### Items 1, 2, 3 and 4: Consultation mechanisms, OHS meetings and manager responsibilities

**REQUIREMENTS:**

Managers routinely consult with staff about matters that may directly affect their health, safety and welfare, and a record of this consultation is kept. My area will consult with staff and HSRs during the planning stage of any proposed changes.

In my area, each meeting of our OHS/ HWS Committee is attended by the Faculty, Portfolio or Division Manager or a senior management team member and the HSR(s). Where there is no Committee, OHS Representative(s) attend their local Campus HWS Committee Meetings as appropriate.

In my area, specific OHS responsibilities have been delegated to senior managers regarding workplace consultation and responsibility for operations. The managers understand their responsibilities and are competent to perform the required duties.

An annual call for nominations for vacant designated work group (DWG) health and safety representatives (HSRs) will be made.

**MORE INFORMATION:**

[Staff consultation and representation](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/staff-consultation-and-representation)

**HOW TO COMPLY:**

* **Ensure Designated Work Groups in your area are adequately represented by trained Health and Safety representatives:**
	+ **If there is an existing HSR in place, ensuring nominations are called for every three years.**
	+ **If a position becomes vacant, inviting nominations when this occurs and again annually if the position remains vacant.**
* **Keep records that evidence information sharing and consultation with staff on safety topics (for example, agendas of regular team meetings where safety topics are discussed, holding health and safety committee meetings).**
* **Representation of your area at faculty, campus and/or University health and safety committee meetings as appropriate.**
* **Ensure senior managers understand the hazards present in their areas of responsibility and understand how to and have the resources to control them effectively.**
* **Communicating via email or other appropriate means, to all employees in your area asking for nominations to fill vacant roles of HSRs at least annually.**

### Item 5: OHS Manager and Supervisor Training

**REQUIREMENT:**

I require my area’s managers, supervisors and academics in charge of students and work areas to have completed Manager and Supervisor OHS Training within the last three years and for new staff within 3 months of commencing at Deakin University. They are aware of their responsibilities and accountabilities for OHS. (Minimum requirement at the conclusion of 2019 - 80% of all managers trained).

**MORE INFORMATION:**

[OHS Training for managers and supervisors](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/training)

[OHS Responsibilities](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/ohs-responsibilities)

[Managing Mental health in the workplace: your role as a manager](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/information-for-managers)

**HOW TO COMPLY:**

**Compliance is achieved by:**

* **Identifying which managers need training (a manager is anyone who supervises others).**
* **Issuing instruction to all managers and supervisors in your area to attend a face to face training session if they have not done so.**
* **Ensuring all managers have completed the online refresher training once every 2 years.**
* **Following up with new managers and supervisors to ensure they attend training within 3 months of commencing in their role.**
* **Achieving a minimum of 80% attendance/completion result for all supervisors and managers (for initial and refresher training), each year.**

### Item 6: Workplace Inspection Schedule

**REQUIREMENT:**

A schedule of workplace inspections (that meets the minimum requirements outlined in the OHS Manual) has been drawn up and will be carried out over the next 12 months.

**MORE INFORMATION:**

[Inspection checklists](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/ohs-management-system-and-compliance) Click on Workplace inspections including checklists

[Workplace inspection guideline and procedure](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/ohs-management-system-and-compliance/workplace-inspection-guideline-and-procedure)

**HOW TO COMPLY:**

* **Prepare a schedule of safety inspections planned over the 2019 year.**
* **Ensure that specific areas are inspected as per the frequency required by the University at a minimum: Offices (2 x), Workshops (6 x), Laboratories (3 x), Plant rooms (2 x), Warehousing (4 x) Chemical stores (3 x).**
* **Ensure these inspections are completed as per the plan.**
* **Ensure that attendees at these inspections include a responsible manager or supervisor, the relevant HSR and any other relevant employees such as technical staff.**
* **Send results to your local OHS resource if applicable, and maintain copies of all results on file.**
* **Use checklists provided by HWS or equivalent hard copy or digital (iAuditor) tools.**
* **Evidence of resolution of identified issues within reasonable timeframes.**

### Item 7: Risk register review

**REQUIREMENT:**

My area’s HWS Risk Register has been reviewed (with appropriate consultation and engagement of management team and HSRs) and represents a full and accurate description of the major OHS and staff wellbeing risks in my area of accountability. Additional actions have been assigned to a responsible person with an achievable deadline. As risks are identified within my area, appropriate controls are put in place, and the risks are added to the risk register.

**MORE INFORMATION:**

[Risk registers](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/ohs-management-system-and-compliance) Click on OHS Risk registers

**HOW TO COMPLY:**

* **Dedicate time for key stakeholders (manager’s responsible for the area, HSRs and other relevant employees) to meet twice a year and conduct a formal review of the risk register.**
* **Keep a record of this meeting (e.g. minutes, agenda).**
* **Update the risk register accordingly to ensure all hazards are listed and described accurately, initial and residual risk levels are correct, controls are updated, and additional controls and further actions are transferred into an activity plan or assigned to someone for execution.**
* **Ensure appropriate version control of the document**
* **Refer to the ‘Risk assessments and enhancing controls’ section, below.**

### Item 8: Emergency management

**REQUIREMENT:**

Risk appropriate emergency management systems and plans are in place and are maintained. My area makes available suitable numbers of wardens and first aiders for my buildings and facilities and makes available time for training. We also carry out specific emergency planning for high risk areas such as laboratories and workshops.

