

Managing HSW in the work environment (including infrastructure and facilities)

IMPLEMENTATION

Aim

To prescribe the HSW responsibilities and actions required in relation to the management of the University's work environment, infrastructure and facilities, to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#), [WHS Regulations 2012 \(SA\)](#), and [Code of Practice "Managing the work environment and facilities"](#).

1 Objectives

- 1.1 To ensure that:
- the appropriate workspace, work environment and facilities are provided; and
 - the workplace is maintained to allow for persons to enter, exit and move about without risk to health and safety,
- in accordance with the WHS Regulations "Duty in relation to general workplace facilities" [Section 40].
- 1.2 To ensure that University infrastructure is used and managed in such a way so as not to create a risk to health and safety.
- 1.3 To ensure that any alterations to infrastructure are undertaken only by authorised and appropriately licenced individuals.

2 Scope and application

- 2.1 This process applies to all University owned or leased work environments, infrastructure (see definitions) and facilities.

3 Process: Alterations to infrastructure

Person Responsible	Actions
3.1 Workers and students	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that you do not alter, modify, penetrate, remove or cause to be altered, changed or removed any University owned or leased infrastructure without permission from Infrastructure Branch. (see note below) <p>This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Penetration of or fixing to walls, floors or ceilings, <input type="checkbox"/> Removal of any fixed furniture or equipment, <input type="checkbox"/> Alterations of any sort to plumbing, electrical, or gas services, <input type="checkbox"/> Access to power distribution boards and the operation of any switches, circuit breakers or other devices contained therein, <input type="checkbox"/> Alterations to air-conditioning or air flow handling plant or equipment, including the blocking of vents, <input type="checkbox"/> Removal of doors, windows or vents, <p style="text-align: right;">(Continued)</p>

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3 Process: Alterations to infrastructure (Continued)

Person Responsible	Actions
<p>3.1 Workers and students (Continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Demolition of any kind, <input type="checkbox"/> Building or addition of any new infrastructure of any kind, <input type="checkbox"/> Lifting or removal of ceiling tiles or ceiling materials, <input type="checkbox"/> Removal of floor tiles or any other floor coverings, <input type="checkbox"/> Alterations to locks or other security devices, <input type="checkbox"/> Placement of any items on roof spaces, <input type="checkbox"/> Alterations, removal or interference with CCTV cameras, <input type="checkbox"/> Painting of any infrastructure. <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that you do not alter, modify, remove, add or cause to be altered, modified, removed or added any fixed data cabling or data transmission devices without permission from Information, Technology and Digital Services (ITDS) Branch. This includes any: <ul style="list-style-type: none"> <input type="checkbox"/> Fixed data cabling <input type="checkbox"/> Wi-Fi or other fixed data infrastructure <input type="checkbox"/> Contact the relevant Branch (Infrastructure Branch or ITDS) where you wish to do any of the above <ul style="list-style-type: none"> <input type="checkbox"/> North Terrace (831) 34008 <input type="checkbox"/> Roseworthy Campus (831) 37657 <input type="checkbox"/> Waite Campus (831) 37217 <input type="checkbox"/> Capital Projects (831) 35701 <input type="checkbox"/> ITDS (831) 33000 <p>Note: Where the work relates to the University's infrastructure and Construction/Capital work (see definitions), Infrastructure Branch or ITDS will:</p> <ul style="list-style-type: none"> • appoint a Contract/Project Manager to co-ordinate the work in consultation with the School/Branch/area representative; or • require a School/Branch area representative to complete an on-line Work Order Request <p>to ensure that the legislative requirements for this construction/capital work is met.</p> <p>For further information refer to the HSW Handbook chapter Contractor Safety Management.</p>

4 Process: Use of infrastructure other than intended

Person Responsible	Actions
<p>4.1 Supervisor/Person in control of the area/activity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that University infrastructure is not used in any way that creates a safety risk due to the infrastructure being used other than intended, including but not limited to use of: <ul style="list-style-type: none"> <input type="checkbox"/> a space designed as an office to store or handle hazardous chemicals. <input type="checkbox"/> hydrofluoric or perchloric acid in a non-dedicated fume cupboard without a scrubber and wash down system installed. <input type="checkbox"/> vacant rooms, broom cupboards or other spaces as chemical stores unless they have been appropriately assessed by Infrastructure Branch as fit for this purpose.

