. If an activity is assessed as having a residual risk rating of ‘high’ the supervisor must:
   i. review available risk control; and  
   ii. submit a documented risk assessment to the relevant head of school or head of  
       administrative unit for approval.  
       Note: see forms available on the safety health and wellbeing website.  
g. If an activity is assessed as having a residual risk rating of ‘very high’ the supervisor must:  
   i. suspended the activity until further notice  
   ii. review available risk controls  
   iii. determine if the risk outweighs the potential benefits  
   iv. Submit a documented risk assessment and risk / benefit analysis to the head of  
       school or head of administrative unit for review and endorsement and  
   v. Obtain approval to undertake the activity from the relevant dean or director.  
       Note: see forms available on the safety health and wellbeing website.  
4) The risk management steps and approval processes for some specific operational activities may  
   vary and are detailed in the revenant performance standards for specific operational risk.  
   Note: refer to the safety health and wellbeing website.  

**Clause 8 of the procedures**  
1) All staff and HDR students must complete the University online work health and safety induction  
   Note: refer to the training page on the safety health and wellbeing website.  
2) Supervisors must provide workers with a relevant local work health and safety induction in the  
   workplace.  
   Note: see the local Work Health and Safety Induction Checklist  
3) Staff who supervise other workers must complete work health and safety training for  
   supervisors.  
4) Safe work procedures must be documented and used as a training resource for tasks and  
   activities that require administrative actions to minimise the risk of injury or illness.  
   Note: see forms available on the safety health and wellbeing website.  
5) The relevant supervisor must be satisfied that workers are competent prior to approving  
   unsupervised work.  
6) Local training and assessment of competence should include:  
   a. providing relevant information;  
   b. demonstrating of the task to be performed;  
   c. observing the worker complete the task; and  
   d. observing the worker explain and demonstrate the task.  
7) Supervisors must regularly assess the training needs of the workers under their direction and  
   plan for the provision of additional task and role specific training.  
   Note: a training needs analysis (TNA) tool is provided on the safety health and wellbeing  
   website.  

**Clause 9 of the procedures**  
1) All workers must:  
   a. be familiar with the University’s standard emergency response procedures;  
   b. respond independently to emergencies; and  
   c. follow the reasonable instructions of Emergency Wardens, Campus Security Officers and  
      the Emergency Services.  
2) During classes, teaching staff are responsible for ensuring a safe initial response to an incident or  
   emergency.  
3) Heads of schools and heads of administrative units must:
a. promote the University’s standard emergency response procedures;
b. appoint local staff to emergency roles, in accordance with clause 12 of these procedures;
c. allocate sufficient time and resources for the implementation of building emergency procedures in the buildings occupied by their workers;
d. monitor the planning and implementation of building emergency procedures within the local safety plan.

**Clause 10** of the procedures

1) Where a worker observes an incident or hazard they must:
   a. report it to the relevant supervisor as soon as possible after it occurs or is observed; and
   b. record it in RiskWare within 24 hours.

2) The relevant supervisor must:
   a. take action to make the area or situation safe pending further investigation;
   b. immediately notify the Safety Health and Wellbeing unit of a notifiable incident;
   c. record the matter in RiskWare, if this has not already been done, within 24 hours;
   d. promptly investigate all incidents and hazards to identify root causes;
   e. submit an action plan in RiskWare within seven days of the initial report; and
   f. implement, or arrange for the relevant organisational unit to implement corrective actions within reasonable timeframes.

   Note: corrective action may include building alternations, maintenance, or repairs.

   Requests for building or grounds work must be submitted to Campus Infrastructure Services using Campus Assist Online.

3) Campus infrastructure Services, or any other organisational unit responsible for undertaking corrective actions, must:
   a. liaise with the relevant supervisor, and where necessary the Safety Health and Wellbeing unit, to investigate and agree on corrective actions;
   b. promptly notify the relevant super of:
      i. details of the proposed corrective actions; the estimated time frame for completion;
      ii. the reasons for any delays; and
   c. complete agreed actions within a reasonable time.

4) The Safety Health and Wellbeing unit must:
   a. report notifiable incidents to SafeWork NSW on behalf of the University;
   b. review all incidents and hazards recorded in RiskWare;
   c. notify relevant senior managers of incidents and hazards with ‘major’ or ‘severe’ actual or potential consequences.

   Note: refer to the University WHS Risk Matrix in Schedule 1.

   d. arrange for incidents and hazards with ‘major’ or ‘severe’ actual or potential consequences to be investigated and report investigation findings and recommendations to the:
      i. responsible dean or director; and
      ii. provost and the Vis-Principle (Operations); and
   e. review any notification received under above point (3) and, in appropriate circumstances, liaise with the relevant organisational unit to facilitate prompt completion of corrective actions.

