

# Health, Safety and Wellbeing Forms

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## Health and Safety Management

### Forms.

- [Quarterly Summary Health and Safety Report \(for Schools and Directorates\) \(docx, 234kb\)](#) (DOCX 159.1kb)
- [Schedule of Health and Safety Management Activities](#) (PDF 276.6kb)
- [Summary Table of Health and Safety Planning, Meeting and Reporting Activities \(for Portfolios\) \(xlsx\)](#) (XLSX 23.1kb)

## Employee Representation and Consultation

### Forms.

- [Issue Resolution Flowchart \(pdf, 102kb\)](#) (PDF 839.6kb)

## Hazards Management

### Hazard Identification, Risk Assessment and Control (HIRAC)

- [Hazard/Near Miss Report](#)

### Forms.

- [HIRAC for Children in University Locations/Activities](#) (PDF 221.0kb)
- [HIRAC for Manual Handling Tasks](#) (PDF 259.1kb)
- [HIRAC for Prevention of Workplace Bullying](#) (PDF 210.9kb)

- [HIRAC Report](#) (DOCX 154.0kb)
- [New Plant or Chemical Checklist](#) (PDF 242.0kb)
- [Register for Testing and Tagging of Portable Electrical Equipment \(xlsx, 14kb\)](#) (XLSX 28.0kb)

## Student Excursions

### Forms.

- [Application for Non-Student/Non-Staff Member to Attend an Excursion](#) (PDF 228.0kb)
- [Application to Conduct an Excursion](#) (PDF 214.7kb)
- [List of Excursion Participants](#) (PDF 193.9kb)
- [Request to Use Own Transport to Excursion](#) (DOCX 141.9kb)
- [Student Excursion Health Report and Consent Form Over 18 Years](#) (PDF 238.2kb)
- [Student Excursion Health Report and Consent Form Under 18 Years](#) (PDF 255.1kb)

## OHS Management of Contractors and Trades Personnel

### Forms.

- [Excavation Permit](#) (PDF 200.0kb)
- [HIRAC for Work at Height in University Locations/Activities](#) (PDF 219.6kb)
- [Hot Work Permit](#) (DOCX 164.3kb)
- [Lock and Tag Register](#) (PDF 129.4kb)
- [Safe Work Method Statement for Contractors](#) (DOCX 180.4kb)
- [Safe Work Method Statement for Staff and Students](#) (DOCX 180.2kb)
- [Work at Height Permit](#) (DOCX 167.6kb)

## Incident and Emergency Management

- [Hazard/Near Miss Report](#)
- [Injury Report](#)

### Forms.

- [Bomb Threat Checklist](#) (PDF 178.1kb)
- [Evacuation Report](#) (PDF 178.5kb)
- [First Aid Order Form](#) (PDF 199.1kb)
- [First Aid Report](#) (PDF 195.3kb)
- [Local Emergency Instructions Template](#) (DOCX 48.3kb)
- [University First Aider Nomination Form](#) (PDF 144.7kb)

# Glossary