**MORE INFORMATION:**

[Emergencies](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/emergencies)

[Emergency and crisis information](https://www.deakin.edu.au/students/help/emergency-and-crisis-info)

**HOW TO COMPLY:**

* **Issuing requests via email or other appropriate means to all staff in the area when emergency warden or first aid officer roles are required to be filled, and following up to ensure these roles are filled.**
* **Participating in workplace inspections to ensure that access and egress points are clear and emergency evacuation plans are up to date.**
* **Maintaining induction records for all staff, visitors and contractors entering areas under your control.**
* **Liaison with Campus Services to ensure evacuation plans, drills and training are relevant and up to date.**

### Item 9: Incident reporting

**REQUIREMENT:**

All staff and students are directed to report accidents, hazards and near misses, and when they are reported, they are promptly followed up by the relevant manager and appropriate preventative measures put into place.

**MORE INFORMATION:**

[Accident and hazard reporting](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/accident-and-hazard-reporting)

**HOW TO COMPLY:**

* **Ensure that contractors, managers and supervisors are made aware of their incident reporting responsibilities during initial induction and have access to reporting tools.**
* **Ensure that all incidents that occur in your area or that could affect staff, visitors or contractors are reported via the University’s online reporting system and are appropriately followed up on.**
* **At other appropriate times for example, team meetings, remind team members of the process for reporting and refer them to the link to the online form.**

### Item 10: Training and induction

**REQUIREMENT:**

A documented induction training program of new staff and other workers (including researchers & contractors) does occur within 1 month of commencement. Where required due to the potentially hazardous nature of the work, my area has a system in place to ensure specialised training is carried out and competency is demonstrated before work is undertaken.

**MORE INFORMATION:**

[OHS Induction Standard](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-induction-standard)

[Induction at Deakin](https://blogs.deakin.edu.au/induction/)

**HOW TO COMPLY:**

* **All new staff and other workers undertake a comprehensive induction within one month of commencing and ideally on the first day of starting work.**
* **Ensure that you are aware of the hazards associated with the activities and work areas under your control and that if training is used to control the risks associated with these that it is appropriate and effective.**
* **Develop a training matrix that lists all training, who is required to attend and at what frequencies.**
* **Maintain the matrix, following up regularly to ensure attendance and completion.**
* **Ensure evidence of completion of training is maintained on file. This may be attendance lists or certificates of completion.**

### Item 11: Risk assessments and enhancing controls

**REQUIREMENT:**

Where hazardous operations and activities are under the control of my area, a system is in place to ensure appropriate risk assessments have been carried out and effective control measures are in place.

**MORE INFORMATION:**

[Risk management](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/ohs-management-system-and-compliance) Click on OHS Risk management and risk assessments

**HOW TO COMPLY:**

* **Conduct a risk assessment of all hazardous activities to determine if controls are effective enough (i.e. risk is reduced to acceptable levels).**
* **If additional means of reducing risk are reasonable to implement, identify these and determine what needs to be done in order to get these in place.**
* **Update your risk register accordingly.**

### Item 12: Health, Safety and Wellbeing initiatives

**REQUIREMENT:**

My area has a 12 month program in place to carry out targeted health, wellbeing and safety initiatives to raise OHS awareness and promote health and wellbeing.

**MORE INFORMATION:**

[Health and Wellbeing at Deakin University](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing)

**HOW TO COMPLY:**

* **Identify preventative actions that could be undertaken to reduce the risk associated with particular hazards that are present in your area.**
* **Consult with your staff to gain feedback as to what initiatives would be useful in terms of reducing risk.**
* **Create a plan that includes proactive/preventative initiatives.**
* **Execute these plans.**

### Item 13: Compliance with statutory requirements

**REQUIREMENT:**

I have taken all reasonable measures to ensure that my area is in compliance with current statutory requirements, in particular the following Acts: Occupational Health and Safety Act (2004), Dangerous Goods Act (1985), Environmental Protection Act (1970)/ Environmental Protection Amendment Act (2018 to come into effect in 2020) and Public Health and Wellbeing Act (2008), and their supporting regulations, in addition to other specific legislation as it applies to my area’s activities.

**MORE INFORMATION:**

[OHS Responsibilities](https://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/ohs-responsibilities)

**HOW TO COMPLY:**

* **This statement summarises compliance status for your area.**
* **If you are unsure about any aspect of compliance, engage with the HWS team to ensure your area is compliant with minimum requirements outlined in the legislation.**
* **If you are provided with guidance or instruction from HWS to ensure compliance, that these are resourced appropriately and implemented as required.**