Health and Safety Operations Manual

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Purpose

This manual:

- outlines the management systems put in place to provide a safe and healthy environment for all members of the University community;
- assigns responsibilities for the implementation of the University's health and safety management systems; and
- mandates operational activities and assigns responsibilities to support compliance with relevant health and safety legislation and the implementation of the Corporate Governance Policy.

Legislative and Regulatory Context

- CFA Act 1958 (Vic)
- Compliance code: First aid in the workplace (Edition 1, November 2021) (WorkSafe Victoria)
- Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)
- Dangerous Goods (Transport by Road or Rail) Regulations 2018 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Drugs, Poisons and Controlled Substances Act 1981 (Vic)
- Emergency Management Act 1986 (Vic)
- Federation University Australia Act 2010 (Vic)
- Liquor Control Reform Act 1998 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Prevention of falls in general construction, WorkSafe Victoria compliance code, December 2019
- Tobacco Act 1987 (Vic)
- Transport Act 1983 (Vic)

Definitions

Term	Definition
After-Hours Work/Study	Activities related to work or studies undertaken by Federation University staff or students on University premises on weekends, public holidays and – on weekdays – outside the hours of 8.00am to 6.30pm. It does not include timetabled classes; access to 24-hour computer laboratories or to libraries; study in student residences; activities of contractors, commercial tenants or customers; construction work on designated building sites; social or sporting events held after-hours on campus; or any activity taking place off-campus (work/study-related functions, excursions, work placements or field work).
Alcohol	Any drink that contains ethanol, such as beer, wine, whisky, etc.
As far as reasonably practicable (for risk control)	Means practicable having regard to: • the severity of the hazard or risk in question; • the state of knowledge about that hazard or risk and any ways of removing or mitigating that risk; • the availability and suitability of ways to remove or mitigate that hazard or risk; and • the cost removing or mitigating the hazard or risk.
Authorised/authorisation	Staff and students who engage in After Hours Work/Study must be authorised by their Supervisor/Manager (i.e. the procedure seeks to avoid situations where After-Hours Work/Study takes place without the knowledge and approval of the relevant Supervisor/Manager). For Senior Staff, Teachers, Lecturers and administrative staff at or above HEW5 level conducting Very Low and Low Risk After-Hours Work, this authorisation is automatically granted owing to their seniority. In other cases, authorisation to conduct After-Hours Work/Study can take many forms depending on circumstances (e.g. level of risk) and should be specified by individual

	Institutes/Colleges/Directorates/Centres in the documented local process they enact to meet the provisions of this manual.
Authorised Work at Height Supervisor	(For University staff and contractors employed in building and construction trades) A person who has been assessed by a Coordinator or Manager of Federation University's Property and Infrastructure to have the competencies and authority to review and approve Work at Height Permits under this manual. (For other University staff and students) An employee of the University who has been assessed by a Coordinator or Manager of Federation University's Health, Safety and Wellbeing Department to have the competencies and authority to review and approve Work at Height Permits under this manual.
Available	Means that a person is able to: • detect effectively and promptly (e.g. by by visual, electronic or other means) that a person engaging in After-Hours Work/Study needs assistance; and • proceed to the scene of the incident and provide direct and prompt assistance.
Campus	The areas known as Mt Helen, Gippsland, SMB, Camp Street, Ararat, Horsham and Stawell campuses of the University and all land, buildings and roads situated on those campuses.
Chemical	Any chemical in any physical form (liquid, solid, powder, gas, mixtures, etc.) other than cooking ingredients used in food preparation, first-aid products and pharmaceuticals used under qualified supervision. It includes compressed gases, solvents, radioactive chemicals, pesticides, laboratory chemicals, and cleaning chemicals.
Designated Smoking Area	An outside area located on a University premises designated as a smoking area by and at the discretion of the University's Executive Director, Transformation, Assets and Commercial which must not be within ten (10) metres of University buildings or outdoor eating and drinking areas. Refer to Associated Documents for maps of designated smoking areas.
Designated Work Group (DWG)	A group of employees constituted in accordance with the Occupational Health and Safety Act 2004 (Vic).
Drug	Includes any illicit drug (as defined), any prescription-only medicine, and any over-the-counter medicine.
Drug paraphernalia	Any substance, material, document or equipment associated with the use (as defined) of an illicit drug, such as cannabis water pipes, bongs and hookahs, ice pipes, precursor chemical and apparatus, cocaine kits, etc.
EAP	The services available under the University's Employee Assistance Program.
Electrical equipment	Low voltage single-phase and polyphase electrical equipment, connected to the electrical supply by a flexible cord or connecting device. Typical examples include extension cords and power boards, portable electrical

