

Name of organisational unit:	School of Psychology
Date of action plan:	July 2017
Due for review (quarterly)	October 2017

All organisational units are required to implement the University Safety Management System and set goals to improve work health and safety (WHS) performance. This template is designed to assist local organisational units to meet the University's safety planning requirements.

How to use the WHS Action Plan template

This WHS Action Plan template refers to each of the eight management standards and prompts action to facilitate compliance and improve WHS performance.

1. Use the check boxes to verify local implementation of the eight management standards
2. Use the notes section to record current status of implementation, set goals and planned actions
3. Use [Table 2](#) to schedule and monitor the completion of planned actions

Work Health & Safety Goals

As a part of the safety planning process all organisational units are required to use a risk based approach to identify and prioritise their "top 5" WHS hazards or hazardous tasks and plan actions to reduce the risk of injury or illness associated with those hazards or hazardous tasks.

All safety planning must be developed with reference to the local WHS risk profile, the [University's Safety Health & Wellbeing Strategic Plan](#) and any recent WHS reports and recommendations.

MANAGEMENT STANDARDS

1. Active & visible leadership

- 1.1 WHS is the standing first agenda item for all management and team meetings
- 1.2 Senior managers regularly (at least monthly) engage with staff to demonstrate safety leadership, e.g. taking 5 min to have informal safety conversations
- 1.3 Managers and supervisors are actively involved in the risk management process

Notes

- Instructions for WHS as a standing agenda item has been sent to the admin assistants who compile the agendas for School committee meetings.
- Managers representing each area of research and teaching activity in the School are on the WHS committee.

2. Safety Planning

- 2.1 The "top 5" WHS hazards or hazardous tasks are identified and recorded (using Table 1). Consideration must be given to all operational activities
- 2.2 The "top 5" are assessed and prioritised using the University's risk matrix (appendix I), and suitable risk controls planned to eliminate or reduce risks
- 2.3 Resources are allocated to address the priority WHS issues
- 2.4 Actions are assigned to individuals and reasonable timeframes set for completion
- 2.5 Progress towards the achievement of planned activities is regularly reported to senior managers

Notes

3. Consultation & participation

- 3.1 Workers, including higher degree research (HDR) students, are given opportunity to express their views and contribute to decisions impacting their safety
- 3.2 Managers are responsive to WHS issues raised by workers (incl. students), and provide feedback in a timely manner
- 3.3 Where elected, the Health & Safety Representative for the workgroup must be invited to attend management meeting to contribute to the discussion on WHS management

Notes

-

4. Risk management

- 4.1 Risk management steps are applied to identify and assess hazards and hazardous tasks
- 4.2 Attention is given to medium and high risk activities (appendix I) and at risk groups of people
- 4.3 Attempts are made to eliminated hazards and hazardous tasks
- 4.4 Where elimination is not possible, risk controls are allocated with reference to the hierarchy of controls
- 4.5 'High' risk and 'Very High' risk activities (refer to the University's risk matrix, appendix I) are subject to documented risk assessments and safe work procedures (SWP)
- 4.6 Implemented risk controls are monitored regularly (at least annually) to ensure they are effective
- 4.7 Regular (at least quarterly) walk-through workplace inspections are carried out on all work areas

Notes

- Frequency of walk throughs tailored to level of hazard. (Eg annual for offices)

5. WHS training and instruction

- 5.1 New workers, including HDR students must complete the University online WHS induction within their first week at work
- 5.2 New workers (incl. students) receive specific local inductions prior to being given access to their workplace
- 5.3 Staff who manage other staff (Supervisor), or supervise HDR students, complete *WHS for managers and supervisors* training course
- 5.4 Supervisors regularly (at least annually) review the training needs of workers (incl. students) and assign other relevant WHS Training
- 5.5 Workers (incl. students) are instructed on relevant SWPs and provided with ongoing supervision

Notes

- Supervising staff have been notified that they should do the WHS for managers and supervisors training.

