



IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for the management of workplace monitoring to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#), relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#), [Work Health and Safety Regulations 2012](#) and the [Return to Work SA Code of Conduct for Self-Insured employers](#).

1 Objectives

- 1.1 To meet the primary duty of care requirements under the WHS Act 2012, Section 19(3g), “To 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 arising from the conduct of the business or undertaking”; and
- 1.2 To ensure corrective/preventive action is taken on issues identified by workplace monitoring processes [WHS Regulations 2012, Section 38; and the [Code of Conduct for Self-Insured employers](#), Standard 2 Element 1, Standard 3 Element 9.]

2 Scope

2.1 Inclusions

Applies to all areas of the University where the University has control of the workplace or work process. For the purposes of this process, University controlled workplaces are where:

- the University owns and occupies its own workplace; or
- the University leases and occupies a workplace; or
- the University co-locates/shares with another organisation i.e., another Person Conducting a Business or Undertaking (PCBU).

2.2 Exclusions

- Where a contract or Memorandum of Understanding is in place which specifies that another service provider or organisation is responsible for monitoring the workplace; or
- Where the University owns the space and leases it out, the lessee is responsible for their own workplace monitoring.

3 Process: Safety observations (Hazard Reports)

Person Responsible	Actions
3.1 Supervisor or Person in control of the activity/area (see definitions)	<ul style="list-style-type: none"> <input type="checkbox"/> Inform and encourage the workers under your supervision to report any hazards, unsafe practices and health and safety issues (see definitions) immediately so that risks can be managed before an incident occurs. <input type="checkbox"/> Upon being notified of a hazard, unsafe practice or safety issue (see definitions) in an area you supervise, ensure appropriate action is taken to eliminate or control any safety risks.

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3 Process: Safety observations (Hazard Reports) (Continued)

Person Responsible	Actions
3.2 All workers	<p>If you observe a hazard, unsafe practice or safety issue (see definitions):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where safe to do so take action to remove the hazard or prevent the unsafe practice from continuing, if possible; <input type="checkbox"/> Report the issue to the area supervisor, if possible; and <input type="checkbox"/> Report the issue using the HSW Online Reporting System.

4 Process: Workplace Inspection and Assurance Program (see [definitions](#))

Person Responsible	Actions
4.1 Director, HSW (or delegate)	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure a process for allocating, and monitoring the completion of, an annual workplace inspection and safety assurance for areas determined, in consultation with Faculties and Divisions, as being inherently high-risk.
4.2 Manager HSW Advisory (or delegate)	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor and report to Faculty and Divisional senior management on: <ul style="list-style-type: none"> <input type="checkbox"/> Completion rates and outstanding requirements; <input type="checkbox"/> Overdue actions; <input type="checkbox"/> Summaries of outcomes of the program including where identified, any trends to be addressed.
4.3 Supervisors of areas included in the Workplace Inspection and Assurance Program	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the completion of the required inspection and assurance process by the allocated due date, including: <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring appropriate time is allocated to undertake a physical inspection of the workplace to inform inspection responses; <input type="checkbox"/> Ensuring due consideration is given to providing accurate responses; <input type="checkbox"/> Submission of the response to the process within the specified timeframe and in the manner specified by the process. <input type="checkbox"/> Report any safety issues identified using the HSW Online Reporting System and manage corrective actions in accordance with the Corrective Actions Procedure. <input type="checkbox"/> Ensure appropriate action is taken to eliminate or control any safety risks.