	tools, office equipment, electrical kitchen appliances, battery chargers, etc. Refer to AS 3760 for more complete information
Emergency	Any sudden danger that requires an immediate response to prevent severe injury, illness, damage or distress. Examples may include: • uncontrolled fires; • life threatening injuries and illnesses, and the threat of such injuries and illnesses; • serious spillages or releases of dangerous chemicals.
Emergency Control Personnel	Any employee of the University who has been appointed under the Incident and Emergency Management Framework or under the local adaptations of this framework to the function of Campus Warden, Area Warden or their Deputies. Refer to the Wardens and Designated Assembly Points record. During emergencies, evacuations and practice drills, the Campus Warden and Deputy Campus Warden wear white helmets; the Area Wardens and Deputy Area Wardens wear yellow helmets or vests.
Employer Representative	A member of the management of the University who has been nominated as an Employer Representative in accordance with section 73 of the Occupational Health and Safety Act 2004 (Vic) and regulation 23 of the OHS Regulations 2017 (Vic). For the purpose of resolving health and safety issues, Executive Deans/ Directors/Heads of Campus (or Safety Officers where appointed) are the nominated Management Representatives. If the Executive Dean/Director/ Head of Campus or Safety Officer cannot be contacted within a reasonable time, the relevant Deputy Vice-Chancellor, Pro Vice-Chancellor, Chief Learner Experience Officer, Chief Financial Officer or Chief Operating Officer will be deemed to be the Management Representative for the resolution of that issue.
Equipment	All portable tools, appliances and implements other than plant that use at least one source of energy other than human force. This includes household and office electrical/gas appliances, laboratory instruments, portable powered tools, welding gear, passenger vehicles, etc.
Fall hazard	The potential for a person to fall more than two metres. Such a fall may occur from a height greater than two metres, but also down a pit or shaft deeper than two metres.
Hazard	The potential to cause harm to a person or to the natural environment.
Hazards management	The structured process of hazard identification, risk assessment and control (HIRAC) aimed at providing a safe and healthy environment for all members of the University community whilst on University premises or whilst engaged in University activities.
Health and safety functions	Functions assigned to specific employees under the Health and Safety Operations Manual of the University.

	The functions of Emergency Control Personnel (Area and Campus Wardens and their deputies), Health and Safety Representatives, University First Aiders, and members of Health and Safety Teams are included. The health and safety responsibilities of Supervisors and Managers are not included in this definition.
Health and safety issue	Any condition or event associated with the work of University employees that is, or is perceived to be, hazardous.
Health and Safety Representative (HSR)	An employee of the University who has been elected to the position of Representative in accordance with the Occupational Health and Safety Act 2004 (Vic).
Illicit drug	Any quantity of a substance or plant classified as a drug of dependence under the Drugs, Poisons and Controlled Substances Act 1981 (Vic) and used (as defined) without a valid prescription. This term also includes a deleterious or volatile substance held without valid explanation.
Impaired behaviour	(In the context of this Manual only) Any alteration of the usual behaviour of a person on University premises or in University activities that creates concerns regarding safety, health, security, work/study performance, disruption, etc. Typical impairments relevant to this procedure include drowsiness, slurred speech, difficulty concentrating, poor motor control, aggressive speech or behaviour, irregular work patterns, absenteeism, etc.
Incident	Any unplanned event that causes (or has the potential to cause) an injury or illness to any person and/or damage to equipment, buildings, plant or the natural environment. Incidents range from minor incidents to serious incidents, emergencies and critical incidents.
Injury or illness	Any physical or mental harm incurred by any person whilst present on University premises or engaged in University activities. It includes the recurrence or aggravation of any pre-existing injury or illness, and any illness that becomes apparent on University grounds, even if unrelated to the University.
New	Used to describe plant or chemicals that have not been previously introduced within the University under the proposed conditions. It covers plant and chemicals that have never been introduced on site or have been introduced, but for different purposes, in different quantities, in different areas, etc
Participant	Any person who takes part in an excursion, other than the Staff Member(s) in Charge and volunteers, self-employed people or employees of other organisations who may coordinate activities during part of an excursion because of their skills, expertise, knowledge, etc. Examples of people who are not considered to be participants include: guides in an art gallery, park rangers accompanying students during field activities, bus drivers taking students and staff on an excursion, farmers allowing students on their property, etc. Participants are primarily students, but can include staff members and others (see Note 4 under 1.E.1. under “Student Excursions”).
Plant	All machinery, fixed appliances and services. This includes workshop machinery, farming machinery, processing machinery, conveyors, pumps,

