

Safety and Wellbeing Procedure for Our Heads of Academic and Business Units

Version 1 – Approved 5 May 2025

Contents

Purpose.....	1
Applicable governance instruments.....	1
Procedure	3
1. Maintain safe work environments	4
2. Training and induction.....	6
3. Build a culture of effective incident management.....	7
4. Monitor performance and compliance	7
5. Understand particular work environments, activities and conditions.....	7
Related procedures	13
Versions	13
Definitions	14

Purpose

This procedure outlines the expectation and responsibility of our Heads of Academic and Business Units to put safety first and always and in doing so, meet their obligations at our University and under the applicable law.

Applicable governance instruments

Instrument	Section	Principles
<i>Safety and Wellbeing Policy</i>	1 People safety and Wellbeing	1.1 – 1.7
<i>People Policy</i>	1 People recruitment, management and development	1.1 – 1.11
	2 Inclusion, diversity and equity	2.1 – 2.6
<i>Behaviour Policy</i>	1 Behaviour	1.1 – 4.2
	2 Support for community members	
	3 Reporting and disclosure of inappropriate behaviour	
	4 Consequences	
<i>Risk Management and Business Resilience Policy</i>	1 Risk management	1.1 – 4.3
	2 Business resilience	
	3 Crisis management	
<i>Procurement Policy</i>	1 Value for money	1.3, 1.6

	3 Governance	3.2
<i>General Delegations Ordinance</i>		
<i>University of Tasmania By-laws</i>		
<i>Work Health and Safety Act 2012 (Tas)</i> <i>Work Health and Safety Regulations 2012</i>		
<i>Work Health and Safety Act 2011 (NSW)</i> <i>Work Health and Safety Regulations 2017</i>		
<i>WorkSafe Tasmania Codes of Practice</i>		
<i>Australian Standards</i>		
<i>Australian Maritime Safety Authority - National Law Act 2012</i>		
<i>Liquor Licensing Act 1990</i>		
<i>Public Health Act 1997</i>		
<i>Dangerous Goods Act 1976</i>		
<i>Security-Sensitive Dangerous Substances Act 2005</i>		
<i>Poisons Act 1971</i>		
<i>Road Safety (Alcohol and Drugs) Act 1970</i>		
<i>Vehicle and Traffic Act 1999</i>		
<i>Workers Rehabilitation and Compensation Act 1988</i>		
<i>Radiation Protection Act 2005</i> <i>Radiation Protection Regulations 2006</i>		
<i>Biosecurity Act 2015 (Cth)</i> <i>Biosecurity Regulations 2016 (Cth)</i>		
<i>Biosecurity Act 2019 (Tas)</i> <i>Biosecurity Regulations 2022 (Tas)</i>		
<i>Gene Technology Act 2000 (Cth)</i> <i>Gene Technology Regulations 2001 (2019 Amendment) (Cth)</i>		

Version 1 – Approved 5 May 2025

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

<i>Gene Technology Act 2012 (Tas)</i>		
<i>Genetically Modified Organisms Control Act 2004 (Tas)</i>		

Procedure

The University is committed to, as far as is reasonably practicable, keeping our community safe at work with safety integral to all that we do to ensure, as far as is reasonably practicable, no one is injured working for the University or when visiting University grounds.

As a Head of Academic or Business Unit, you play an integral role in ensuring the safety of your people by exercising due diligence to ensure the University complies with its duty by taking reasonable steps to:

1. ensure safe systems of work are in place and being followed in your area (a safe system of work is the complete set of measures in place to keep our people safe and well studying and working at our university. This includes, induction and training, maintaining safe plant and equipment, risk assessments, safe work practices, incident reporting, return to work etc.,)
2. ensure all workplace risks are identified and managed
3. ensure your people are inducted, trained and competent to do their work safely
4. action regular workplace inspections to verify that safe systems of work are being used and working as intended
5. proactively champion and support a positive safety culture and actively communicate about safety and wellbeing
6. actively follow up incidents, near-misses and hazards reported by your team and support actions to address findings.