5 Process: Safety Review (see [definitions](#))

Person Responsible	Actions
<p>5.1 Manager HSW Advisory (or delegate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create and maintain a list of the workplaces (see definitions) or supervisors undertaking activities that are determined, in consultation with Faculties and Divisions, as being inherently high risk. <input type="checkbox"/> Determine which workplaces, facilities or supervisors undertaking activities require a Safety Review, in consultation with Faculties and Divisions, and document these in an agreed plan. <input type="checkbox"/> Nominate an HSW Advisory Team member to conduct each Safety Review. <input type="checkbox"/> Ensure the HSW Advisory Team are aware of and follow the required Safety Review process.
<p>5.2 Nominated HSW Advisory Team members</p>	<p><u>Planning stage (Pre-Safety Review):</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact and provide the supervisor of the area with a brief questionnaire that allows them to provide some information (see the Safety Review Pre-Work Form Appendix A). Set a reasonable timeframe for completion and return of the questionnaire. <input type="checkbox"/> Review the completed questionnaire and reference the requirements outlined in the relevant HSW procedure. <input type="checkbox"/> Request copies of relevant safe systems of work associated with the activity (e.g., Risk Assessments and Safe Operating Procedures), check incident reports (if applicable) and internal audit findings (if applicable), to assist you prepare for the Safety Review. <input type="checkbox"/> Arrange a mutually convenient date/time with the relevant supervisor(s) to meet and conduct the review. <p><u>Where Health and Safety Representatives (HSR) are elected for the workgroup:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the HSR's during the planning stage and seek their views/or if they have any concerns in the area(s)/activity to be reviewed. <p><u>Conduct the Safety Review:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with the supervisor to discuss the answers to the questionnaire. This discussion should confirm what safety processes are and are not working well in the area. (Note: Others may be present however the role of the supervisor cannot be delegated.) <input type="checkbox"/> Conduct a walk-through of the area/facility or observe the activity. <input type="checkbox"/> Confirm (or otherwise) that the appropriate safety systems are in place and effective for activities to be reviewed and/or the workplace, environment and facilities are safe. <p style="text-align: right;">(Continued)</p>

5 Process: Safety Review (Continued)

Person Responsible		Actions
5.2	Nominated HSW Advisory Team members (Continued)	<p><u>Post review:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a debrief with the supervisor following the walk-through to discuss the outcomes and actions (where required) if the supervisor is not present for the walk-through. <input type="checkbox"/> Provide advice where needed and recommend any changes to safe systems of work and/or the workplace (where applicable). <input type="checkbox"/> Prepare a brief statement of outcomes including recognition of what is working well, opportunities for improvement and a rating on the area/facility/activity (e.g., a performance score) and provide a copy of the statement to: <ul style="list-style-type: none"> <input type="checkbox"/> the Supervisor; and <input type="checkbox"/> Head of Branch (as applicable). <input type="checkbox"/> Ensure the statement of outcomes from the Safety Review is filed in accordance with HSW Team record management processes. <input type="checkbox"/> Enter corrective actions into the HSW Online Reporting System in accordance with the HSW Corrective Actions procedure.
5.3	Supervisor or Person in control of the activity/area	<ul style="list-style-type: none"> <input type="checkbox"/> Respond in a timely manner to requests from the HSW Advisory Team regarding the Safety Review process. <input type="checkbox"/> Complete corrective actions in accordance with the process in the HSW Handbook Corrective Actions (in consultation with an HSW Advisory Team member, if required).
5.4	Manager HSW Advisory (or delegate)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide a summary report on outcomes to the Head of School. <input type="checkbox"/> Ensure identified trends and program outcomes are reported to Faculty and Divisional senior management and/or HSW Committee.

6 Process: Newly refurbished workplaces (see [definitions](#))

Person Responsible		Actions
6.1	Supervisor/Person in control of the space and Infrastructure Project Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the University Infrastructure Branch / project manager has provided relevant information on the controls that have been installed during the safety design process to address identified hazards that will be present in the work environment due to the tasks and activities being performed (e.g. engineering controls such as fume cupboards, flammable cabinets or other controls such as gas alarms and signage). <input type="checkbox"/> Integrate information provided by Infrastructure Branch into local induction for occupying workers on the operation of key features of the newly occupied space (e.g., building access, control of lighting, building emergency management systems including alarm system, evacuation diagrams, assembly points etc.) <p style="text-align: right;">(Continued)</p>

