

**HSW COLLABORATION – WORK HEALTH AND SAFETY (WHS) TEMPLATE**

The purpose of this template is to facilitate discussion and record agreed roles and responsibilities for key elements of safety.

To be completed by the University Supervisor/person in control of the area/activity in consultation with the appropriate staff of the collaborating organisation/s. *(Note: It is acceptable to use an equivalent template from the collaboration partner organisation.)*

<b>1</b>	<b>Commencement date</b>	<b>End date (if known at commencement) or Date the collaboration arrangement is terminated</b>
	/ /	/ /

<b>2</b>	<b>Describe the nature of the collaboration and the name and specific location of any shared space</b>

<b>3</b>	<b>Supervisor/person in control of the area/activity</b> <i>(Note: Students cannot be the key contact person)</i>	
	<b>Name of the Faculty/Division/ School/Branch/area</b>	<b>Key contact person</b> <i>(Normally an academic staff member)</i>
		<b>Position of the contact person</b>
		Name:
		Signature:
	<b>Name of the Collaboration partner (organisation)</b>	<b>Key collaboration contact</b>
		<b>Position of collaboration contact</b>
		Name:
		Signature:

(Where there is more than one collaboration partner please add more rows and responsibility options to the template.)

<b>Responsibility</b>	<b>Activities and/or agreed processes</b>
<b>Hazard management</b> <input type="checkbox"/> <b>University (sole responsibility)</b> <input type="checkbox"/> <b>Other organisation (sole responsibility)</b> <input type="checkbox"/> <b>Shared responsibility</b>	<input type="checkbox"/> Assess the potential safety risks and ensure risk assessments are conducted. <input type="checkbox"/> Ensure that agreed safety control measures are put in place, before the activity is undertaken, to manage the risk. <input type="checkbox"/> Maintain the relevant hazard management documentation for the activity(s), including any associated documentation that may be required under the risk assessment (e.g. any required Safe Operating Procedures)
If hazard management is shared, describe how it will be shared and the agreed processes	

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Responsibility	Activities and/or agreed processes
<p><b>Provision of information, instruction, training and supervision</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> University (sole responsibility)</li> <li><input type="checkbox"/> Other organisation (sole responsibility)</li> <li><input type="checkbox"/> Shared responsibility</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide workers (including students) with the necessary information, instruction, training and supervision to safely carry out their tasks.</li> <li><input type="checkbox"/> Provide the other organisation(s) with evidence that the appropriate level of information, instruction and training has been given. (e.g. a copy of the information provided and/or any records)</li> </ul>
<p>If the provision of information, instruction, training and supervision is shared, describe how sharing will occur and the agreed processes</p>	
<p><b>Workplace monitoring/inspections</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> University (sole responsibility)</li> <li><input type="checkbox"/> Other organisation (sole responsibility)</li> <li><input type="checkbox"/> Shared responsibility</li> </ul> <p>This includes the supervisory responsibility of monitoring staff/students to check they are following safe systems of work (e.g. wearing Personal protective equipment, following the requirements outlined in a Safe operating procedure) through adhoc/planned checks.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure, so far as is reasonably practicable, the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers and the information shared to all parties.</li> <li><input type="checkbox"/> Notify the collaboration organisation's supervisor of any new risks and/or control measures that may impact them.</li> <li><input type="checkbox"/> Ensure appropriate action is taken to eliminate or control any risk identified in consultation with relevant workers.</li> </ul>
<p>If workplace monitoring/inspections is shared, describe how it will be shared and the agreed processes.                  Note: All safety issues relating to University collaborations must be reported in the University <a href="#">on-line reporting system</a>.</p>	
<p><b>Maintenance and use of plant/equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> University (sole responsibility)</li> <li><input type="checkbox"/> Other organisation (sole responsibility)</li> <li><input type="checkbox"/> Shared responsibility</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure plant/equipment is maintained and tested in accordance with the manufacturer's instructions or legislation.</li> <li><input type="checkbox"/> Ensure maintenance records are maintained and retrievable on request.</li> <li><input type="checkbox"/> Ensure plant/equipment is registered and licenced in accordance with legislative requirements.</li> <li><input type="checkbox"/> Ensure audiometric testing is provided for any workers who are frequently required to wear hearing protection as an identified control measure for noise and sound that exceeds the exposure standard.</li> </ul>
<p>If the maintenance and use of plant/equipment is shared, describe how it will be shared and the agreed processes.</p>	
<p><b>Management of hazardous chemicals (including radiation)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> University (sole responsibility)</li> <li><input type="checkbox"/> Other organisation (sole responsibility)</li> <li><input type="checkbox"/> Shared responsibility</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that any users of hazardous chemicals are aware of the risks and the required controls.</li> <li><input type="checkbox"/> Ensure that hazardous chemicals are used, stored and registered in accordance with legislative requirements.</li> <li><input type="checkbox"/> Ensure that arrangements for health monitoring is in place where required.</li> </ul>
<p>If hazardous chemicals are shared, then provide details of the agreed processes including chemical registers.</p>	

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Responsibility	Activities and/or agreed processes
<p><b>Personal protective equipment (PPE)</b></p> <p><input type="checkbox"/> University (sole responsibility)  <input type="checkbox"/> Co-location partner (sole responsibility)  <input type="checkbox"/> Shared responsibility</p>	<p><input type="checkbox"/> Ensure the provision, storage and maintenance of appropriate PPE for the activities undertaken.</p>
<p>If PPE is shared, describe how they will be shared and the agreed processes.</p>	

<p><b>Reporting of safety issues and incidents</b></p> <p><input type="checkbox"/> University (sole responsibility)  <input type="checkbox"/> Shared responsibility</p>	<p><input type="checkbox"/> Ensure safety issues and incidents are reported, investigated and corrective action taken to prevent a recurrence.  <input type="checkbox"/> Notify any organisation or persons that may be impacted by an incident, and where relevant, work collaboratively on reviewing controls.</p>
<p>If workers are to use a specific process for reporting of safety issues and incidents, then describe the agreed process.                      Note: All incidents relating to University collaborations must be reported in the University <a href="#">on-line reporting system</a>.</p>	

<p><b>Emergency Management</b></p> <p><input type="checkbox"/> University (sole responsibility)  <input type="checkbox"/> Co-location partner (sole responsibility)  <input type="checkbox"/> Shared responsibility</p>	<p><input type="checkbox"/> Ensure appropriate training and emergency response planning is in place and assign staff to emergency management roles (e.g. first aid/warden roles as applicable); and  <input type="checkbox"/> Ensure appropriate first aid kits, first aid facilities and fire extinguishers are available.</p>
<p>If emergency management arrangements are shared, then describe how it will be shared and the agreed processes.</p>	

<p><b>Other arrangements (please specify)</b></p> <p><input type="checkbox"/> University (sole responsibility)  <input type="checkbox"/> Co-location partner (sole responsibility)  <input type="checkbox"/> Shared responsibility</p>	
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**Note: Record retention**  
 The University Supervisor/Person in control of the area/activity (i.e. the signatory), is to ensure that this HSW Collaboration record is retained in accordance with the State Records of SA, General disposal [Schedule](#) No 30 issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) for further assistance/information if required.)