6. Emergency management

- 6.1 Local emergency responders have been appointed (eg. emergency wardens and first aiders)

- 6.2 Workers (incl. students) are provided with training and opportunities to practice emergency procedures
- 6.3 Details of local emergency responders are communicated to the working group (e.g. [signage](#), on local web site)
- 6.4 Workers (incl. students) are regularly (at least annually) reminded to review the [University's Emergency planning guidelines](#)
- 6.5 Emergency evacuation exercises are conducted regularly (at least annually)

Notes

-

7. Incident/hazard reporting and management

- 7.1 All workers (incl. students) know how to report an incident (including near misses) or hazard
- 7.2 Incidents and hazards are immediately reported to supervisors and formally recorded in RiskWare within 24 hours
- 7.3 Supervisors investigate incidents to identify root causes and plan corrective action
- 7.4 Corrective action plans are submitted in RiskWare within 7 days of the initial report
- 7.5 Corrective actions are completed within agreed timeframes and closed off in RiskWare

Current Issues (quote RiskWare ID where relevant)

-

Notes

-

8. Suppliers, contractors and purchasing controls

- 8.1 Hazards related to equipment and materials being purchased are considered
- 8.2 Attempts are made to purchase the safest products and services
- 8.3 Safety is a mandatory selection criterion during quote and tender evaluation processes
- 8.4 Service contract specifications include safety performance requirements and performance indicators
- 8.5 Service contractors are appropriately qualified
- 8.6 Service contractors undergo local inductions including hazard awareness

Notes

-

Table 1 - Top 5 Hazards

Ref	Hazards & hazardous tasks	Examples	Current risk controls	Risk Rating [†] (with current controls only)	Planned risk controls (use Table 2 to record and monitor specific actions to enable implementation of these controls)
I	Hazardous chemicals	xylene	Existing Chemical Register, Science Warehouse, SWPs	Low	Lambert use a lot of N ₂ . Short term arrangements in place for storage of cylinders. Long-term solution underway for N ₂ generator in BMC.
II	Driving simulator / hexapod and virtual reality	Participants fainting, vomiting, falling over	Checklists and SWPs for Hexapod	Low	Performing risk assessments and SWPs for VR.
III	GT Workshop	Laser cutter	Room locked. SWPs and training register for most hazardous equipment	Low	Old SWPs to be reviewed; RAs and SWPs being prepared before commissioning new equipment.
IV	Slips/trips in offices and labs Moving heavy equipment	CRT monitors, boxes of books Power cables, mats	Walk through inspections	Low	Draw up timetable for routine walk-throughs
V	Client consultation in clinics	Client aggression	All workers inducted in managing client aggression. Duress button.	Low	

[†] use the risk matrix provided in the Appendix I

Table 2 - Planned WHS Actions

Cross reference (checkbox or "top 5" number)	Date Raised	Agreed Actions Clearly and concisely, state what need to be done.	Owner(s) Must be people not roles	Target date of completion	Completed Date
1-3	July 2017	Review our existing SWPs across school.	Nenad/John: workshop, IanJ: autoclave; cryostat; N ₂ ; paraformaldehyde; immunohistochemistry. Hamish: Hexapod. Justin: TMS. Llew Mills: human saliva	October 2017	
2	April 2016	To perform risk assessments and develop SWPs as necessary for activities in labs on GT Level 2	Nenad / Hamish	September 2017	
	July 2017	Organise for Risk Assessments and SWPs for NIRs in infant lab	Micah Goldwater	October 2017	
	July 2017	Organise for Risk Assessments and SWPS for EEG lab	Nicholas McNair	October 2017	
3	July 2017	New RAs and SWPs needed for laser cutter and other equipment moved from GT210 to workshop before equipment commissioned for operation.	John Holden / Hamish	October 2017	
1-3	July 2017	Create user register for all relevant SWPs	Jess to follow up Faculty procedure with Sarah Gooch		
4	Ongoing	Schedule for when walk through inspections need to be done for each building: annually for offices; twice yearly for labs; quarterly for Lambert labs.	Nenad Petkovski / Michael Bowen	August 2017	
	March 2017	Chasing CIS to install new fire sensor in GT210, and create new evacuation plan in GT210.	Hamish / Jess (Diane Fisher)		
	July 2017	Non-functioning Air Conditioning in GT2.	Jess (Diane Fisher).		
	July 2017	New role for testing eyewash and safety showers in Badham	Ian J	August 2017	

DOCUMENT CONTROL

Acknowledgements					
Related Documents					
Version	Date released	Completed by	Custodian	Approved by	Notes
1	31/07/17	Justin Harris	Justin Harris	Frans Verstraten	Reviewed by Nenad Petkovski

NB: This document must be reviewed at least quarterly.

APPENDIX I – RISK MATRIX

		Potential Consequences					
		L6	L5	L4	L3	L2	
		Minor injuries or discomfort. No medical treatment or measureable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality	
		Not Significant	Minor	Moderate	Major	Severe	
Likelihood	Expected to occur regularly under normal circumstances	Almost Certain	Medium	High	Very High	Very High	Very High
	Expected to occur at some time	Likely	Medium	High	High	Very High	Very High
	May occur at some time	Possible	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium	High
	Could happen, but probably never will	Rare	Low	Low	Low	Low	Medium