**HEALTH AND SAFETY MANAGEMENT PLAN**

* < Insert an overview of School/Area business scope
* Identify internal and external stakeholders and their needs and expectations
* Identify those needs and expectations that are legal requirements
* Identify internal and external issues that may affect the School/Area>

<Insert School/Area Name>

**Plan Objective:**

<Insert School/area name> has created this Health and Safety Management Plan to ensure that activities are conducted in a manner that:

* Protects the health and safety of all workers, and the Curtin community
* Aligns with the Curtin Strategic Plan
* Aligns with the Curtin Health and Safety Management Standards
* Maintains compliance with all legal and regulatory requirements

**Plan Intent:**

This Health and Safety Management Plan (HSMP) assists in the standardised approach and ongoing improvement of Curtin methods of execution and delivery of Health and Safety (H&S) by providing:

* Senior management commitment
* Established policies that are appropriate for the successful delivery of H&S management
* Established management plans
* Identification of a proposed monitoring, inspection and audit regime

This HSMP details the actions that are required to manage all H&S obligations and requirements:

* H&S legislation, codes of practice, relevant standards and industry requirements
* Curtin H&S management system requirements and performance expectations

**Health and Safety Culture:**

<Insert Faculty/area name> management and supervision will demonstrate and reinforce Curtin’s Health and Safety policy, instil operational discipline and verify and validate conformance with managing safe work process, standards and procedures.

This will be achieved by:

* Creating and fostering a work environment that encourages all personnel “stop work” when required. Line supervisors will openly support requests, resolve issues before operations resume and recognise proactive participation
* Actively tracking lead indicators
* Enquire and discuss outcomes received from interim Career Conversations, which indicate processes for continual improvement, assessment of performance and the verification of performance improvement
* Understanding critical risks associated with scope of work and verifying critical risk controls are in place
* Recognising workers for positive commitment to H&S. Career Conversations will be used as opportunities to recognise this commitment
* Regularly reviewing local H&S performance and incident reports with work teams and assess areas for improvement. This includes management review of the health and safety management system, discussions on incident investigation outcomes during H&S meetings and site visits
* Demonstrating positive H&S behaviours in the workplace that encourage safe working practices and care for people and the environment
* Visibility in the workplace, which includes regular review of workplaces, interactions around scope of work and SWMS / JHA, critical risk audits and conducting safety conversations
* Ensuring that Supervisors have adequate resources to adequate supervise students
* All Curtin personnel regardless of the level of leadership, shall be empowered with H&S responsibilities and decision making and be supported for those H&S decisions by Curtin University.

**System Description:**

Curtin University operates a H&S management system in accordance with ISO 45001 and current WA Health and Safety legislation. The management systems is portrayed by the following documents:

* H&S policy
* Procedures
* Guidelines
* Safety Management Plans
* Workplace Inspections
* Operational documents

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1. Health and Safety Management Standards

There are five key principles to health and safety management, within these principles there are fifteen Health and Safety Management Standards.

|  |  |
| --- | --- |
| **Principle** | **Management Standard** |
| Principle 1 Commitment and Policy | 1. Leadership and Commitment
2. Accountability and Responsibilities
 |
| Principle 2 Planning | 1. Planning, Objectives and Performance
 |
| Principle 3 Implementation | 1. Hazard and Risk Management
2. Incident Reporting and Investigation
3. Communication, Consultation and Engagement
4. Training, Competency and Safe Work Behaviour
5. Contractor, Suppliers and Partners
6. Safe Work Procedures
7. Plant and Equipment
8. Management of Change and Document Control
9. Health and Occupational Hygiene
10. Emergency Response
 |
| Principle 4 Performance Evaluation and Monitoring | 1. Performance Evaluation and Monitoring
 |
| Principle 5 Review and Audit | 1. Reviews, Audits and Continuous Improvement
 |

## 2.1 Health and Safety Management Standards Explained

The H&S Management Standards are a set of clear statements, which detail minimum performance requirements in relation to a range of issues that affect health and safety of people at Curtin University facilities. These Standards also apply to locations away from Curtin facilities where Curtin is controlling an activity.

The Standards define intent and requirements necessary to achieve effective health and safety performance, reduce risk and deliver continuous improvement. Each Standard has two elements:

**Objective/s:** The intent of the standard i.e. what will the standard achieve.

**Requirements:** The specific arrangements, system or process required to achieve compliance with the Standard.

The objectives of these H&S Management Standards are to:

* Provide a risk-based H&S management system framework, consistent with legislative requirements and recognised standards that support the implementation of the H&S policy across Curtin University
* Establish and formalise expectations for development and implementation of more specific and detailed H&S management strategies
* Define auditable criteria against which H&S performance can be measured and
* Provide a system to drive continuous improvement.

## Application

The Standards apply to all workers, visitors and students at Curtin University facilities and other places where Curtin controls the activity. It is expected that all workers will commit to, and participate in, the implementation of the Curtin University H&S Management System.

## Health and Safety Management Review

The Curtin University H&S Management Standards will be reviewed at least every three years by the Director, Health and Safety in consultation with senior management and key personnel, and where required, will be revised and re-issued. H&S Management Standard reviews may also be prompted as a result of operational, personnel, legislative and/or management changes to ensure suitability and effectiveness.

## 3.4 Legal Compliance

Curtin University will comply with, and endeavour to exceed, the requirements of relevant health and safety legislation and applicable external accreditation standards. Best practices shall be monitored and applied to the organisation as appropriate.

## 3.5 Acts, Regulations and Standards

1. Current Western Australian work health and safety act

Regulations

1. Current Western Australian work health and safety regulations

Australian Standards

1. ISO 45001: Occupational health and safety management systems –Requirements with guidance for use

**Other Documentation**

Other relevant Acts and Regulations, Australian Standards and Codes of Practices

Curtin University has a [compliance framework](https://policies.curtin.edu.au/compliance/complianceframework.cfm) that all areas are required to comply with [Compliance Officers](https://policies.curtin.edu.au/legislation/externallegislation.cfm) are responsible for specific pieces of legislation and regularly report against this legislation to the University and external regulators.

Principle 1 Commitment and Policy

Standard 1 Leadership and Commitment

Objective

Managers and supervisors will provide visible H&S leadership to support our commitment to health and safety as a core value, with the understanding that all accidents are preventable.