These responsibilities are achieved by taking reasonable steps to:

1. maintain safe work environments
2. train and induct members of the university community
3. build a culture of effective incident management
4. monitor performance and compliance
5. understand particular work environments, activities and conditions.

Under relevant Work Health and Safety legislation, 'officers' of the University have specific responsibilities and obligations to ensure that the University meets its duties to protect workers and other persons against harm to health and safety. The University's officers are University Council members, University Executive Team members, Chief Financial Officer, and General Counsel. While Heads of Academic or Business Units are not officers for the purposes of those laws, they must nonetheless support the University and its officers to comply with relevant statutory responsibilities.

1. Maintain safe work environments

1.1. University work environments

As far as reasonably practicable, University work environments must enable our community members to carry out their work without risk to their health, wellbeing and safety. This is supported by our safe systems of work (which are the complete set of measures in place to keep our people safe and well studying and working at our university. This includes, induction and training, maintaining safe plant and equipment, risk assessments, safe work practices, incident reporting, return to work etc.,)

To fulfill this obligation as a Head of Academic or Business Unit you must exercise due diligence by taking reasonable steps to:

- a. ensure there is a schedule for workplace inspections to verify the provision and maintenance of safe work environments
- b. monitor the completion of workplace inspections and the closure of any associated actions within reasonable timeframes.

Resources to support this include:

- [Workplace inspections](#) webpage

1.2. Health and Safety Representatives (HSRs)

A University employee or group of employees can request the election and appointment of an HSR. HSRs assist in promoting and encouraging a healthy and safe workplace by advocating for safety.

As a Head of Academic or Business Unit, you must exercise due diligence by taking reasonable steps to:

- a. ensure HSRs in your area are identified
- b. ensure HSRs in your area are inducted and trained as an HSR (if HSR training has been requested)
- c. ensure there is a register for recording completed HSR induction and training.

Resources to support this include:

- List of current [HSRs](#)

1.3. Mental Health and Wellbeing

The University proactively supports and promotes the mental health and wellbeing of its community members.

As a Head of Academic or Business Unit you must exercise due diligence by taking reasonable steps to:

- a. actively promote and champion the destigmatisation of mental illness
- b. ensure the mental health and wellbeing risks (e.g., stressful interactions, emotional or job demands, role clarity etc.,) relevant to your area are captured in your academic unit or business unit operational risk register
- c. ensure your area knows where and how to access the available resources (e.g., SaFCU, People and Wellbeing, EAP) for managing mental health and wellbeing risks as they arise, such as, trauma, bullying and harassment

- d. ensure your leaders have the support and resources to deal immediately with mental health and wellbeing risks as they arise, such as, trauma, bullying, harassment, poor management
- e. ensure there are processes in place to proactively monitor the mental health and wellbeing of your people

Resources to support this include:

- [Mental Health and Wellbeing](#) webpage
- Staff Engagement Survey
- List of current [Behavioural Contact Heads of Academic and Business Units](#)
- [Mental health first aid network](#)

1.4. Risk Assessments and Safe Work Practices

Risk assessments and Safe Work Practices are key to maintaining the health and safety of our community.

As a Head of Academic or Business Unit you must exercise due diligence by taking reasonable steps to:

- a. ensure there is a current operational risk register for your academic unit or business unit
- b. ensure Safe Work Practices are in place for identified risks
- c. only approve risk assessments within your delegation and with consideration of the university's risk appetite
- d. verify the currency and use of risk assessments and Safe Work Practices as a part of annual workplace inspections.

Resources to support this include:

- [Operational risk register template](#)
- [University-wide operational risk register](#)
- [Risk Management Governance Instruments](#)
- [Risk Management](#) staff intranet page

1.5. Personal Protective Equipment (PPE)

When necessary, PPE must be used to minimise risk to health and safety in the workplace. To support the safety of your people you must exercise due diligence by taking reasonable steps to:

- a. ensure tasks and activities that require PPE in your area are identified in your academic unit or business unit operational risk register
- b. ensure there is a register for recording completed induction and training on the proper use and storage of PPE
- c. verify the provision, maintenance and use of PPE as a part of annual workplace inspections.

