Responsibilities in the Office Relocation Process

**Work Area Relocation Coordinator (RC)**
- Send request to CM for office relocation assistance
- Email all staff:
  - Advising of the timing of the office relocation,
  - Requesting that any staff members requiring physical accommodations identify themselves so that suitable arrangements can be made
- Ensure all staff:
  - Have completed UWA Online Safety Induction,
  - Referred to Worksafe WA – Manual Handling presentation
- Arrange manual handling training for staff upon request
- Office relocation complete and training records stored in a Safety and Health database

**Campus Management (CM)**
- Send Office Relocation Guideline to work area
- Provide relevant assistance for staff who are unable to meet the physical requirements of the office relocation
- Contact Safety and Health if assistance equipment is required for packing and relocating
- Ensure all staff:
  - Have completed UWA Online Safety Induction,
  - Referred to Worksafe WA – Manual Handling presentation
- Provide assistive equipment upon request

**Safety and Health**