Requirements

* 1. H&S policies are developed, communicated and made accessible to all personnel.

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| **Corporate Documents and References** |
| * Curtin OH&S Policy
* Curtin [Policy poster](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm) is on display in prominent locations
* University Council Minutes/Agenda
* University Council Health and Safety Committee Minutes/Agenda
* University Health and Safety Committee Minutes/Agenda
* [Health and Safety Committee Meeting Constitution](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm) template
* [Health and Safety Committee Meeting Agenda](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm) template
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| **Area Specific Documents and References** |
| **Examples may include:*** Team/H&S Committee meeting minutes demonstrate that the policy has been distributed and discussed
 |

* 1. Managers and supervisors shall demonstrate visible leadership and proactive commitment to promoting the H&S policies and achieving H&S objectives and targets.

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/school operations plan or plan on a page
* Faculty/area OH&S Committee Meeting Schedule
* [Health and Safety Committee Meeting Minutes, Agenda, Constitutions](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* Records of site visits/walk throughs
* Attendance at Workplace Inspections
* Signoff of workplace Inspections
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* 1. Managers shall ensure that sufficient human, material and financial resources are provided for the effective development, operation, review and maintenance of H&S systems in their area or department.

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| **Area Specific Documents and References** |
| **Examples may include:*** Copy of budget or line item/s
* [First aid risk assessment](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [List of health and safety representatives](https://healthandsafety.curtin.edu.au/hs_committee/index.cfm)
* List of wardens
 |

* 1. Management shall promote and demonstrate their commitment to the H&S policies by way of active participation and leadership in the development and implementation of H&S objectives and targets.

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| **Area Specific Documents and References** |
| **Examples may include:*** H&S Committee Membership
* H&S Committee Constitution & Agenda
* School operations plan or plan on a page
* Faculty/area objectives and targets document
 |

* 1. The H&S policies shall be reviewed at least every three years in accordance with University Policy.

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| **Corporate Documents and References** |
| * [Policy development procedures](https://policies.curtin.edu.au/findapolicy/)
* [Policy review procedures](https://policies.curtin.edu.au/findapolicy/)
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| **Area Specific Documents and References** |
| **Examples may include:*** Document review register
* Area specific procedures/Risk Assessments/Safe Work Procedures
 |

Standard 2 Accountability and Responsibilities

Objective

Managers and supervisors shall demonstrate accountability and responsibility for the effective management of health and safety. All workers and other personnel shall be involved in and comply with the H&S Management System and requirements.

Requirements

* 1. Position descriptions shall reference H&S responsibilities for all levels of workers in line with the Health and Safety Responsibilities Procedures.

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| **Corporate Documents and References** |
| * [H&S Responsibilities Procedures](https://policies.curtin.edu.au/findapolicy/)
* [Incident and Hazard Reporting and Investigation Procedures](https://policies.curtin.edu.au/local/docs/policy/Incident_and_Hazard_Reporting_and_Investigation_Procedures.pdf)
* [Workplace Inspection Procedure](https://policies.curtin.edu.au/findapolicy/)
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| **Area Specific Documents and References** |
| **Examples may include:*** Area examples of position descriptions
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* 1. Management position descriptions shall outline accountability for H&S performance as a key responsibility in line with the Health and Safety Responsibility Procedures.

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| **Area Specific Documents and References** |
| **Examples may include:*** [Academic role statements](https://staffportal.curtin.edu.au/employment/manager-resources/)
* [Generic position descriptions](https://staffportal.curtin.edu.au/employment/manager-resources/) (Professional positions)
 |

2.3 Career Conversations shall include agreed and specific H&S activity and measurement as part of the performance appraisal process.

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| **Area Specific Documents and References** |
| **Examples may include:*** Career Conversation templates or de-identified records
 |

2.4 Managers are responsible for ensuring effective H&S management, monitoring performance and providing appropriate H&S assurances in their area of responsibility.

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| **Corporate Documents**  |
| * [University Legislation Compliance Officers](https://policies.curtin.edu.au/legislation/externallegislation.cfm)
* [Health and Safety Legal Obligations Register](https://healthandsafety.curtin.edu.au/local/docs/locked/Curtin_Health_and_Safety_Legal_Obligations_Register.pdf)
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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/Area Due Diligence Plans
* Faculty/area Risk Register
* Faculty/Area H&S objectives & targets
* Faculty/Area CHARM incident and hazards reports
* External Regulator reports
* Relevant Australian Standards
 |

2.5 All workers are responsible for their own health and safety, and shall follow safe work procedures and have a duty to cease work should exposure health and safety risks be unacceptable.

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| **Area Specific Documents and References** |
| **Examples may include:*** [Laboratory entry signage](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* Safe Work Procedures
* Risk Assessments
 |

2.6 H&S personnel are responsible for providing specialist advice to management and assess compliance with the H&S management system across Curtin University facilities.

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| **Area Specific Documents and References** |
| **Examples may include:*** H&S feedback on projects, risk assessments, safe work procedures etc
* Relevant meeting minutes or agendas that include attendee lists
 |

Principle 2 Planning

Standard 3 Planning, Objectives and Performance

Objective

Management shall ensure that a planned, systematic, measurable and achievable approach to managing health and safety is adopted across Curtin University facilities.

Requirements

3.1 Annual business planning activities shall include a health and safety plan.

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| **Corporate Documents and References** |
| * [Curtin Strategic Plan 2017-2022](https://strategicplan.curtin.edu.au/wp-content/uploads/sites/12/2020/11/CurtinStrategicPlan_2017-2022.pdf)
* [Council Key Performance Indicators, Measures and Targets](https://strategicplan.curtin.edu.au/wp-content/uploads/sites/12/2021/12/Council2022KPIsandTargets.pdf)
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| **Area Specific Documents and References** |
| **Examples may include:*** Due diligence plans
* Business/operational plans
* Plans on a page
* Faculty/School Safety Management Plan
* Health & Hygiene Management Plan (where required)
 |

3.2 Measurable H&S performance indicators shall be developed, documented, implemented and monitored across faculty/area facilities.

