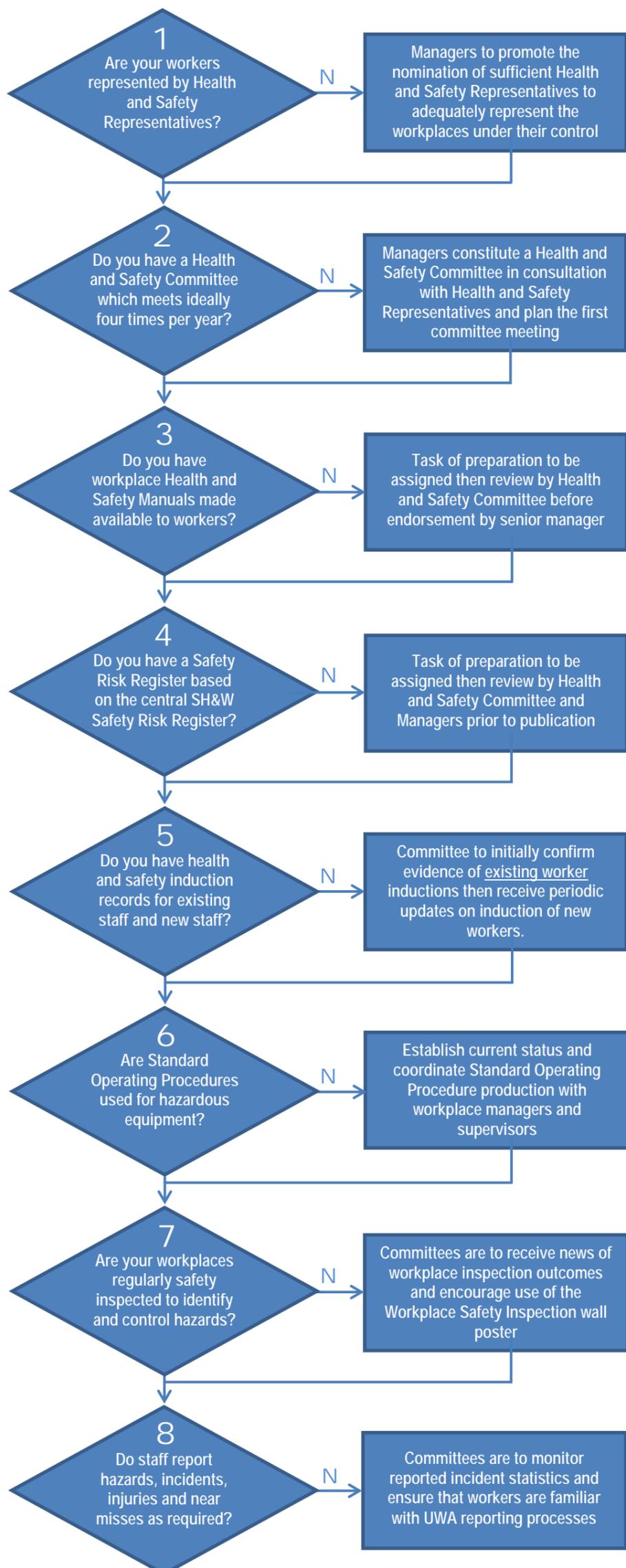


This chart highlights key steps which assist the University, when implemented, to fulfil its Work Health and Safety Policy and provide a healthy and safe work environment. Health and Safety committees can coordinate and influence local activities, promote our standardised safety management processes and improve workplace safety culture. Implementation of the steps below will enhance representation, consultation and communication at all levels of the University in addition to providing conduits for information flow to senior managers to assist them in meeting their legal obligation to demonstrate “due diligence” and in the provision of a safe system of work. This process is conducted in a group forum where participating workplaces commit to (a) nomination of a representative coordinator to attend regular guidance meetings and (b) provide the infrastructure and resources need to implement the steps to compliance described below.



SENIOR MANAGERS

Having interested and motivated staff in this important role provides local expertise and advice on health and safety matters. [Health and Safety Representatives](#) have a good knowledge of current health and safety standards in their workplaces. They benefit workers by providing representation on their health and safety committee and assist management by being an authority on the status of health and safety standards in local workplaces. There is also a compulsory legal requirement driven by the rights of the workers to ensure adequate workplace representation.

A network of [health and safety committees](#) is an effective way to promote and enhance health and safety. Information from many processes is directed to the committee which acts as the central coordinating hub for the workplaces it represents. In addition to the University driving formation of committees, there is a legislative requirement to do so if a Health and Safety Representative or five or more workers request their creation.

A [pro-forma health and safety manual](#) is provided on the Safety, Health and Wellbeing website. This document is easy to tailor for a workplace as much of the work regarding mandatory legal and University requirements has already completed. There is a section where workplaces insert their local rules. The Health and Safety Committee coordinate its preparation before it is endorsed for use by the senior manager. This document serves as the principal reference source for health and safety in the specific workplace.

The sections of the [UWA Safety and Health Risk Register](#) address the main activities at the University. It is provided for modification to reflect our environments and activity types and to assess the most fundamental health and safety risks associated with them. This is achieved by considering raw risks and then the mitigating effect of legislation, UWA procedures and guidance to achieve an acceptable residual risk.

HEALTH AND SAFETY COMMITTEE

All workers must complete a [workplace specific health and safety induction](#). New workers must complete the [on-line health and safety induction](#) as a pre-requisite of working at UWA. This ensures they are familiar with their surroundings; understand health and safety expectations and how they are to be met.

All supervisors of workplaces where hazardous equipment is used should prepare related [Standard Operating Procedures](#) to be displayed adjacent to or attached to equipment. They provide an assessment of risk and also key guidance/reminders for users. They also double as a record of operator competence which can be endorsed by the relevant supervisor.

Workplace inspections should be carried out periodically to ensure that hazards are identified and properly controlled. The frequency of inspections is determined by assessing the electrical classification of the area as described on the [Workplace Safety Inspection Schedule wall poster](#). Electrical testing and tagging in electrically hostile environments is performed immediately preceding workplace inspections. Inspection reports must be created, identified actions completed and records stored for reference.

[Notification forms and investigation procedures](#) are provided on the Safety, Health and Wellbeing website. The most fundamental aspect of ensuring a healthy and safe workplace is the identification and control of hazards. The monitoring of incidents, injuries and near misses can assist in identifying and controlling otherwise unidentified hazards with the objective of translating acquired experience into continual improvements.

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