1.6. Health Monitoring

Health monitoring can assist in detecting adverse health effects at the earliest opportunity; evaluating safety control measures and controlling exposure. Where required, the University will undertake health monitoring to support the effective management of identified workplace risks for both new and existing employees at the University.

Version 1 – Approved 5 May 2025

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

As a Head of Academic or Business Unit you must exercise due diligence by taking reasonable steps to:

- a. ensure work that requires health monitoring in your area is identified in your academic unit or business unit operational risk register
- b. ensure there is a process for pre-employment health checks, where required
- c. ensure there is a register for the health monitoring requirements for your area (e.g., annual checks)
- d. verify the currency and use of your area's health monitoring register as a part of annual workplace inspections.

Resources to support this include:

- [Health monitoring](#) staff intranet page

1.7. Consultation

We are a people-centric organisation and recognise that people are not a problem to be solved or standardised but are part of the solution. Direct Line Managers are responsible for the safety and wellbeing of their people. Localised Safety and Wellbeing Committees or leadership meetings can act as valuable forums for consultation, collaboration and problem solving to inspire commitment and direction setting for Safety and Wellbeing matters.

As a Head of Academic or Business Unit, you must exercise due diligence by taking reasonable steps to:

- a. ensure there is an appropriate communication structure in your academic unit or division for discussing and consulting on safety and wellbeing matters (including any instances where there is joint management of workspaces or teams to support consultation, cooperation and coordination of effort)
- b. actively support and promote safety wellbeing events and campaign within your area

2. Training and induction

2.1. To support the safety of yourself and your people, you must exercise due diligence by taking reasonable steps to:

- a. complete Heads of Academic and Business Unit training biannually
- b. receive briefings on industry safety trends and other relevant safety and wellbeing matters
- c. verify the completion and currency of training and induction in your area

Resources to support this include:

- [Safety and Wellbeing training needs analysis](#)
- [Safety and Wellbeing Heads of Academic and Business Unit training](#)
- [Appropriate Workplace Behaviour Training](#) (module in Essentials Training)
- [Safety and Wellbeing induction and training](#) webpage

3. Build a culture of effective incident management

3.1. Reporting and managing incidents, hazards and near misses and resolving issues

Normalising reporting of incidents, hazards and near misses is essential to building a safe workplace culture. All staff have a duty to report any incident or event that did or could have impacted on their safety and wellbeing or the safety and wellbeing of others.

University community members are encouraged to proactively raise safety and wellbeing concerns with their People Leader.

As a Head of Academic or Business Unit, you must exercise due diligence by taking reasonable steps to:

- a. regularly monitor the safety performance of your academic unit or business unit as part of a regular leadership meeting
- b. escalate all notifiable incidents (death, serious injury, illness or dangerous incident) to the Vice Chancellor and Director of Safety and Wellbeing
- c. review and approve post incident learning reviews for all notifiable incidents
- d. verify the closure of any associated actions within reasonable timeframes
- e. ensure there is a process for sharing and implementing lessons from learning reviews
- f. consider any safety and wellbeing concerns escalated to senior management and work collaboratively with those involved to implement measures to address concerns.

Resources to support this include:

- PowerBI [staff safety reporting](#)
- [MySafety](#)

4. Monitor performance and compliance

As a Head of Academic or Business Unit you must apply a continual improvement model and monitor safety performance by exercising due diligence by taking reasonable steps to:

- a. ensuring there is a workplace inspection schedule in place for your academic unit or business unit
- b. verifying that the safe systems of work in place are being used by your people as a part of workplace inspections conducted within reasonable timeframes
- c. regularly monitoring the completion of the workplace inspection schedule and associated improvement actions.

