WHS GUIDANCE NOTE

Health, Safety & Wellbeing Items for discussion at established UniSA consultative forums

The purpose of this guidance note is to provide clarity around the appropriate health, safety and wellbeing items for discussion at the various regular meeting forums across the University e.g. School/Unit/Institute/Centre staff meetings and Division Executive. Adopting recommendations contained in the guidance note will assist in providing consistency across the University in communication, consultation, resolution and monitoring of health and safety matters.

The guidance note is designed for established forums that meet regularly, quarterly as a minimum, are authorised forums and have a connection to other higher level University Governance mechanisms. Where these formal meetings are not established health safety and wellbeing matters may also be discussed at other meetings where employees have an opportunity to raise issues for discussion and resolution.

Managers have responsibilities to ensure employees and others participate in the sharing of information, the exchange of views and any decision making process that may affect the health, safety or wellbeing of persons undertaking work for the University. These responsibilities are defined in the WHS Consultation Procedure and include:

o The facilitation of a forum for the discussion of health, safety and wellbeing matters;
o Leading the forum in a manner designed to contribute to the improvement of health, safety and wellbeing in the workplace;
o Consulting with employees, Health and Safety Representatives, Committees/Workgroups;
o Rectifying health and safety issues for which they have authority;
o Promptly referring or escalating issues to the appropriate area where they do not have the authority to rectify.

Established Forums

Division Executive/Portfolio Meetings
The Division Executive/Portfolio meetings are established in each Academic Division and Coordinating Portfolio with clear Terms of Reference (TOR) and membership guidelines. Whilst the following list is not exclusive it does provide guidance as to what items may be listed for discussion dependent on the relevancy to the work area.

1. *Work Health and Safety Internal Evaluation Outcomes*
    Internal evaluations will include a number of agreed actions (in most cases) and a reasonable timeframe for achieving the actions. The follow up process occurs approximately six months after the evaluation. To ensure that agreed actions have been achieved and that any actions are shared across the Division/Portfolio, they should be discussed and implemented as appropriate.

2. *School/Unit/Institute/Centre Health and Safety Local Action Plans (by exception)*
    School/Unit/Institute/Centre plans are monitored locally at local level meetings. Where there is an exception to progress with the local action plan, exceptions should be reported to the Division/Portfolio Meeting.

3. *Promotion of Strategies or Initiatives*
    Where a new or revised strategy is implemented at the University or Divisional/Portfolio level the Division/Portfolio meeting is an appropriate forum to promote the new or revised strategy.

4. *Escalate Unresolved Health and Safety Issues to the University HS&IM Committee*
    Where issues have been escalated to the Division/Portfolio meeting and remain unresolved within a reasonable period of time (>3 months) the issue should be referred to the Committee.

5. *Recognition of Health, Safety and Injury Management Excellence*
    The Division/Portfolio meeting may recognise areas of excellence. For example, a School/Unit/Institute/Centre is found to have well managed risk with minimal agreed actions in an Assurance Services internal audit, or has achieved an excellent outcome following annual evaluation of the implementation of their local action plan by Safety & Wellbeing, or other activity that warrants recognition of excellence.

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School/Unit/Institute/Centre Local Meetings

1. *Monitor Local Action Plan (report exceptions to Division/Portfolio meeting)*
    The local action plan forms the framework for all activity associated with maintaining a safe and healthy workplace. The School/Unit/Institute/Centre is ideally placed to monitor progress against the plan with ongoing focus on effective **hazard management**, open **communication with employees** and **provision of adequate training.**

2. *Monitor Agreed Actions from Health & Safety Internal Evaluations*
    Work Health and Safety Internal Evaluation actions are prioritised, addressed and where applicable, information relating to any new or changed work practice/s as a result is disseminated to employees, students and others where applicable.

3. *Review Incidents in Period – Assess Efficacy of Control Measures*
    3.1. Assess incidents that have occurred in the period against University standards, for example, incidents were reported to Safety & Wellbeing within 12 hours, investigations were completed within 5 days.
    3.2. Review control measures to ensure efficacy and implement alternative if not.

4. *Seek Input from Employees When New or Changed Workplace/Work Process is Proposed*
    Where the School/Unit/Institute/Centre plans to introduce a new or changed workplace/work process, ensure that input is sought from the relevant employees and the elected health and safety representative (where applicable), to ensure that ongoing practices are workable and do not create any unintended consequences.

5. *Hazard Controls*
    5.1. Consider appropriate control measures for hazards identified through worksite inspections or other hazard identification practices.
    5.2. Monitor and review efficacy of control measures.

6. *Disseminate Health, Safety & Wellbeing Information to Employees*
    Facilitate a method to disseminate information to employees through email, circulation of meetings minutes, newsletters, announcements on websites, noticeboards or other as preferred.

7. *Promote Health, Safety & Wellbeing within School/Unit/Institute/Centre*
    Where opportunities arise, promote safe and healthy work to ensure employees understand that the university and local workplace value a safe and healthy work culture.

8. *'Safe Work Practice in Research'*
    It is important to ensure that prior to commencement of any research activity, the requirement for ethics and compliance approval must be determined. Where applicable, teaching and research proposals must be submitted to the relevant committee for approval. Consideration must be given to any potential hazards and the most appropriate control measure/s to mitigate risk to researchers and others. It is also important to ensure that as research projects progress, any changes to the original proposals must be assessed to ensure there is no increase in risk and that appropriate measures are taken if an increase is identified.
    To determine the need for ethics and compliance approval, please refer to the information provided at: http://w3.unisa.edu.au/res/ethics/default.asp

9. *Coordinate Submissions to Divisional/Portfolio Meeting for Recognition of Excellence.*
    Where a School/Unit/Institute is found to have well mitigated and/or managed risk in an internal audit with nil or minimal agreed actions; has achieved an excellent outcome following Safety & Wellbeing annual evaluation of the implementation of their local action plan or for other outstanding achievement as deemed worthy of recognition by the School/Unit/Institute/Centre local level meeting.

Campus Management Group

1. *Facilities Management Unit report*
    a. Health and safety issues that have occurred on campus including those identified across multiple Schools/Units/Institutes/Centres where collaboration is required for joint solutions;
    b. Unresolved issues

2.   *Emergency Management*
   a.   Monitor emergency risk assessment control measures;
   b.   Review contingency plans for business continuity and health and safety matters.

Campus Advisory Group

1.   *Building Evacuation and Crisis Management Issues*
   a.   Outcomes of emergency evacuation drills (invite relevant wardens and building evacuation officers);
   b.   Unresolved emergency evacuation issues.

This Guidance Note supports the WHS Consultation Procedure and the Local Action Plan to ensure employees are provided with a genuine opportunity to contribute to any decision-making process on health, safety and wellbeing matters and that issues raised, are addressed and minuted as part of established consultative forums.