6 Process: Newly refurbished workplaces (Continued)

Person Responsible	Actions
<p>6.1 Supervisor/Person in control of the space</p> <p>and</p> <p>Infrastructure Project Manager</p> <p>(Continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Together, complete the refurbished workplace preoccupation inspection Appendix B if the School/Branch is planning to establish/occupy a new area or renovate an existing workplace which may: <ul style="list-style-type: none"> <input type="checkbox"/> require a significant modification/change to the infrastructure, fixtures, or fittings to make it fit for purpose; or <input type="checkbox"/> impact on the safety/activities of an adjoining workplace. <input type="checkbox"/> Forward a copy of the completed checklist to the Head of School/Branch to allow them to undertake their due diligence.

7 Definitions

Hazard

Refers to a source of potential harm.

Hazardous conditions

Conditions that are likely to cause death or personal injury/illness to persons exposed to such conditions. Hazards generally arise from these aspects of work:

- Physical work environment;
- Equipment, materials and substances used at the workplace;
- Work tasks and how they are performed;
- Work design and management.

Hazardous chemical

A substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS), including a classification referred to in Schedule 6 [Work Health and Safety Regulations 2012 \(SA\)](#), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:

- (a) acute toxicity – oral – category 5;
- (b) acute toxicity – dermal – category 5;
- (c) acute toxicity – inhalation – category 5;
- (d) skin corrosion/irritation – category 3;
- (e) serious eye damage/irritation;
- (f) aspiration hazard – category 2;
- (g) flammable gas – category 2;
- (h) acute hazard to the aquatic environment;
- (i) chronic hazard to the aquatic environment – category 1 – 4;
- (j) hazardous to the ozone layer.

Hazardous manual activity

An activity that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves one or more of the following:

- (a) repetitive or sustained force;
- (b) high or sudden force;
- (c) repetitive movement;
- (d) sustained or awkward posture;
- (e) exposure to vibration.

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7 Definitions (Continued)

Hazardous plant

Any plant/equipment used for a work/task related activity that:

- has the potential:
 - to entangle, crush, cut/stab/puncture, trap, shear, tear or strike (i.e. safeguarding is required);
 - for a pinch point to trap any part of the body or catch loose clothing, hair etc (e.g. conveyor, gears, loaders and other moving equipment);
 - for a worker to come into contact with fluids under high pressure;
 - to cause a serious burn/injury;
 - to expose the worker to live electrical conductors;
 - to expose the worker to gases/vapours/liquids/dusts/other substances triggered by the operation;
 - to explode or implode;
 - to exceed safe noise levels;
 - for the worker to adopt poor posture (see definition for a Hazardous manual activity);
 - to overturn, collide with another person or thing (e.g. moving powered plant);
- lifts or suspends a load;
- is an industrial robot or other remotely or automatically energised plant at the workplace;
- involves non-ionising radiation or high level magnetic fields;
- requires registration in accordance with Schedule 5 of the [Work Health and Safety Regulations 2012 \(SA\)](#).

(Refer to the [HSW Plant/Equipment Safety Management Procedure](#) for additional information.)

Inherent risk rating

The risk before the implementation of control measures.

Examples of activities which may have an inherent “high risk” rating might include:

- Working with animals;
- Working at height (i.e. risk of a person falling from one level to another and the fall is reasonably likely to cause injury to the person/other person);
- Working on a tower;
- Working in or near a shaft/trench with an excavated depth greater than 1.5 metres or a tunnel;
- Erecting a marquee;
- Exposure to noise >85dB(A);
- Operating a crane, forklift, gantry, other lifting device;
- Operating hazardous plant/equipment;
- Working in a confined space;
- Hazardous manual tasks;
- Working with biological hazards (including plants, viruses, fungus);
- Handling hazardous chemicals/substances (e.g. exposure to chemicals, airborne contaminants, human and/or animal blood or body substances);
- Hot work or potential for an uncontrolled fire (e.g. any work that may generate flames, heat or sparks, grinding, welding and use of open flames);
- Working in isolation (e.g. potential for communication problems, by virtue of location or isolation);
- Activities requiring isolation of services e.g. power, water, gas;
- Activities associated with boating, diving, firearms or drones.