5) If a corrective action is not:
   a. completed within a reasonable time; or
b. completed to the satisfaction of the relevant supervisor or the Safety Health and Wellbeing unit, the relevant supervisor or the Director, safety Health and Wellbeing must notify the Provost or Vis-Principle (Operations).

Clause 11 of the procedures
1) Reasonable attempts must be made to purchase the safest available products and services.
2) Service contracts should include safety specifications and performance requirements.
3) Contractors must:
   a. Be appropriately qualified and licensed; and
   b. Provide the relevant University supervisor with a safe work procedure for potentially hazardous work before commencing such work.
4) The relevant University supervisor must:
   a. review contractor safe work procedures and satisfy themselves that they set out a reasonable approach for protecting the safety of the contractor and the University community;
   b. inform contractors of University hazards;
   c. consult contractors on decisions that affect their health and safety; and
   d. provide either:
      i. Supervision of contractors while on University sites; or
      ii. Local work health and safety induction for contractors prior to their carrying out unsupervised work.
5) Incidents involving contractors must be reported in accordance with clause 10.

Clause 12 of the procedures
1) A head of school or head of administrative unit may, by agreement with the nominated workers, appoint workers to fill the following local safety roles.
2) Local safety officer, whose role involves:
   a. assisting the relevant head of school or head of administrative unit to implement the safety management system;
   b. advising on work health and safety issues, or obtaining advice from the Safety Health & Wellbeing unit;
   c. bringing unresolved or urgent work health and safety issues to the attention of the relevant head of school or head of administrative unit;
   d. assisting to investigate significant incidents; and
   e. helping to resolve issues according to the policy and these procedures.
3) Local safety committee members may be appointed to serve on a local safety committee. Where established, local safety committees provide a forum for discussion and promotion of local work health and safety issues.
   Note: A local safety committee does not replace the primary and secondary consultation mechanisms established under 6 of these procedures. Refer to the safety health and wellbeing website for further information.
4) Chief Warden, who will be responsible for developing and maintaining local emergency procedures for a particular building.
5) Emergency wardens, who are responsible for responding to emergencies within a particular part of a building in accordance with building emergency procedures.
6) Nominated first aid offers, who are responsible for administering general first aid for the University community and members of the public within a particular building or part of the University, as determined by the Safety Health & Wellbeing unit.
7) Appointed first aiders, who will be responsible for administering first aid in support of a specific operational activity.

Clause 13 of the procedures
1) Individuals should directly approach other workers they observe engaging in unsafe activities or behaving in a way what impacts the health and safety of others, and ask them to stop the activity or behaviour.

2) Minor work health and safety issues:
   a. When an identified work health and safety issue (including an incident or hazard) can be safely resolved with minimal effort or disruption, individuals are encouraged to take action themselves.
   b. Recurring minor work health and safety issues should be referred to relevant supervisor in charge of the person, activity or area.

3) Other work health and safety issues
   a. If an issue is not resolved using the process in above 1 and 2 or these processes have not been followed, an individual must inform all affected stakeholders:
      i. that there is an issue to be resolved; and
      ii. the nature and scope of the issue.
   b. The relevant supervisor must record the issue in RiskWare.
   c. All stakeholders must, as soon as possible, discuss how to resolve the issue with regard to all relevant matters, including:
      i. the degree and immediacy of risk to workers or other persons affected;
      ii. the number and location of people affected;
      iii. the actions that can be taken to resolve the issue (immediately, short-term and long-term); and
      iv. who will be responsible for implementing the agreed action.
   d. An individual may be assisted or represented by a person nominated by them.
   e. If the issue is resolved, details of the issue and its resolution must be provided to all relevant stakeholders and recorded in RiskWare.
   f. Where a work health and safety issue is unresolved after following this procedure, or where it is inappropriate to raise the issue with the supervisor who is directly responsible, assistance to resolve the issue may be sought from:
      i. a dean or director;
      ii. local safety officer (where appointed);
      iii. head of school or head of administrative unit;
      iv. health and safety representative (where elected); or
      v. the Safety Health & Wellbeing unit.
   g. If an issue remains unresolved after following above point (3)(f), it may be referred to the Provost or Vice-Principal (Operations).

4) Issues affecting a large proportion of the University
   a. If, in the opinion of the Director, Safety Health & Wellbeing, a work health and safety issue affects a large proportion of the University community or requires consideration at a University level, the Director, Safety Health & Wellbeing must refer it to the Senior Executive Group Work Health and Safety committee for consideration.
   b. This subclause does not apply to incomplete corrective actions to which subclause 10(5) of these procedures applies.

5) Referral to SafeWork NSW
   If an issue is not resolved after reasonable efforts to do so, any stakeholder may refer it to SafeWork NSW to seek their assistance in resolving it.
Note: Guidelines on a wide range of work health and safety issues are available on the safety health and wellbeing website.