

This guidance is an extract of the relevant responsibilities for all persons from the University HSW Procedure for [Workplace Monitoring](#). The responsibilities listed below apply to all persons in all areas of the University where it has control of the workplace or work process. Where you require advice on how to meet these requirements in your workplace contact [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au).

## Process: Safety observations (Hazard Reports) in areas undertaking low and high risk work

When at work:

- observe the workplace (see definitions) on an ongoing basis and if you observe a hazard (see definitions) or unsafe practice:
  - take the necessary action to remove the hazard (if possible); and/or
  - communicate your concerns with your co-worker(s) and provide assistance/work together if required to minimise the risk; and/or
  - advise/report the issue to your supervisor; and/or
  - report using the on-line Report a safety issue (Attach photos where possible.)

HSW Advice	All persons – Workplace Monitoring	Effective Date:	August 2022	Version 1.0
Authorised by	HSW Advisory Manager	Review Date:	August 2024	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			