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area H&S objectives and targets
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3.3 Management shall inform workers of performance requirements to achieve the faculty/area health and safety objectives.

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| **Corporate Documents and References** |
| * UHCS committee meeting minutes
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/Area H&S objectives & targets
* H&S Committee Meeting minutes
 |

3.4 Health and safety objectives and targets shall be reviewed annually to ensure they are clear, realistic and relevant.

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area H&S Committee Meeting Minutes
* Faculty/area document review register
 |

Principle 3 Implementation

Standard 4 Hazard and Risk Management

Objective

The University will have a system to effectively identify hazards, assess risks and ensure appropriate control measures, in accordance with the hierarchy of controls, are implemented and reviewed.

Requirements

4.1 Assessments and reviews shall be undertaken to identify and document hazards associated with facilities.

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| **Corporate Documents and References** |
| * [Enterprise Agreements](https://staffportal.curtin.edu.au/employment/employment-conditions/)
* Research Identification Guide (RIG)
* [Health & Hygiene Management Plan](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [Mental Health Support](https://staffportal.curtin.edu.au/wellbeing/mental-health-support/)
* [Wellness assessment](https://staffportal.curtin.edu.au/wellbeing/injury-prevention/preventing-psychological-harm/)
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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area Risk Register
* Project specific Risk Registers
* HAZOPs (if relevant)
* CHARM Risk Assessments
* Fieldwork Risk Assessments
* Safe Work Procedures
* Completed Workplace Inspections
* ChemAlert Chemical Registers
* Preventing Psychological Harm
* Wellness Assessment
 |

4.2 Procedures shall be established and maintained to ensure hazards, incidents, or any other situation impacting on workplace health and safety, are identified and reported.

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| **Corporate Documents and References** |
| * [Incident & Hazard Reporting and Investigation Procedure](https://policies.curtin.edu.au/findapolicy/#i)
* [Incident & Hazard Reporting and Investigation Flowchart](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm#H)
* [Incident Classification Guide](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm#H)
* [CHARM manager/supervisor/HSR guide](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [CHARM Code of Practice - Engineering](https://prod.riskcloud.net/Audit/AuditInspectionLibrary.aspx)
* CHARM Code of Practice – Manual Handling
* CHARM Code of Practice – Managing Noise and Preventing Hearing Loss
* [CHARM hazard quick guide](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [CHARM incident quick guide](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [CHARM pocket safety guide](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [CHARM psychological incident quick guide](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Permit to Work](https://properties.curtin.edu.au/)
* Research Identification Guide (RIG)
* [Health & Hygiene Management Plan](http://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [Asbestos Management Plan](http://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [Radiation Safety Manual](https://healthandsafety.curtin.edu.au/hazardous-materials/radsafety.cfm)
* [Biosafety Manual](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm#R)
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| **Area Specific Documents and References** |
| Examples may include:* First aid risk assessment
* Wellness Assessment
* Workplace Inspection results
* Safe work procedures
* Risk assessments
* Health monitoring programs
* Preventative maintenance programs
 |

4.3 Risks associated with all identified hazards processes shall be assessed to determine the level of risk. The risks shall be evaluated for criticality and acceptability against likelihood and consequence criteria.

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| **Corporate Documents and References** |
| * [Risk Management Policy](https://policies.curtin.edu.au/findapolicy/)
* [Risk Management Procedures](https://policies.curtin.edu.au/findapolicy/)
* [Curtin Risk Reference Tables](https://riskandassurance.curtin.edu.au/index.cfm)
* CHARM risk assessment module
* Fieldwork risk assessment system
* Travel Operations Portal
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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area Risk Register
* Project Risk Registers
* CHARM Risk Assessments (or CHARM numbers)
* Fieldwork Risk Assessments
* Plant risk assessments
* Project risk assessments
* Chemical risk assessment
* RIG forms
* Scope of works documents
* Faculty/area planning documents
 |

4.4 Risk control measures shall be prioritised and actions shall be selected and applied in accordance with the risk management hierarchy of controls.

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| **Area Specific Documents and References** |
| **Examples may include:*** CHARM Risk Assessments (or CHARM numbers)
* Fieldwork Risk Assessments
* Plant risk assessments
* Project risk assessments
* Chemical risk assessment
* Scope of works documents
* Investigations
 |

4.5 Management shall ensure risk control measures are implemented and remain effective. Decisions shall be documented and communicated.

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| **Area Specific Documents and References** |
| **Examples may include:*** CHARM incident, near miss and hazard reports lodged by the area (or CHARM numbers)
* CHARM Risk Assessments (or CHARM numbers)
* Faculty/area H&S Committee or team meeting minutes
 |

4.6 Systems shall be in place to ensure that hazard identification and risk assessment records generated and used by University personnel are maintained by those involved.

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| **Area Specific Documents and References** |
| **Examples may include:*** CHARM incident and hazard reports
* CHARM Risk Assessments
* CHARM Workplace Inspection reports
 |

Standard 5 Incident Reporting and Investigation

Objective

Incidents, hazards and near misses shall be reported and investigated. Follow-up and corrective actions shall be developed and implemented to prevent recurrence.

Requirements

5.1 Procedures shall be developed and implemented for the reporting and investigation of all hazards, incidents and near misses.

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| **Corporate Documents and References** |
| * [Incident and hazard reporting and investigation procedure](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [Incident and hazard reporting and investigation flowchart](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [CHARM manager/supervisor/HSR guide](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [CHARM hazard quick guide](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [CHARM incident quick guide](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [CHARM pocket safety guide](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
* [CHARM psychological incident quick guide](https://healthandsafety.curtin.edu.au/safety_management/policies.cfm)
 |

5.2 Information gathered from incident data shall be analysed to monitor trends and reported to management to improve standards, systems and practices. Lessons learnt shall be shared across the organisation as appropriate.

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| **Corporate Documents and References** |
| * [University Performance Reports](https://healthandsafety.curtin.edu.au/index.cfm)
* University Council Committee Meeting Minutes & Agendas
* University Council Health and Safety Committee Meeting Minutes & Agendas
* University Health and Safety Committee Meeting Minutes and Agendas
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty Board Meeting Agendas
* Faculty/area H&S Committee Meeting minutes
* Team meeting minutes
* CHARM corrective actions reports
 |

5.3 Investigations shall be undertaken to identify contributing factors and establish root causes to identify and implement appropriate corrective actions to prevent recurrence.