Resources to support this include:

- [Workplace Inspections](#) webpage

5. Understand particular work environments, activities and conditions

5.1. For all work environments, activities and conditions, Heads of Academic and Business Units must exercise due diligence by taking reasonable steps to:

- a. verify that the facilities provided to your people are constructed and or furnished to the appropriate standard for the work being conducted in these spaces

Version 1 – Approved 5 May 2025

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

- b. verify as a part of workplace inspections (within reasonable timeframes) that the safe systems of work in place are being used by your people
- c. follow any other lawful and reasonable direction of the University or its officers
- d. comply with any other legal requirements.

There are additional requirements for the following work environments:

5.1.1 Working from home

- a. verify current authorisations are in place for your people working from home.

Resources to support this include:

- [Flexible Working Arrangements Procedure](#)
- [Working from home request form](#)

5.1.2 Laboratories, workshops, specialist facilities and studios

- a. ensure work in laboratories, workshops, specialist facilities or studios undertaken in your area is recorded in your academic unit or business unit operational risk register
- b. ensure safe systems of work are in place for the activities and equipment
- c. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Laboratory workshop and studio medical disclosure form](#)
- [Laboratory and workshop inductions MyLO unit](#)
- [Laboratories, workshops and studios](#) webpage

5.1.3 Biological Hazards

- a. ensure biological hazards in your area are recorded in your academic unit or business unit operational risk register
- b. ensure an occupational vaccine program is in place for work that involves potential exposure to human blood and body fluids, direct contact with research participants or patients or is otherwise deemed a necessary control by risk assessment
- c. ensure safe systems of work are in place and annually reviewed for relevant activities, equipment and facilities
- d. ensure there is a register for recording completed induction and training
- e. ensure that risks are identified in a risk assessment and appropriately mitigated prior to any work being conducted with biological hazards, including any risk group organisms, biosecurity material, genetically modified organisms, and/or gene technology.

Resources to support this include:

- [Risk assessments](#)
- [Risk register template](#)

- [Biosafety, Biosecurity and Gene Technology](#) webpage

5.1.4 Field work

- ensure field work in your area is recorded in your academic unit or business unit operational risk register.
- ensure safe systems of work are in place for the activities and equipment
- ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Field trip medical disclosure and authorisation form](#)
- [Fieldwork and activities](#) webpage

5.1.5 Remote and isolated work

- ensure remote or isolated work undertaken in your area is recorded in your academic unit or business unit operational risk register
- ensure safe systems of work are in place for the activities and equipment
- ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Remote or isolated activities](#) webpage

5.1.6 Vessels and watercraft

- ensure vessel or watercraft activities undertaken in your area are recorded in your academic unit or business unit operational risk register
- ensure safe systems of work are in place for the activities and equipment
- ensure vessel and watercraft activities are notified with the relevant boating Heads of Academic and Business Unit (e.g., operations manager) in your area or the safety and wellbeing team to note with the vessel safety committee
- ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Vessels and watercraft](#) webpage

5.1.7 Driving and authorised vehicles

- ensure driving activities undertaken in your area are recorded in your academic unit or business unit operational risk register

- b. ensure current authorisations are in place for team members to drive for work purposes or use their private vehicle for work purposes
- c. ensure safe systems of work are in place for the activities and equipment
- d. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Driver Authorisation Form](#)
- [Private Vehicle Approval Form](#)
[Driving \(or cycling\) for work](#) webpage

5.1.8 Diving

- a. ensure diving activities undertaken in your area are recorded in your academic unit or business unit operational risk register
- b. ensure safe systems of work are in place for the activities and equipment
- c. ensure all diving activities are notified with the University Dive Heads of Academic and Business Unit
- d. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Dive Procedures Manual](#)
- [Diving](#) webpage

5.1.9 Hazardous manual tasks that could result in a musculoskeletal disorder (MSD)

- a. ensure manual tasks undertaken in your area, that could result in a musculoskeletal disorder (MSD), are recorded in your academic unit or business unit operational risk register
- b. ensure safe systems of work are in place for the activities and equipment
- c. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Manual tasks and handling](#) webpage

5.1.10 Hazardous noise

- a. ensure hazardous noise in your area is recorded in your academic unit or business unit operational risk register
- b. ensure safe systems of work are in place for the activities and equipment
- c. ensure there is a pre-employment check process for hearing, where required

