



Human Resources – HSW Handbook

HSW Collaboration with other organisations (including co-location)

IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for activities performed as part of collaborative projects including where there are shared workplaces between the University of Adelaide and other organisations; and to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) and the relevant sections of the [Work Health and Safety Act 2012 \(SA\)](#) and [Work Health and Safety Regulations 2012 \(SA\)](#).

1 Objectives

- 1.1 To define and clarify responsibilities for HSW in relation to collaborative projects (including co-location) with another organisation(s).

2 Scope and Application

2.1 Inclusions

This process is applicable to any collaborative project or arrangement between the University of Adelaide and another organisation(s) that involves [hazards](#)/safety risks (see definition) and shared workplaces (e.g. where joint or collaborative research, teaching or other work activity occurs between the University of Adelaide and other organisations).

2.2 Exclusions

- A co-located or collaborative office based activity where the only risk to workers are ergonomic hazards and there is an induction program in place which includes fire evacuation, first aid and the process for reporting of safety issues.
- Arrangements with organisations who lease part of the same premises but there is no collaboration project.
- Where an Undergraduate student placement that is covered under the Legal and Risk [Student Placements](#) agreement (i.e. a required agreement between the student, the host organisation and the University) exists.
- Where a Memorandum of understanding (MOU) or other Contract exists which clearly covers the same criteria as outlined in Appendix A [“HSW Collaboration – Work Health and Safety template”](#) and the staff that are actively working as part of the collaboration are aware of the contents and responsibilities set out in the MOU/Contract.
- Arrangements where an organisation and/or individuals are engaged under a Consultancy/Contract or Agreement where the University pays another party to do something and/or provide goods or services (e.g. Infrastructure managed services).

2.3 Application

Consistent with the WHS Act and Regulations 2012 (SA), organisations are responsible for the WHS of their workers and to ensure that performance of this work does not adversely impact others.

In the case of collaborative projects and/or shared workplaces:

- in accordance with the [WHS Act](#) (Section 16) more than one organisation can concurrently have the same legislative “duty of care”; and
- each organisation must discharge its responsibilities to the extent to which it has the capacity to influence and control the activity.

HSW Handbook	HSW Collaboration with other organisations (including co-location)	Effective Date:	17 December 2019	Version 1.1
Authorised by	Chief Operating Officer	Review Date:	17 December 2022	Page 1 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2 Scope and Application (Continued)

In exercising this requirement, there is a further obligation under the [WHS Act](#) (Section 46) to so far as is reasonably practicable, consult, co-operate and co-ordinate activities with all other organisations who have a duty in relation to the same matter.

3 Process:

Person Responsible		Actions
3.1	University of Adelaide Supervisor/Person in control of the area/activity (see definitions)	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that collaborative projects (including any co-location arrangements) under your supervision have a suitable HSW agreement in place with the partner organisation/s using the WHS Collaboration HSW Template - Appendix A (or equivalent). <input type="checkbox"/> Ensure there is a system for retaining the completed HSW Collaboration template 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.) <input type="checkbox"/> Review collaborative arrangements when there is any material change to the collaboration. <input type="checkbox"/> Ensure the University's WHS responsibilities, as agreed with the partner organisation/s, are met. <input type="checkbox"/> Ensure that as a minimum, the requirements of the University's Hazard Management HSW Handbook chapter are met. <input type="checkbox"/> Ensure that, if the collaboration is one that is contemplated by the Legal and Risk Branch Contract Management Handbook (Module 8: Entering into Collaborations) and the relevant issues set out in the module have been considered.
3.2	University of Adelaide Workers (see definitions)	<ul style="list-style-type: none"> <input type="checkbox"/> Consult, co-operate and co-ordinate activities with all others working in the area where they may be impacted by the activity or where relevant. <input type="checkbox"/> Follow the reasonable safety direction of: <ul style="list-style-type: none"> <input type="checkbox"/> a collaboration partner; or <input type="checkbox"/> co-located organisation, in relation to the safe use of plant/equipment, compliance with Safe operating procedures or processes under their area of control, or in an emergency. <input type="checkbox"/> Report any safety issues or incident: <ul style="list-style-type: none"> <input type="checkbox"/> to your immediate Supervisor; and <input type="checkbox"/> using the on-line safety system.

4 Definitions

Collaboration (including co-location) is the process of two or more people from two or more separate organisations (i.e. the University of Adelaide and another organisation/s) working together to complete a task or achieve a goal (e.g. a joint field trip, a collaborative research project, a jointly owned piece of plant).