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| --- |
| **Corporate Documents and References** |
| * [Incident and Hazard Reporting and Investigation Procedures](https://policies.curtin.edu.au/local/docs/policy/Incident_and_Hazard_Reporting_and_Investigation_Procedures.pdf)
 |

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| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** CHARM investigation reports and corrective actions (or CHARM incident numbers)
* Risk Assessments reviewed
* Safe Work Procedures reviewed
 |

5.4 Procedures shall be in place to monitor the status and effectiveness of corrective actions.

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area H&S Committee Meeting Minutes/Action Plans
* Team meeting minutes
* CHARM
 |

5.5 Significant safety incidents including details of incident cause, investigation outcomes and completion of corrective actions shall be reported to management in accordance with the University’s H&S incident escalation process.

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| **Corporate Documents and References** |
| * [Incident and hazard reporting and investigation procedures](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* University Council Agenda and briefing papers
* University Council Health and Safety Committee Agenda & Minutes
* University Health and Safety Committee Agenda & Minutes
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty Board Meeting Agenda/ Minutes
* Faculty/Area executive meeting minutes
* Team meeting minutes
 |

5.6 A system shall be in place to ensure notification to the relevant public authority of any significant event in accordance with legislative requirements.

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| **Corporate Documents and References** |
| * [Compliance Policy](https://policies.curtin.edu.au/findapolicy/)
* [Compliance Procedures](https://policies.curtin.edu.au/findapolicy/)
* [Compliance Officers for the University](https://policies.curtin.edu.au/legislation/externallegislation.cfm)
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Emails demonstrating notification of the relevant University compliance officer of significant events
* Copies of compliance reports
* Copies of plant registrations/permits and licenses
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Standard 6 Communication, Consultation and Engagement

Objective

Effective communication and consultation shall be established and maintained with workers and other relevant personnel. All personnel shall be encouraged to participate in and commit to H&S performance improvement initiatives.

Requirements

6.1 Managers shall encourage and facilitate worker involvement in health and safety management.

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| **Corporate Documents and References** |
| * [Consultation and Communication Guidelines](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Resolution of Health and Safety Issues Guidelines](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Resolution of Health and Safety Issues Poster](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area H&S Committee Terms of reference
* Faculty/area H&S Committee Meeting Minutes
* Team meeting minutes
* Workplace Inspections, corrective actions requests & completions
* Maintenance requests and completion notices
* CHARM Work Health and Safety Consultation and Cooperation
* Completed risk Assessments
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6.2 Health and safety shall be included as an agenda item at all area/department meetings and relevant decisions and actions recorded.

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area executive/director’s meeting minutes
* Faculty/area H&S Committee Meeting Minutes
* Team meeting minutes
 |

6.3 A system shall be in place to ensure relevant health and safety information is made available to all workers.

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| **Corporate Documents and References** |
| * Staff Portal
* VC Notes via email system
* Curtin Weekly
* [Health and Safety](https://healthandsafety.curtin.edu.au/index.cfm) website
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Link to faculty/area information systems
* List of health and safety representatives for the area
* Safety noticeboards located in relevant areas
* Health & Safety Committee Minutes
 |

6.4 Health and Safety Representatives (HSR) shall be consulted on H&S issues relevant to their area of responsibility and involved in incident reporting, investigations, inspections, audits and the development of solutions to H&S issues.

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| **Corporate Documents and References** |
| * [Health and Safety Representative website tab](https://healthandsafety.curtin.edu.au/hs_committee/index.cfm)
* Workplace Inspections
* HSR Networking events
* HSR email notifications/updates from Health and Safety Department
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| **Area Specific Documents and References** |
| **Examples may include:*** CHARM numbers for workplace inspections, incidents and hazards
* Completion notices for SCC maintenance requests
* Links to area projects where the HSR has been involved
* Relevant meeting minutes
* Health & Safety Committees
 |

6.5 H&S management and supervisor responsibilities shall not be delegated to the HSR.

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| **Corporate Documents and References** |
| * [Health and Safety Responsibilities Procedures](https://policies.curtin.edu.au/findapolicy/)
* [Incident and Hazard reporting and Investigation Procedure](https://policies.curtin.edu.au/local/docs/policy/Incident_and_Hazard_Reporting_and_Investigation_Procedures.pdf)
* Health and Safety Responsibilities for Managers and Supervisors training
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area Training Records for Health and Safety Responsibilities for Managers & Supervisors Course
* Project minutes or records where the manager has made decisions in consultation with the HSR
* Workplace inspection or self-assessment approvals by the area manager
 |

6.6 A process shall be in place to assist workers to reach satisfactory resolutions to health and safety issues at the workplace in consultation with management.

|  |
| --- |
| **Corporate Documents and References** |
| * [Resolution of Health and Safety Issues Poster](https://healthandsafety.curtin.edu.au/local/docs/Resolution_Of_HS_Issues_flyer.pdf)
* [Resolution of Health and Safety Issues Guidelines](https://healthandsafety.curtin.edu.au/local/docs/Resolution_of_Safety_Issues.pdf)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Project minutes or records where the manager has made decisions in consultation with the HSR
* Team/H&S Committee meeting minutes that show decisions being made in consultation with HSR & team
 |

Standard 7 Training, Competency and Safe Work Behaviour

Objective

Workers and volunteers shall be trained, be competent and demonstrate safe work behaviours when conducting work activities.