5 Process: Use of University grounds and roadways

Person Responsible	Actions
<p>5.1 Director, Capital Projects and Facilities Management</p>	<ul style="list-style-type: none"> ❑ Ensure a traffic management plan is documented and accessible for each University campus and each plan includes details of: <ul style="list-style-type: none"> ❑ the desired flow of pedestrian and vehicle movements, including vehicle access to walk-ways and lawns; ❑ the expected interaction of vehicles and pedestrians and when spotters are required; ❑ areas within which forklifts can operate; ❑ the speed, that has been approved by Council, at which vehicles may be driven on the University grounds; ❑ any designated areas where there are weight limits which must be observed; and ❑ how short term mobile work and complex traffic situations will be managed. ❑ Ensure adequate systems for the provision of information, to inform all users of the University, of their requirements to observe restrictions in accordance with the traffic management plan. ❑ Ensure where the requirements within the University's traffic management plan will be temporarily disrupted (e.g. if work encroaches on a roadway, car park, main entrance of buildings or use of a crane) approvals are in place and an appropriate communication advice is displayed/sent to those who will be impacted by the disruption.
<p>5.2 Supervisor/Person in control of the area/activity</p>	<ul style="list-style-type: none"> ❑ Ensure traffic is managed in accordance with the traffic management plan. ❑ Ensure that Infrastructure Branch authorisation is received before undertaking any of the following activities: <ul style="list-style-type: none"> ❑ Bringing cranes, cherry pickers, semi-trailers or other heavy vehicles onto campus; ❑ Moving forklifts/industrial lift trucks (see definitions) across campus outside their normal areas of operation; ❑ Undertaking any activity that involves ground penetration using stakes, drills, excavators or other physical devices; ❑ Erecting any structures (including marquees or tents) on University grounds; ❑ Setting up or undertaking any teaching or research activity that poses any risk to the health or safety of others using the University grounds. ❑ Ensure where forklift/industrial lift truck operations are undertaken within an area that is also normally used for foot or vehicle traffic and where there are no physical barriers/exclusion zones: <ul style="list-style-type: none"> ❑ signage is displayed; and ❑ a spotter is appointed (who is not the driver) for each forklift, to assist the forklift operator to restrict/monitor access until completion.

6 Process: Managing the risk associated with the work environment

Person Responsible	Actions
<p>6.1 Supervisor(s)/Persons in control of the area/activity as applicable</p> <p>(This may involve one or more Supervisors where responsibilities relate to the University’s infrastructure or a workplace is shared.)</p>	<ul style="list-style-type: none"> ❑ Ensure: <ul style="list-style-type: none"> ❑ that the layout of the workplace allows for persons to enter and exit without risk both under normal working conditions and in an emergency; ❑ the provision of adequate work space; ❑ the provision of adequate lighting for the tasks/area; ❑ appropriate air quality and ventilation (including the maintenance and testing of ventilation and extraction systems); ❑ safe systems where there are extremes of heat or cold; ❑ that working near to essential services (such as gas, electricity, water, sewerage and telecommunications) does not give rise to a risk (e.g. construction projects, operating mobile plant); ❑ flammable storage cabinets are not located: <ul style="list-style-type: none"> ❑ one above the other; <ul style="list-style-type: none"> ❑ where they can jeopardize emergency escape (Note: A minimum of 3m is recommended between any cabinet and escape doors); ❑ under stairs or in corridors; or ❑ closer than 3m to ignition sources other than ceiling lights in accordance with AS 2430.1 “Classification of hazardous areas – Explosive gas atmospheres” if the cabinets contain flammable liquids or substances that can release flammable or fire promoting vapours or gases (including dangerous goods of Classes 4.3, 5.1 and 5.2 or those with a subsidiary risk of Class 3) in accordance with AS/NZS 2243.10 “Storage of Chemicals”; ❑ plumbed emergency showers/eye wash units are tested and activated in accordance with AS 4775 (2007) “Emergency eyewash and shower equipment and testing regimes” (See FAQ for further guidance); ❑ the maintenance requirements for gas regulators and manifolds are completed in accordance with AS 2896 (2011) “Medical gas systems – Installation and testing of non-flammable medical gas pipeline systems” and AS 4289 (1995) (R2016) “Oxygen and acetylene gas reticulation systems” (See FAQ for further guidance) ❑ Ensure activities are not undertaken unless adequate and accessible facilities (see definitions) for the welfare of workers (including for those workers with special needs or disabilities) taking into consideration: <ul style="list-style-type: none"> ❑ the nature of the work being carried out at the workplace; ❑ the nature of the hazards at the workplace; ❑ the size, location and nature of the workplace, and ❑ the number and composition of the workers at the workplace. (Refer to the Code of Practice “Managing the work environment and facilities” for examples.) ❑ Monitor the conditions of the workplace for the purpose of preventing illness or injury. ❑ Consult, co-operate, co-ordinate activities and exchange information with other organisations that share the same workplace or are involved in the same activities when structures/facilities are altered, if applicable.

