

This guidance is an extract of the relevant responsibilities for supervisors from the University HSW Procedure for [Hazard Management](#). The responsibilities listed below apply to supervisors of a task or activity or work area that contains hazards. Where supervisors require advice on how to meet these requirements in their workplaces, they should contact hswteam@adelaide.edu.au.

Process: Hazard Management

- Ensure that the reasonably foreseeable hazards, associated with the operations in your area(s) of control, are managed (i.e. the risk to health and safety is eliminated or minimised).

The operations in your area include:
 - the physical work environment;
 - plant/equipment, materials and substances used;
 - work tasks and how they are performed;
 - work design and management; and
 - changes to any of the above.
 in accordance with the 5 step Hazard Management process (Appendix A)
- Ensure there is a process for workers to receive the relevant level of HSW information, instruction and training on the hazards, associated control measures and where to access safety information in their area(s) of work, before they undertake the activity.
- Ensure all workers and students have access to the following Risk assessment templates if a formal risk assessment is required.
Single Task (Appendix B1); Multiple tasks (Appendix B2) and Short Form (Appendix B3) or equivalent template electronically or in hard copy.
- Ensure that the control(s) selected provide the highest level that is reasonably practicable under the Hierarchy of Controls. (See Hierarchy of control measures Appendix A page 6).
- Ensure that specific control measures that are mandated are documented on the Risk assessment and that these have a direct correlation with the hazard that they are controlling.
- Consult, co-operate and co-ordinate as far as reasonably practicable with other workers who carry out the activity, or are likely to be directly affected (e.g. where co-location arrangements are in place), including Health and Safety Representatives (if applicable), when controlling and reviewing the risk.
- Ensure that if you are planning to occupy a new/leased/refurbished work space, that the principles of good work design have been considered. Refer to the New/Leased/Refurbished workplace – Safety checklist for guidance.
- Check if there are any relevant Approved Codes of Practice or Australian Standards, Safety Data Sheet (SDS) or HSW Handbook chapters that outline the controls that are to be followed, unless there is another solution which achieves the same or a better standard of health and safety.
- Ensure that where it has been decided that a Safe Operating Procedure is required as a control within a Risk assessment that, the Safe Operating Procedure is created in accordance with Appendix C or an equivalent template.
- Check the residual risk rating after control measures have been determined and ensure that the appropriate authorisations are held.

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Process: Hazard Management

Authorisations to complete the activity

For any formal risk assessments where the highest residual risk rating is:

- Low or Medium** - Staff and student (Undergraduate and Post Graduate) created Risk assessments

Require:

- authorisation by the Supervisor/Person in control of the area/activity on the Risk Assessment, or other formal authorisation record. (It is not appropriate for a student to authorise the risk assessment.)

- High** - Staff and student (Undergraduate and Post Graduate) created Risk assessments

Require:

- the Head of School/Branch to review the risk assessment and where intending to permit the activity as documented, to raise a risk under the University's Risk management framework (refer to Section 4.1); then
- authorisation by the Head of School/Branch and Supervisor/Person in control of the area/activity on the Risk assessment, or other formal authorisation record.

- Very High** - Staff and student (Undergraduate and Post Graduate) created Risk assessments

Require:

- the Head of School/Branch to review the risk assessment and where intending to permit the activity as documented, to raise a risk under the University's Risk management framework (refer to Section 4.1); then
- authorisation by the Executive Dean/Divisional Head in addition to the Head of School/Branch and the Supervisor/Person in control of the area/activity on the Risk assessment, or other formal authorisation record.

Note: Approval for travel to a high/very high risk destination (i.e. DFAT 3 or 4) will also need approval by the Pro Vice-Chancellor (International) in accordance with the Travel & Entertainment Policy & Procedures.

Process: Ongoing Hazard Management

- Ensure that the workers you are supervising are following the 5 steps of the hazard management process for every task. (Refer to Appendix A)
- Ensure that workers remain informed of the relevant hazards to which they may be exposed in their work area and any relevant control measures.
- Ensure that any Level 2 instruction (e.g. Proficiency) or Level 3 training (e.g. a qualification/competency) required by a risk assessment is added to the Training Plan (or equivalent) and instruction/training provided to relevant workers in accordance with the HSW procedures: Provision of HSW Information, Instruction and Training.
- Monitor that control measures are being implemented and provide additional supervision if/where required based on the level of risk and experience of the worker(s).
- Ensure that, where a control measure requires regular programmed testing or maintenance, the activity is added to the Schedule of Programmable Events (or equivalent), unless this requirement is centrally managed (e.g. by Infrastructure Branch).
- Ensure that control measures are and remain:
- fit for purpose;
 - suitable for the nature and duration of the work; and
 - installed, set up and used correctly.

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Process: Ongoing Hazard Management Cont.....

- Review the control measures if:
 - a new/previously unforeseen hazard has been introduced; or
 - requested by a Health and Safety Representative; or
 - new legislation is introduced; or
 - new information becomes available which could eliminate or minimise the risk.
 - to ensure they remain in place and are effective.
- Ensure that Risk assessments and controls are reviewed following an incident if control measures were ineffective in controlling the risk, in consultation with the local HSWO and any other relevant workers in accordance with the HSW Handbook chapter Incident investigation.

Process: Documentation and retention of records

- Ensure a copy of the Risk assessment is provided to the HSWA/HSWO as part of any Incident Investigation process when one has been completed for the activity.
- Ensure there is a system for retaining formal Risk assessments 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).
- Ensure workers have access to current Risk Assessments and where required by a Risk assessment, any Safe Operating Procedures.

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