Requirements

7.1 Recruitment and selection criteria for workers shall include an assessment of H&S awareness, competencies, behaviours and performance.

|  |
| --- |
| **Corporate Documents and References** |
| * Contractor Management System
* Contractor Induction
* Laboratory Induction
* Permit Manager Induction
* Consultant Induction
* [Curtin Campus Induction](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area tender requirements and/or contracts that include H&S requirements
* Fieldwork contracts
* Purchasing/other area specific contracts
 |

7.2 Relevant workers shall be required to complete a medical assessment to ensure their fitness for work is appropriate for the position.

|  |
| --- |
| **Corporate Documents and References** |
| * [Health and Hygiene Management Plan](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Hearing Conservation Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Health Surveillance Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Job descriptions that outline the need for medical examinations for specific roles (if relevant to the area)
 |

7.3 At the commencement of their employment and/or visit, all workers shall undergo appropriate H&S induction training that addresses: relevant H&S objectives; incident, hazard and risk management; and safe work behaviour. Induction records shall be maintained.

|  |
| --- |
| **Corporate Documents and References** |
| * Contractor Management System
* [Curtin Campus Induction](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Health and Safety Work Essentials](https://staffportal.curtin.edu.au/)
* Welcome to Curtin
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** H&S on-line training records
* Local area induction booklet
* Local area induction records
 |

7.4 A system shall be in place to identify worker H&S training needs.

|  |
| --- |
| **Corporate Documents and References** |
| * [Training needs analysis spreadsheet (Template)](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [iPerform](https://staffportal.curtin.edu.au/) system for records & reports
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Completed Training Needs Analysis spreadsheet
* iPerform worker training records & reports
 |

7.5 Workers shall receive the competency-based, job specific training required to fulfil the requirements of their position. Training shall be ongoing and refresher training provided as required.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Completed Training Needs Analysis spreadsheet
* Competency based job specific training records
* Copies of licenses/permits required for specific positions
* First Aid training records
* Safety & Health Representative training records
* Warden/Fire awareness/Fire extinguisher training records
 |

7.6 A system shall be in place to assess worker competence on completion of training. Training records shall be kept and feedback provided on worker performance.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Competency based job specific training records (where appropriate)
* [Performance and career planning](https://staffportal.curtin.edu.au/employment/performance-planning/)records
 |

Standard 8 Contractors, Suppliers and Partners

Objective

Contractors, suppliers and partners shall comply with all H&S Policies and Standards.

Requirements

8.1 The selection process for contractors, suppliers and partners shall incorporate a risk-based H&S evaluation that includes a review of past H&S performance, prior to contractual arrangements being established.

|  |
| --- |
| **Corporate Documents and References** |
| * [Strategic Procurement](https://staffportal.curtin.edu.au/services/procurement/guidelines-templates-and-policies-and-procedures/)
* Contractor Management System
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area contracts demonstrating risk based H&S review & evaluation
* Completed chemical, gas, plant and materials pre-purchase risk assessments
* Nanoparticle risk assessments
* Plant and equipment risk assessments
* Fieldwork risk assessments
 |

8.2 Contracts and agreements shall include specific health and safety obligations to ensure Curtin University standards are met. Consequences of non-compliance shall be stipulated in the contract conditions.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area tender requirements and/or contracts that include H&S requirements
* Fieldwork contracts
* Purchasing contracts
 |

8.3 A system shall be in place to ensure that H&S performance of contractors, suppliers and partners, and their compliance with Curtin University H&S requirements, are monitored and reported.

|  |
| --- |
| **Corporate Documents and References** |
| * [Strategic Procurement](https://staffportal.curtin.edu.au/services/procurement/guidelines-templates-and-policies-and-procedures/)
* Contractor Management System
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area tender requirements and/or contracts that include H&S requirements
* Fieldwork contracts
* Purchasing contracts
* Relevant meeting minutes
 |

8.4 Managers shall be responsible for assuring the H&S performance of contractors within their areas/ departments.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** `Incidents or hazards reported by managers in response to contractor performance
* Emails provided to PF&D or H&S regarding contractor performance
* Workplace Inspection checklist – construction sites
* Properties, Facilities & Development external audit reports
 |

Standard 9 Safe Work Procedures

Objective

Curtin University shall demonstrate effective management of health and safety risks through the development and implementation of safe work procedures.

Requirements

9.1 Safe work procedures shall be developed to ensure that, as far as practicable, all potential hazardous activities are carried out in a safe manner and all associated risks are managed.

|  |
| --- |
| **Corporate Documents and References** |
| * [Safe work procedure template](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Job Safety Analysis (JSA) form](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Plant risk assessment template](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Fieldwork Manual](https://staffportal.curtin.edu.au/learning-and-teaching/engaging-learners/wil/fieldwork-preparation/)
* [Fieldwork Policy & Procedure](https://staffportal.curtin.edu.au/learning-and-teaching/engaging-learners/wil/fieldwork-preparation/)
* [Fieldwork risk assessment system](https://staffportal.curtin.edu.au/learning-and-teaching/engaging-learners/wil/fieldwork-preparation/)
* [CHARM Guides](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* CHARM Risk Assessment Module
 |

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| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Current safe work procedures
* Current plant risk assessments
* Current fieldwork risk assessments for recurring placements
* Safe Work Method Statement provided by companies for works being completed
 |

9.2 Arrangements shall be in place to ensure all personnel are familiar with, understand and comply with, safe work procedures and equipment they need to use.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Safe work procedure acknowledgements by workers and/or students
* Local area induction records that demonstrate signoff of safe work procedures
* Records of worker/student competency training records for specific equipment
 |

9.3 Safe work procedures shall be regularly reviewed to ensure currency, applicability and effectiveness.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Document review register indicating the faculty/area documents that have been reviewed or are scheduled for review
* Safe work procedures that indicate that review has occurred in line with Curtin requirements
 |

9.4 Inspections and audits shall be conducted to assess compliance with all applicable safe work procedures.

|  |
| --- |
| **Corporate Documents and References** |
| * External audit reports based on ISO45001
* Internal Management Systems Audit (Health & Safety)
* Workplace Inspection Checklist - Construction Site
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Inspections or audits that have been undertaken to review compliance with safe work procedures (or the CHARM audit number)
* External audit reports
 |

Standard 10 Plant and Equipment

Objective

Curtin University shall ensure that new and existing plant and equipment shall be maintained, inspected and tested to assess and manage health and safety risks throughout their lifetime.