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6 Process: Managing the risk associated with the work environment (Continued)

Person Responsible	Actions
<p>6.1 Supervisor(s)/Persons in control of the area/activity as applicable</p> <p>(Continued)</p>	<p>Refer to the Code of Practice "Managing the work environment and facilities" for specific requirements for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> definition of boundaries, aisles and walkways; <input type="checkbox"/> guarding and handrails for open sides of staircases; <input type="checkbox"/> entries and exits for mobile equipment; <input type="checkbox"/> power-operated doors and gates; <input type="checkbox"/> outdoor work; and <input type="checkbox"/> remote or isolated work.

7 Process: Access to spaces that are inherently hazardous or that contain hazardous items

Person Responsible	Actions
<p>7.1 Supervisor(s)/Persons in control of the area/activity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that access is restricted to any spaces that are inherently hazardous or that contain hazardous items (e.g. hazardous plant and equipment, chemicals, animals, biological hazards). <input type="checkbox"/> Ensure there are separate entries and exits for mobile equipment, for example forklifts or trucks and pedestrians, to minimise the risk of being hit by moving vehicles. Where this is not possible ensure barriers or clear markings to designate a safe walkway.
<p>7.2 Executive Director, Infrastructure (or nominee)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that access is restricted to roof tops, towers, high ledges, power distribution boards, phone towers and transmitters or other general spaces that represent a potential hazard.
<p>7.3 Workers and students</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that you do not, unless authorised, enter any areas signposted as restricted or authorised access, locked, fenced or otherwise indicating an area that you should not enter.

8 Where the University's [Incident Management Task Group \(IMTG\)](#) (see definitions) has invoked a change to the work environment and facilities and/or the work location

Person Responsible	Actions
<p>8.1 All workers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the instructions given by the IMTG whenever it has convened. <input type="checkbox"/> Provide assistance to the IMTG on request, to make the workplace safe and minimise the risk to the University Community. <input type="checkbox"/> Comply with all reasonable instructions and directions of authorities including Emergency Services, SA Government and SA Health. <input type="checkbox"/> Follow the Emergency Management handbook chapter in relation to any emergency situation.

8 Where the University’s [Incident Management Task Group \(IMTG\)](#) (see definitions) has invoked a change to the work environment and facilities and/or the work location (continued)

Person Responsible	Actions
<p>8.2 Supervisor(s)/Persons in control of the area/activity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Implement and monitor that instructions given by the IMTG are being followed by workers in your area(s) of responsibility. <p>Where a planned and co-ordinated return to the workplace is required following a major/critical emergency and/or there are changes that may affect the adequacy of the facilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure workers (or their health and safety representative) who are (or likely to be) directly affected are consulted and provided with the opportunity to express their views, raise work health and safety concerns and provide input into the decision-making process. <p>It is recommended that the plan be based on an assessment of the foreseeable hazards when returning to the workplace, taking the following into account:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the particular work being carried out; <input type="checkbox"/> the specific hazards; <input type="checkbox"/> the size and location of the workplace; <input type="checkbox"/> the number of workers and other people at the workplace; <input type="checkbox"/> the possible consequences of an incident occurring as a result of those hazards. <p>The multiple task risk assessment template in the Hazard Management handbook chapter could be used to assist in this process.</p>

9 Definitions

Construction/capital work is defined as

(1) any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

This also includes:

- any installation or testing carried out in connection with an activity referred to in (1);
- the removal from the workplace of any project or waste resulting from demolition (i.e. work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure (see WHS Regulations 2012 (SA) definitions for further information));
- the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- the installation, testing or maintenance of an essential service in relation to a structure;
- any work connected with an excavation (i.e. trench, tunnel or shaft);
- any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in (1);
- an activity referred to in (1) that is carried out on, under or near water, including work on buoys and obstructions to navigation;

(Continued)

9 Definitions (Continued)

Construction/capital work is defined as (Continued)

- Removing an internal wall (including non-load bearing walls);
- Building, fitting out or refitting an office building.