Monitor

To check, supervise, observe critically, or measure the progress of an activity, action or system on a regular basis, in order to identify changes from the performance level required or expected.

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8 Definitions (Continued)

Newly refurbished workplaces

This process (as outlined in Section 6) is required when a School/Branch/area plans to relocate or reoccupy a newly refurbished area involving the services provided by an Infrastructure Project Manager. This will assist to ensure that the workplace is fit for its intended purpose and that hazards have been identified and addressed prior to occupation, in consultation with the relevant staff.

Reasonably practicable (WHS Act 18)

In relation to a duty, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including –

- (a) The likelihood of the hazard or the risk concerned occurring; and
- (b) The degree of harm that might result from the hazard or the risk; and
- (c) What the person concerned knows, or ought reasonably to know, about –
 - i. The hazard of the risk; and
 - ii. Ways of eliminating or minimising the risk; and
- (d) The availability and suitability of ways to eliminate or minimise the risk; and

After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Risk

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

Safety issue

Is an unsafe condition and/or unsafe act which could cause harm or place someone at risk of injury/illness. (Examples of an unsafe condition include exposure to visible wiring, broken equipment, hazardous materials, the inadequate guarding of hazardous plant and an unsafe working environment. Examples of an unsafe act include: a person not following the safety (control) measures on a risk assessment, leaving a spill on a floor, not advising someone of a situation which could place them at risk of injury/illness (e.g., not providing the appropriate level of information, instruction, or training.)

Safety Review

This process is applicable to workplaces undertaking one or more tasks where the inherent risk (risk before implementation of control measures) has been assessed as “high” or “very high” and is a formal, documented review, of an activity, facility or area where the Faculty/Division believes it appropriate to review, after consideration of the risk profiles and other relevant factors, to determine if:

- hazardous activities are being conducted in accordance with the relevant HSW procedures and locally documented safe systems of work; and/or
- hazardous areas are without risks to health and safety (including the maintenance of plant/structures and the facilities) so far as is [reasonably practicable](#);

and to provide an opportunity for the professional HSW Advisor/Officer to provide advice, support and recommendations for improvement (where required).

Supervisor or Person in control of the activity/area

In the context of this procedure the supervisor has two meanings:

1. the line manager of a staff member or the supervisor of a higher degree research student; or
2. any other individual (separate to the line manager/supervisor of a higher degree research student) who has control of a laboratory, clinic, workshop, field activity or other activity in which the worker is participating or working. For example a Facility/workshop manager who has control of what is undertaken and/or who determines which workers may/may not work within the workshop they control. These supervisors also have the responsibility for the activities under their 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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8 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

A workplace is a 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 (including remote and isolated work).

In this section — **place** includes

- (a) a vehicle, vessel, aircraft or other mobile structure; and
- (b) any waters and any installation on land, on the bed of any waters or floating on any waters.

Workplace Inspection and Assurance Program

Is a program managed by the HSW team and is applicable to workplaces determined by the Director HSW to be inherently high risk and an appropriate area to undertake the workplace inspection and assurance process. (The Inherent risk is the risk before the implementation of control measures.)

9 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 procedure and effectiveness will be determined during the internal audit process.