Requirements

10.1 Plant and equipment shall be used in accordance with the manufacturer’s and supplier’s instructions.

|  |
| --- |
| **Corporate Documents and References** |
| * [Electrical safety procedures](https://policies.curtin.edu.au/findapolicy/)
* [Commissioning of plant and equipment checklist](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Plant and equipment pre-purchase checklist](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Plant risk assessment form](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Plant risk assessment guideline](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Manufacturer’s operations manual
* Safe work procedures that outline the relevant sections from the operations manuals
* Worker/student competency records to operate the equipment
 |

10.2 A system shall be in place to ensure that new plant or equipment does not compromise safety standards or procedures, or introduce unacceptable risk.

|  |
| --- |
| **Corporate Documents and References** |
| * [Plant and equipment pre-purchase checklist (template)](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Plant risk assessment form (template)](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
* [Plant risk assessment guideline (template)](https://healthandsafety.curtin.edu.au/publications/HSEMbulletins.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Area risk registers
* Project risk registers
* Completed plant pre-purchase checklists
* Completed plant risk assessment forms
* Completed commissioning of plant and equipment checklists
* Reports from external 3rd parties e.g. engineering reports
 |

10.3 Systems shall be in place to ensure the ongoing integrity of plant and equipment that have the potential to affect safety.

|  |
| --- |
| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) (maintenance system for fixed infrastructure)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Area specific maintenance programs
* Testing and tagging of electrical equipment
* Equipment maintenance schedules
* Plant and equipment inspection, testing and maintenance schedules or programs
* Completion records of equipment inspection, testing and maintenance
 |

10.4 Frequency of scheduled maintenance, inspection, tests and calibration of equipment shall be determined in accordance with manufacturer’s and supplier’s instructions.

|  |
| --- |
| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) (maintenance system for fixed infrastructure)
* [Relevant Australian Standards](https://staffportal.curtin.edu.au/homepage/library/)
* [Eyewash stations and safety showers guidelines](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Manufacturer’s operations manual requirements
* Equipment maintenance schedules
* Plant and equipment inspection, testing and maintenance schedules or programs
* Completion records of equipment inspection, testing and maintenance
 |

10.5 A system shall be in place to ensure that any modifications to plant, equipment or systems are reviewed and approved by the relevant department.

|  |
| --- |
| **Corporate Documents and References** |
| * [WorkSafe WA](https://www.commerce.wa.gov.au/worksafe) - modification of plant and equipment
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Records indicating modifications required to plant or equipment, consultation with competent persons prior to the changes and relevant approvals.
* WorkSafe WA certificates of re-registration following modifications to plant or equipment
 |

10.6 The health and safety implications resulting from any modification to plant, equipment or process shall be reviewed by a competent person to ensure that the levels of risk are maintained as low as reasonably practicable.

|  |
| --- |
| **Corporate Documents and References** |
| * [WorkSafe WA](https://www.commerce.wa.gov.au/worksafe) - modification of plant and equipment
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Meeting minutes or emails to a competent person demonstrating that the modifications to the plant or equipment can be safely accomplished
* Drawings or design documents for modifications
 |

10.7 Implemented changes shall be communicated to the relevant area or department manager, where applicable.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Emails or meeting minutes that demonstrate that communication has occurred re changes to the equipment
* Meeting minutes between the area and other parties who may be affected by the changes
* Health and Safety Committee Meetings/minutes
 |

10.8 An annual maintenance plan shall be developed to ensure that routine maintenance activities are performed on plant and equipment in accordance with manufacturer’s and supplier’s instructions.

|  |
| --- |
| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) (maintenance system for fixed infrastructure)
* Relevant Australian Standards requirements
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Maintenance schedules and plans for equipment
* Records of testing and/or maintenance
 |

10.9 A method of indicating the inspection and test status of plant and equipment shall be in place to identify conformance or non-conformance to specifications – e.g.: Testing and tagging of electrical equipment.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Testing and tagging records
* Maintenance stickers for fume cupboards
* List of equipment in the area that requires tagging
 |

10.10 A system shall be in place to ensure that work requests are produced for items requiring regular preventive maintenance and scheduled inspections.

|  |
| --- |
| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) (maintenance system for fixed infrastructure)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** A list of contracts that are in place for the regular maintenance of equipment
* Records of scheduled maintenance
* Emails regarding maintenance of equipment by external parties
* Contracts for the maintenance of specific equipment
 |

10.11 The system will also provide a mechanism for generating corrective maintenance work requests for equipment faults, including equipment failures and faults that occur prior to scheduled maintenance.

|  |
| --- |
| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) Service Request system emails
* Emergency Warning Intercom System (EWIS) panel records
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Maintenance work requests and completion notices
 |

10.12 Records of maintenance information shall be kept for each work request.

|  |
| --- |
| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) Service Request system emails
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Work requests and completion notices
 |
|  |

Standard 11 Management of Change and Document Control

Objective

Planned and unplanned changes shall be evaluated and managed to ensure that exposure to health and safety risks remain as low as reasonably practicable.

Requirements

11.1 Planned and unplanned changes to operational processes, facilities, capital projects, plant, equipment, relevant legislation, standards or codes shall be managed by the H&S risk management process to identify hazards, assess risks and implement control measures to ensure risk remains as low as reasonably practicable (ALARP).

|  |
| --- |
| **Corporate Documents**  |
| * [Information Management Procedures](https://policies.curtin.edu.au/local/docs/policy/Information_Management_Procedures.pdf)
* [Information management policy](https://policies.curtin.edu.au/findapolicy/)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Project request forms
* Project Risk Registers
* Project/Pre-purchase Risk Assessments
* Relevant meeting minutes
 |

11.2 Changes and modifications shall be authorised and recorded prior to their implementation. Changes and modifications include any temporary changes and modifications.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Project documentation and authorisations
 |

11.3 Review and authorisation of proposed changes or modifications shall be by the relevant manager.

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Project documentation and authorisations
* Meeting minutes or relevant emails
 |

11.4 Relevant legislative changes shall be identified, reflected in operating practices, and communicated to relevant workers in order to ensure compliance.

|  |
| --- |
| **Corporate Documents**  |
| * University Health and Safety Committee Meeting minutes
* University Health and Safety Council Meeting Minutes
* Curtin University Council Meeting Minutes
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Health and Safety Committee Meeting Minutes
* Faculty/team meeting minutes
* Risk assessments or safe work procedures that outline legislative requirements
 |

11.5 A system shall be in place to ensure that any changes or revisions made to documents are tracked to prevent unauthorised changes.

|  |
| --- |
| **Corporate Documents**  |
| * [Information Management Procedures](https://policies.curtin.edu.au/local/docs/policy/Information_Management_Procedures.pdf)
* [Information management policy](https://policies.curtin.edu.au/findapolicy/)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area document control procedures
 |