For the purposes of this chapter Construction/capital work includes any work which impacts the University’s infrastructure. This will ensure systems are in place to ensure the safety of all workers and the University’s Building Standards (including the Australian Standards specified within the document) are met. Therefore the exclusions included under the WHS Regulations Section 289(3) still apply and are to be included under this definition.

Event

Any programmed activity which changes the environment/venue for which it was otherwise intended; or introduces a foreseeable safety hazard(s) due to the nature of the event/activity/function.

Facilities

Refers to the facilities for the welfare of workers when carrying out work. (e.g. shower facilities and hand washing facilities if the work involves exposure to infectious material or contaminants, change rooms, personal hygiene needs, facilities if required to work outdoors or alone in a remote location, facilities for a person with special needs or disabilities.) Refer to the Code of Practice “Managing the work environment and facilities” for examples and guidance for specific types of work.)

Forklift/Industrial lift trucks

Powered mobile plant designed to move goods, materials or equipment. They are equipped with an elevating load carriage and for normal use, are equipped with a load-holding attachment. There are different types of powered industrial lift trucks including ride-on forklift trucks, pedestrian-operated trucks, straddle carriers and reach trucks.

Mobile cranes, earthmoving machinery and manually-powered lift trucks like pallet lifters, reach stackers, multi-purpose tool carriers and telehandlers are not industrial lift trucks.

What is a forklift truck?

A forklift truck is a powered industrial lift truck equipped with lifting media made up of a mast and elevating load carriage with a pair of fork arms or other arms that can be raised 900 mm or more off the ground.

A pedestrian-operated lift truck or a manually powered pallet truck is not a forklift truck.

Forklift trucks are the most commonly used industrial lift truck.

Hazard

Refers to a source of potential harm (injury/illness).

Incident Management Task Group (IMTG)

A nominated group of executive and/or senior personnel appointed by the Vice-Chancellor and President to:

- direct timely actions during a major/critical incident/emergency and/or during the recovery phase;
- mitigate the risk impact of a major disruption including financial loss, injuries/illness/death; and
- co-ordinate the University’s response in accordance with the directions of authorities including Emergency Services/SA Government/SA Health as applicable.

(Refer to the [Emergency Management](#) Handbook chapter for additional information on roles and responsibilities.)

Infrastructure

Includes all structures, electrical infrastructure, IT infrastructure, telecommunications and cabling infrastructure, boundary walls, fencing and gates, building and site signage, mechanical services, plant rooms, plumbing, fire protection, air conditioning. Refer to the University’s Building Standards for all inclusions.

Risk

The possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Supervisor/Person in control of the area/activity

(This includes a Head of School/Branch)

In the context of this chapter the supervisor is any individual who has control of a laboratory, clinic, workshop, field activity or other activity in which the worker is participating or working. For example a workshop manager who has control of what is undertaken and/or who determines which workers may/may not work within the workshop they control. (Note: Control means that these individuals have the right to deny access to or stop any activity until they are satisfied that the activity can occur safely.)

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9 Definitions (Continued)

Worker (WHS Act 2012)

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or
- an outworker; or
- an apprentice or trainee; or
- a student gaining work experience; or
- a volunteer; or
- a person of a prescribed class

The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

Note: Higher Degree Research and Honours (Research) students and Academic Visitors are likely to be workers under the WHS Act (2012).

Workplace [WHS Act 2012 (SA)]

Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water.

10 Performance Measures

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

11 Useful information and resources

11.1	<p>University related documents</p> <p>HSW Policy Statement HSW Handbook</p> <ul style="list-style-type: none"> • Contractor Safety Management • Emergency Management • Events Safety Management • Plant/Equipment Safety Management
11.2	<p>Related Legislation</p> <p>Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Code of Practice “Managing the work environment and facilities”. Australian Standards</p>
11.3	<p>Useful Web-links</p> <p>University Incident reporting system SafeWork SA SafeWork Australia SafeWork SA – Mobile plant SafeWork Australia – General guide for workplace traffic management</p>