- d. ensure there is a register for the audiometric testing requirements for your area
- e. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Noise and vibration](#) webpage

5.1.11 Electricals and electrical work

- a. ensure electricals or electrical work is recorded in your academic unit or business unit operational risk register
- b. verify electrical equipment (including residual current devices) is regularly inspected, tagged and tested at a minimum in line with the university wide WHS operational risk register. For specialised electrical or high-risk electrical equipment verify it is inspected and tested at a frequency determined by risk assessment
- c. verify any area with body contact electrical medical equipment is wired as either Body Protected or Cardiac Protected with appropriate records of certification and inspection.
- d. ensure safe systems of work are in place for any electrical work
- e. ensure there is a register for recording those qualified to undertake electrical work.

Resources to support this include:

- [Risk register template](#)
- [Electrical management staff](#) webpage

5.1.12 High-Risk Work

- a. ensure high-risk work in your area is recorded in your academic unit or business unit operational risk register. High-risk work includes:
 - i. removal of asbestos
 - ii. hot works
 - iii. welding
 - iv. confined space entry
 - v. working at heights
 - vi. excavations and demolitions
 - vii. ensure safe systems of work are in place for the activities and equipment
 - viii. ensure there is a register for recording completed induction and training
 - ix. ensure there is a register for recording licenced holder details for those qualified to undertake the work.

Resources to support this include:

- [Risk register template](#)

- [Contractor Safety Management](#)
- [Hot works](#) webpage
- [Confined spaces](#) webpage
- [Managing the risk of falls](#) webpage

5.1.13 Drones

- ensure drone activities undertaken in your area are recorded in your academic unit or business unit operational risk register
- ensure safe systems of work are in place for the activities and equipment
- ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Drone operations and management guide](#)

5.1.14 Plant and Equipment (machinery, appliances, implements and tools)

- ensure plant and equipment in your area is recorded in your academic unit or business unit operational risk register
- ensure safe systems of work are in place for the activities and equipment
- ensure there is a lock out tag out system in place for the safe maintenance and cleaning of equipment
- ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Plant and equipment](#) webpage

5.1.15 Hazardous Chemicals (using, handling, generating, storing, transporting and disposing of)

- ensure hazardous chemicals in your area are recorded in your academic unit or business unit operational risk register
- ensure a Hazardous Chemicals Coordinator (HCC) with the appropriate skills is resourced and nominated with responsibility for the coordination of hazardous chemical information
- ensure chemical inventories are accurately captured in ChemWatch
- ensure safe systems of work are in place for the activities and equipment
- ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [ChemWatch](#) (the University's chemical management system)
- [Chemical management](#) webpage

5.1.16 Radiation

- a. ensure radiation activities in your area are recorded in your academic unit or business unit operational risk register
- b. ensure a Radiation Safety Heads of Academic and Business Unit and/or Laser Safety Heads of Academic and Business Unit is resourced and nominated for each radiation practice
- c. ensure safe systems of work are in place for the activities and equipment
- d. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Risk register template](#)
- [Radiation](#) webpage

5.1.17 Asbestos (Infrastructure Services and Development)

- a. ensure an asbestos management plan and register is developed and maintained.

Resources to support this include:

- [Asbestos management plan](#)

5.1.18 Contractors

- a. ensure all contractor work is identified in your academic unit or business unit operational risk register
- b. ensure there is a register for recording those engaged through the contractor safety management system.

Resources to support this include:

- [Contractor Safety Management](#)

Related procedures

Risk Management Procedure

Work Integrated Learning Procedure

Flexible Working Arrangements Procedure

Versions

Versions of this procedure and the details of their approval are as per the following table:

Version	Action	Approved By	Business Owner/s	Approval Date
Version 1	Approved	Chief People Officer	Director of Safety and Wellbeing	5 May 2025

* Currency of procedures is confirmed annually. For the details of when this procedure was last confirmed as current, visit the [version history page](#).

Version 1 – Approved 5 May 2025

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

Definitions

[Safe systems of work](#) | [University community](#)