11.6 Any superseded versions shall be removed from all points of use and latest versions of the documents shall be made available to users.

|  |
| --- |
| **Corporate Documents**  |
| * [Information Management Procedures](https://policies.curtin.edu.au/local/docs/policy/Information_Management_Procedures.pdf)
* [Information management policy](https://policies.curtin.edu.au/findapolicy/)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area document control procedures
 |

11.7 All documents shall be adequately labelled and a system shall be developed to control issue.

|  |
| --- |
| **Corporate Documents**  |
| * [Information Management Procedures](https://policies.curtin.edu.au/local/docs/policy/Information_Management_Procedures.pdf)
* [Information management policy](https://policies.curtin.edu.au/findapolicy/)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area document labelling/naming conventions
 |

Standard 12 Health and Occupational Hygiene

Objective

Curtin University shall promote a health system which ensures that workers are fit for work and not exposed to workplace hazards which may adversely affect their health.

Requirements

12.1 Occupational health and hygiene assessments, and ongoing monitoring and medical surveillance programs shall be conducted for all occupations, tasks and work environments consistent with exposure risks.

|  |
| --- |
| **Corporate Documents and References** |
| * [Health and Hygiene Management Plan](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Hearing Conservation Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Health Surveillance Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Asbestos Management Plan](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Wellness Assessment (template)](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Health and hygiene assessments and monitoring results completed in the faculty/area
* Faculty/area risk assessments
* Relevant emails or notices to workers regarding area requirements
 |

12.2 A system shall be in place to identify, assess and control health risk exposure from workplace hazards. These shall be recorded, maintained and communicated to the workforce.

|  |
| --- |
| **Corporate Documents and References** |
| * HAZMAT Database
* [Asbestos Management Plan](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Asbestos Removal Permit](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Health and Hygiene Management Plan](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Hearing Conservation Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Health Surveillance Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Reproductive Hazards and Work Guideline](https://healthandsafety.curtin.edu.au/safety_management/Policies_AZ.cfm)
* [Fieldwork Manual](https://staffportal.curtin.edu.au/learning-and-teaching/engaging-learners/wil/fieldwork-preparation/)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Health and hygiene assessments and monitoring results completed in the faculty/area
* Faculty/area risk assessments
* Relevant meeting minutes
 |

12.3 Systems are in place for the injury management and rehabilitation of workers following work related injury or illness.

|  |
| --- |
| **Corporate Documents**  |
| * [Worker’s Compensation, Injury Management and Disability Policy](https://policies.curtin.edu.au/findapolicy/)
* [People Wellness](https://policies.curtin.edu.au/findapolicy/) (Injury Management and Worker’s Compensation) Procedures
* [Ergonomic Assessment Request](https://staffportal.curtin.edu.au/)
* [Working from home guides](https://staffportal.curtin.edu.au/)
* [Vulnerable Worker’s Risk Assessment (COVID-19)](https://staffportal.curtin.edu.au/)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** Return to work programs for workers (de-identified) within the faculty/area
 |

12.4 Where appropriate, workers shall undergo assessment to ensure their fitness for work. Medical records shall be kept confidential.

|  |
| --- |
| **Corporate Documents and References** |
| * [Information Management Procedures](https://policies.curtin.edu.au/findapolicy/)
* [Information management policy](https://policies.curtin.edu.au/findapolicy/)

Return to work template |

12.5 The health and well-being of the workforce shall be promoted through programs and access to health information.

|  |
| --- |
| **Area Specific Documents and References** |
| Examples may include:* Faculty/team meeting minutes
* Training records of attendance at health related education opportunities
 |

12.6 First aid kits and first aid personnel shall be available to provide reasonable access to first aid for all workers.

|  |
| --- |
| **Area Specific Documents and References** |
| Examples may include:* List of first aiders for the area
* Copy of building evacuation map with first aid kit locations marked
* Copy of posters showing HSR’s, Wardens and 1st Aiders
 |

12.7 Designated personnel shall be responsible for ensuring that first aid kits are maintained at all times.

|  |
| --- |
| **Corporate Documents and References** |
| **Examples may include:*** [First aid identification tool](https://healthandsafety.curtin.edu.au/emergency_management/firstaid.cfm)
* [First aid guidelines](https://healthandsafety.curtin.edu.au/emergency_management/firstaid.cfm)
* [First aid kit record](https://healthandsafety.curtin.edu.au/emergency_management/firstaid.cfm)
* [First id risk assessment guidelines](https://healthandsafety.curtin.edu.au/emergency_management/firstaid.cfm)
* [First aid risk assessment (template)](https://healthandsafety.curtin.edu.au/emergency_management/firstaid.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| Examples may include:* First aider list for the area
* Copies of invoice/orders for 1st aid equipment and kits
 |

Standard 13 Emergency Response

Objective

Procedure and resources shall be available to effectively respond to emergency and critical incidents.

Requirements

13.1 Capability and resources required shall be identified and provided to effectively respond to emergency events and to manage critical incidents.

|  |
| --- |
| **Corporate Documents and References** |
| * [Emergency Management Plan](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Curtin University Pandemic Plan](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Incident Response Team](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Curtin Emergency Planning Committee](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
 |

|  |
| --- |
| **Area Specific Documents and References** |
| **Examples may include:*** List of wardens and first aiders for the area
* Posters showing wardens, first aiders and HSR’s
* Training records for wardens, first aiders and HSR’s
* Area specific emergency plans (if required)
* Records of emergency drills
 |

13.2 Systems for emergency preparedness and response plans shall be developed and communicated.

|  |
| --- |
| **Corporate Documents and References** |
| * [Emergency Response Guidelines](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Emergency Response Handbook](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Emergency Evacuation Guidelines](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Evacuation Guidelines for People with Disabilities](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
* [Curtin’s Emergency Management Plan](http://healthandsafety.curtin.edu.au/emergency_management/index.cfm)
* [Pandemic Plan](http://healthandsafety.curtin.edu.au/emergency_management/index.cfm)
* Emergency Response by Tenants Guide
* [Personal Emergency Evacuation Plan (PEEP) Template](https://healthandsafety.curtin.edu.au/emergency_management/governance.cfm)
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Area specific emergency plans (if required)
* Area specific emergency exercise records and attendees
* Faculty/team meeting minutes
* Personal Emergency Evacuation Plan (PEEP) (de-identified)
 |

13.3 Emergency response plans shall include assigned roles and responsibilities and training shall be carried out to ensure personnel are able to perform these roles and responsibilities.