10 Useful information and resources

10.1	<p>University related documents and Policies</p> <p>HSW Procedure Corrective Actions</p> <p>HSW Procedure Hazard Management</p> <p>HSW Procedure Plant/Equipment Safety Management</p>
10.2	<p>Related Legislation</p> <p>Work Health and Safety Act 2012 (SA)</p> <p>Work Health and Safety Regulations 2012 (SA)</p>
10.3	<p>Useful Web-links</p> <p>Return to Work SA Code of Conduct for Self-insured Employers (Performance Standards)</p>

SAFETY REVIEW PRE-WORK FORM (Template)

Location/Area/Facility	
Activity(s) to be specifically reviewed (if applicable)	
Supervisor for area (Print name)	

Hazards Indicate below all of the hazards of this area/facility/activity and answer the questions where relevant					
Type of Hazards	Are these hazards present? Y / N	Is a risk assessment required? Y / N	Is there a current risk assessment? Y / N	Are the hazards being managed in accordance with the HSW Handbook? Y / N / ? (not sure)	Do you need advice on the management of this hazard? Y / N
Animal Handling					
Biological					
Confined space entry					
Hazardous chemical (see definitions)					
Hazardous Manual Tasks (see definitions)					
Hazardous Plant/ Equipment (see definitions)					
Hot work					
Noise/Sound					
Radiation					
Work at Height					
Other					

Information, instruction and training			
Is appropriate information provided to the workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I need advice
Are any proficiencies required related to work undertaken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I need advice
Is any training required related to work undertaken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I need advice

Signed by Supervisor		Date:
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Return the completed form to [_____] i.e. person who will be conducting the safety review

on or before / / .

REFURBISHED WORKPLACE PREOCCUPATION INSPECTION

The following has been developed to assist managers/supervisors occupying a newly refurbished workplace using an Infrastructure Project Manager (PM). Using this template demonstrates that work health and safety risks are being managed. The template should be completed by a representative of the school/area occupying the space and the PM. Advice on the use of this template can be requested from hswteam@adelaide.edu.au.

School/Branch	Date
Location of room, building	
Person representing School/Area on the project working group	
Person who will be supervising/managing the area going forward	
Activity to be conducted in the workplace	

Check each box as applicable i.e. once the requirement has been completed or indicate if not applicable.

Step 1: Prior to moving into a refurbished location		
1	<input type="checkbox"/>	The workplace was physically checked by the parties listed above on _____ / _____ / _____ and <input type="checkbox"/> assessed as fit for purpose for the activities to be conducted; or <input type="checkbox"/> modifications/changes or defects to the building fabric, fixtures, fittings were identified and have been provided to the project manager to correct.
2	<input type="checkbox"/>	Where co-location arrangements apply, the activities of adjoining workplaces have been identified to determine if there are any potential risks to the health and safety of any person and/or the proposed activity to be conducted in the space. <input type="checkbox"/> potential risks identified _____ <input type="checkbox"/> no potential risks.
3	<input type="checkbox"/>	Where co-location arrangements apply, the workers/students who share a workplace have been informed by the school/area occupying the space of any of their activity that may impact the safety or activities of any adjoining workplaces. <input type="checkbox"/> Yes: Risk Assessment/Safety Management Plan provided (<i>attach any documents</i>). <input type="checkbox"/> No. Not required. No activities will impact on the safety of any other person.
4	<input type="checkbox"/>	Access restrictions to hazardous plant/equipment/chemicals/substances are in place. (Note: Access to the workplace outside normal hours should be arranged through Security). <input type="checkbox"/> not applicable
Comments /Actions		
Step 2: Pre-occupation, installation and set- up (i.e. prior to commencement of any work related activity)		
5	<input type="checkbox"/>	Supervisor/Manager is satisfied that plant/equipment, or any other item/substance required for their activities and installed as part of the project is/are fit for purpose. <input type="checkbox"/> not applicable
6	<input type="checkbox"/>	Plant/equipment has been installed and tested by a competent person. <input type="checkbox"/> not applicable
7	<input type="checkbox"/>	Supervisor/Manager holds required registration, licences and/or permits for chemicals, plant/equipment, radiation, high risk work etc as required. (Contact hswteam@adelaide.edu.au for assistance if required.) <input type="checkbox"/> not applicable
Comments /Actions		

