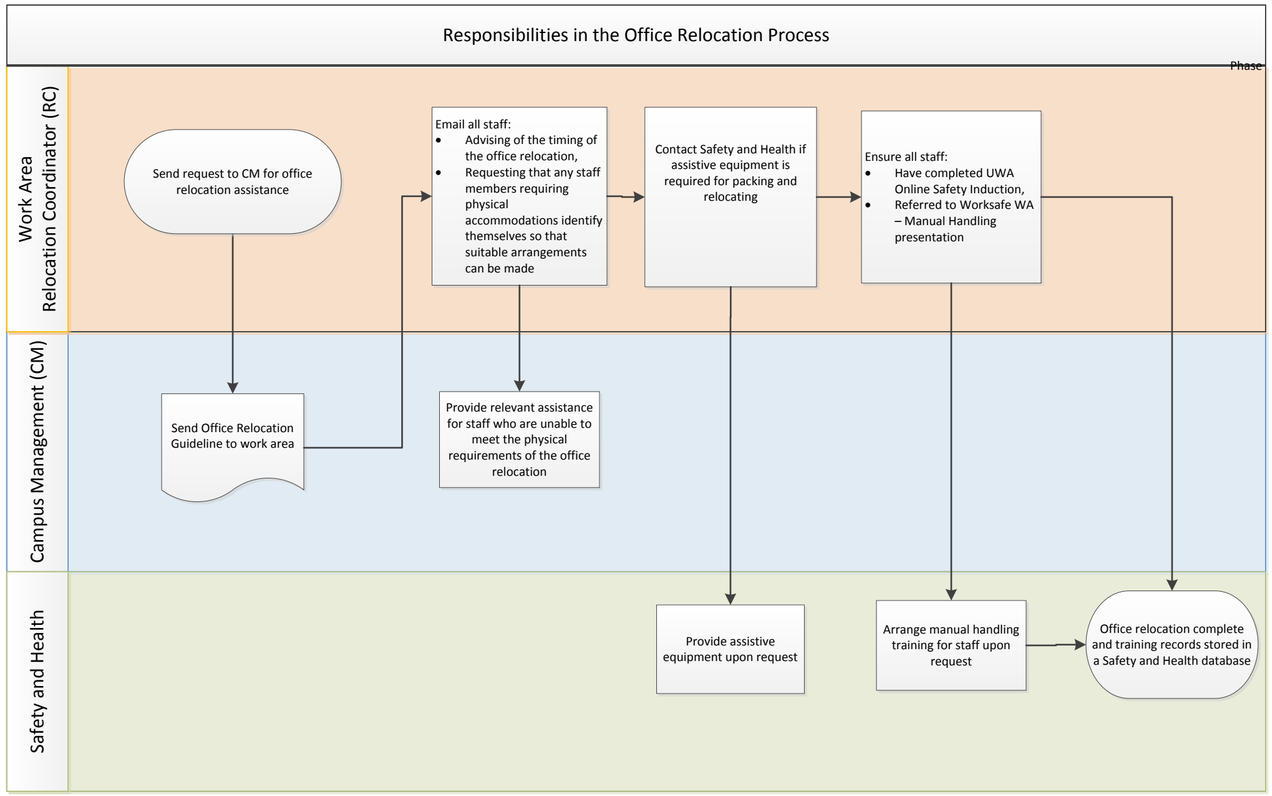
Responsibilities in the Office Relocation Process
Phase
Work Area Relocation Coordinator (RC)
Campus Management (CM)
Safety and Health
Send request to CM for office relocation assistance
Email all staff:
• Advising of the timing of the office relocation,
• Requesting that any staff members requiring physical accommodations identify themselves so that suitable arrangements can be made
Contact Safety and Health if assistive equipment is required for packing and relocating
Ensure all staff:
• Have completed UWA Online Safety Induction,
• Referred to Worksafe WA – Manual Handling presentation
Send Office Relocation Guideline to work area
Provide relevant assistance for staff who are unable to meet the physical requirements of the office relocation
Provide assistive equipment upon request
Arrange manual handling training for staff upon request
Office relocation complete and training records stored in a Safety and Health database