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| **Corporate Documents and References** |
| * [Chief Warden & EWIS Training](https://staffportal.curtin.edu.au/)
* [Warden/ Fire Awareness/First Extinguisher Training](https://staffportal.curtin.edu.au/)
* [First Aid Training](https://staffportal.curtin.edu.au/)
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| **Area Specific Documents and References** |
| **Examples may include:*** Area specific emergency plans (if required)
* Area specific emergency exercise records and attendees
* Faculty/team meeting minutes
* First aid scenario attendee records
* Chief Warden & EWIS Training records
* Warden/ Fire Awareness/First Extinguisher Training records
* First Aid Training records
 |

13.4 Appropriate emergency response equipment shall be identified, maintained, tested and available.

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| **Corporate Documents and References** |
| * [Properties, Facilities & Development](https://properties.curtin.edu.au/) (maintenance system for fixed infrastructure)
 |
| **Area Specific Documents and References** |
| **Examples may include:*** Copies of evacuation map showing locations of emergency equipment
 |

13.5 Emergency response drills and exercises shall be scheduled and conducted on a regular basis to assess efficiency and identify areas for improvement.

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| **Corporate Documents and References** |
| * Copies of records of emergency drills conducted and attendee records in CHARM
 |

13.6 Lessons from emergency response drills, exercises and incidents are documented and incorporated into revisions of plans and resources.

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| **Corporate Documents and References** |
| * Copies of records of emergency drills conducted and attendee records in CHARM
 |

13.7 Processes shall exist to escalate a site emergency to a critical incident, as required.

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| **Corporate Documents and References** |
| * [Critical Incident Management](https://riskandassurance.curtin.edu.au/crit_inc_magmt/index.cfm)
* [Incident Alert Matrix](https://riskandassurance.curtin.edu.au/local/docs/docs_forms/Incident_Alert_Matrix_October_2017_V1.pdf)
* [Critical Incident Management Team Structure](https://riskandassurance.curtin.edu.au/local/docs/docs_forms/CIMT_Org_Structure_2020.pdf)
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Site specific emergency procedures indicating when escalation is to occur
 |

Principle 4 Performance Evaluation and Monitoring

Standard 14 Performance Evaluation and Monitoring

Objective

H&S performance and systems shall be evaluated and monitored to identify trends and measure progress.

Requirements

14.1 H&S performance shall be regularly measured, monitored, recorded and analysed with results reported to senior management through a consistent and documented reporting process.

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| **Corporate Documents and References** |
| * External audit reports based on ISO45001
* Internal Management Systems Audit (Health & Safety)
* University Council Progress Report
* University Council Health and Safety Committee Performance Report and Dashboard
* University Health and Safety Committee Report
* [Curtin University Compliance Officers](https://policies.curtin.edu.au/legislation/externallegislation.cfm)
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Due Diligence Plan
* Workplace Inspection reports
* Incident & hazard Reports for the area
* Faculty/area Health and Safety Committee Meeting Minutes
* Faculty/are team meeting minutes
 |

14.2 Reporting systems shall be developed and implemented to ensure that relevant, reliable and timely information is available to personnel who have the responsibility to act on such information and as required by legislation.

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| **Area Specific Documents and References** |
| **Examples may include:*** Faculty/area executive/H&S meeting minutes
* Health & Safety performance reports
* CHARM
 |

14.3 Key Performance Indicators shall be defined and utilised to assess performance and set H&S objectives for the area/department.

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| **Corporate Documents and References** |
| * [Curtin University Strategic Plan 2017-2022](https://strategicplan.curtin.edu.au/)
* [Council Scorecard](https://planning.curtin.edu.au/local/docs/restricted/CouncilScorecardAugust2018.pdf)
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| **Area Specific Documents and References** |
| **Examples may include:*** Completed H&S objectives and targets for the faculty/area
* Faculty/area reports that demonstrate that the area meets the University KPI’s
 |

Principle 5 Review and Audit

Standard 15 Reviews, Audits and Continuous Improvement

Objective

H&S audit results and compliance to these Standards and supporting H&S systems shall be regularly reviewed to assess compliance and drive continuous improvement in H&S management.

Requirements

* 1. A system shall be in place to ensure that H&S management system reviews and audits are conducted in order to assess compliance with Curtin University health and safety objectives and targets.

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| **Corporate Documents and References** |
| * ISO 45001 audit report
* Compliance Update conducted 2 x per year
 |

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| **Area Specific Documents and References** |
| **Examples may include:*** Copies of external reviews/audit reports
* Compliance reports
* Safety Walkthrough records
* Due diligence reports
 |

* 1. Outcomes and actions emerging from audits shall be documented and made available to relevant management and personnel.

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| **Area Specific Documents and References** |
| **Examples may include:*** Corrective actions reports from internal or external review/audits/assessments
* Relevant meeting minutes
* Safety Walkthrough records
 |

* 1. A system shall be in place to ensure actions resulting from reviews and audits are implemented and assessed for effectiveness.

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| **Area Specific Documents and References** |
| **Examples may include:*** CHARM audit numbers where reviews have occurred
* Relevant meeting minutes
 |

* 1. The assessment process shall periodically be reviewed for effectiveness and findings used to promote continuous improvement.

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| **Area Specific Documents and References** |
| **Examples may include:*** Meeting minutes or reports that demonstrate review of the process
* Emails provided to H & S with suggestions for improvements to the system
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| ENDORSEMENT |
| **Endorsed by** | **Name and Position** |
| **Date of Next Review** |  |

| REVISION HISTORY |
| --- |
| Revision # | Date | Amendment Description |
| **1** | **01/01/2019** | **New document**  |
| **2** | **14/2/2022** | **Updates to document to align with ISO45001 and pending Work Health & Safety Act 2020** |
| **3** | **8/4/2022** | **Minor administrative updates to terminology** |