Hazard

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

Continued

HSW Handbook	HSW Collaboration with other organisations (including co-location)	Effective Date:	17 December 2019	Version 1.1
Authorised by	Chief Operating Officer	Review Date:	17 December 2022	Page 2 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

4 Definitions

Supervisor/person in control of the area/activity

For collaborative activities this will be the staff member in charge of, or acting as the supervisor of, the project. The person in control of the area/activity may be a laboratory manager, workshop manager, academic or other professional staff person. Importantly for the purposes of this chapter this cannot be a higher degree student or an undergraduate student – rather it must be their academic supervisor.

Worker

Under the 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 –

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

5 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 of this process. The level of compliance will be determined during the internal audit process.

6 Useful information and resources

6.1	<p>University related documents and Policies</p> <p>HSW Handbook:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Management <input type="checkbox"/> Hazard Management <input type="checkbox"/> Workplace monitoring <input type="checkbox"/> Plant/Equipment Safety Management <input type="checkbox"/> Chemical Safety Management <input type="checkbox"/> Report a safety issue or incident <p>Legal and Risk:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contract Management Handbook (Module 8: Entering into Collaborations) <input type="checkbox"/> Contracts and Agreements Policy. <input type="checkbox"/> Student Placements
6.2	<p>Related Legislation</p> <ul style="list-style-type: none"> • Work, Health, and Safety (WHS) Act 2012 (SA) • WHS Regulations 2012 (SA) • Code of Practice – Work health and safety consultation, co-operation and co-ordination
6.3	<p>Useful Web-links</p> <ul style="list-style-type: none"> SafeWork Australia SafeWork SA

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.)*

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

2	Describe the nature of the collaboration and the name and specific location of any shared space

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

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

Responsibility	Activities and/or agreed processes
Hazard management <input type="checkbox"/> University (sole responsibility) <input type="checkbox"/> Other organisation (sole responsibility) <input type="checkbox"/> Shared responsibility	<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	

Responsibility	Activities and/or agreed processes
<p>Provision of information, instruction, training and supervision</p> <p><input type="checkbox"/> University (sole responsibility) <input type="checkbox"/> Other organisation (sole responsibility) <input type="checkbox"/> Shared responsibility</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide workers (including students) with the necessary information, instruction, training and supervision to safely carry out their tasks. <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)
<p>If the provision of information, instruction, training and supervision is shared, describe how sharing will occur and the agreed processes</p>	
<p>Workplace monitoring/inspections</p> <p><input type="checkbox"/> University (sole responsibility) <input type="checkbox"/> Other organisation (sole responsibility) <input type="checkbox"/> Shared responsibility</p> <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"> <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. <input type="checkbox"/> Notify the collaboration organisation's supervisor of any new risks and/or control measures that may impact them. <input type="checkbox"/> Ensure appropriate action is taken to eliminate or control any risk identified in consultation with relevant workers.
<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 on-line reporting system.</p>	
<p>Maintenance and use of plant/equipment</p> <p><input type="checkbox"/> University (sole responsibility) <input type="checkbox"/> Other organisation (sole responsibility) <input type="checkbox"/> Shared responsibility</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure plant/equipment is maintained and tested in accordance with the manufacturer's instructions or legislation. <input type="checkbox"/> Ensure maintenance records are maintained and retrievable on request. <input type="checkbox"/> Ensure plant/equipment is registered and licenced in accordance with legislative requirements. <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.
<p>If the maintenance and use of plant/equipment is shared, describe how it will be shared and the agreed processes.</p>	
<p>Management of hazardous chemicals (including radiation)</p> <p><input type="checkbox"/> University (sole responsibility) <input type="checkbox"/> Other organisation (sole responsibility) <input type="checkbox"/> Shared responsibility</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that any users of hazardous chemicals are aware of the risks and the required controls. <input type="checkbox"/> Ensure that hazardous chemicals are used, stored and registered in accordance with legislative requirements. <input type="checkbox"/> Ensure that arrangements for health monitoring is in place where required.
<p>If hazardous chemicals are shared, then provide details of the agreed processes including chemical registers.</p>	

Appendix A (Page 3 of 3)

Responsibility	Activities and/or agreed processes
<p>Personal protective equipment (PPE)</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>Reporting of safety issues and incidents</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 on-line reporting system.</p>	

<p>Emergency Management</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>Other arrangements (please specify)</p> <p><input type="checkbox"/> University (sole responsibility) <input type="checkbox"/> Co-location partner (sole responsibility) <input type="checkbox"/> Shared responsibility</p>	
<p> </p>	

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.)