	engines and motors, industrial vehicles, cranes, hoists, lifts and forklifts, presses, fixed pipe work, electrical installations and cabling, etc. It also includes fixed or portable specialised workshop/laboratory tools and equipment that have external or integrated energy sources (e.g. explosive-powered tools, equipment with sources of ionising or non-ionising electromagnetic radiation, compressed gases, capacitors, high-capacity batteries, etc.). It does not include road-registered vehicles, household consumer goods (e.g. kitchen refrigerators or microwave ovens), common hand-held tools (drills, sanders, angle grinders, etc.), portable items (mobile phones, hand-held instruments, etc.), and general office furniture and equipment (e.g. desktop computers, printers), except where these items contain or generate a chemical.
Present	Means that a person is: • in the immediate vicinity or another person engaging in After-hours Work/Study; • able to readily see and hear that person; and • able to provide immediate assistance.
Risk	A combination of the likelihood and severity of harm arising from a hazard.
Risk assessment	The process of evaluating the likelihood and severity of harm arising from a hazard.
Risk control	The process of implementing measures to reduce, as far as reasonably practicable, the risk associated with a hazard. The control process must follow the risk control hierarchy, in order, as prescribed in health and safety legislation. It is important that control measures do not introduce new hazards, and that the ongoing effectiveness of the controls is monitored.
Risk control hierarchy	Ranks risk control measures in decreasing order of effectiveness: • elimination of hazard; • substitution of hazardous processes or materials with safer ones; • engineering controls; • administrative controls; and • personal protective equipment. The risk control measures implemented for the hazards identified should always aim to be as high on the list as practicable.
Senior Manager	Vice-Chancellor, Deputy Vice-Chancellors, Associate Deputy Vice-Chancellors, Chief Operating Officer, Chief Financial Officer, Chief Financial Officer, Chief Learner Experience Officer, Executive Deans, Executive Directors, Directors and Registrar. (Note: irrespective of their titles, managers who report directly to a DVC/ADVC/COO/CFO/CLXO are treated throughout this Operations Manual as “Directors” and are therefore included in this definition.)
Serious incident	An incident that results in:

	• the death of any person; or
	• a person requiring medical treatment within 48 hours of being exposed to a substance; or
	• a person requiring immediate hospital treatment as an in-patient in a hospital; or
	• a person requiring immediate medical treatment for:
	  • amputation;
	  • serious head injury;
	  • serious eye injury;
	  • separation of skin from underlying tissue (for example degloving or scalping);
	  • electric shock;
	  • spinal injury;
	  • loss of bodily function; or
	  • serious laceration.
	
	It also includes dangerous occurrences that seriously endanger the lives or the health and safety of people in the immediate vicinity. Such dangerous occurrences include:
	• collapse, overturning, failure or malfunction of, or damage to, items of plant such as cranes, scaffolds, boilers, etc.;
	• collapse or failure of n excavation or the shoring support of an excavation;
	• collapse of a building or structure;
	• implosion, explosion or fire;
	• escape, spillage or leakage of substances.

Smoking	The inhalation of smoke or vapour from tobacco, herbs, drugs or other substance by means of cigarettes, pipes, cigars, e-cigarettes, vaporisers (“vapes”) or any other implement or product. This term does not cover traditional smoking ceremonies held on University premises or in University activities
Staff Member in Charge	The Federation University Australia member of staff who plans, organises, conducts, supervises or manages a student excursion. There can be several Staff Members in Charge for an excursion.
Student excursion ('excursion')	A trip away from a campus of the University conducted for a group of students for purposes related to achieving the learning outcomes of the unit/course. An "overnight excursion" is one that starts on a given day and finishes on the following day or later.
Supervisor/Manager	Any employee of the University – irrespective of their position title – who: • plans, organises or supervises University activities; or • designs or organises the design of new/refurbished facilitates for the University. The terms "Supervisor" and "Manager" include Senior Managers.

University activity	Any program, course, unit, research, service, operation, project, function or event conducted by or for Federation University Australia, whether on University premises or not.
University community	All persons who have an association with Federation University Australia, including staff, members of Council and committees, students, tenants, visitors, contractors, consultants, volunteers and people representing the University off-campus.
University premises	Any land or buildings owned, leased, licensed or otherwise occupied by the University for teaching or research purposes or as accommodation facilities, or otherwise used or occupied by University staff, contractors, affiliates or students, together with all campuses of the University. It includes any public area located within University premises and can include a public area adjacent to University premises if relevant to a section of this manual. For the smoke and vape free environment section of this manual, stand-alone buildings that are entirely occupied by commercial tenants and are physically separated from a University campus are excluded from this definition.
Use/used	In relation to drugs and drug paraphernalia, refers to any aspect of the cultivation, manufacture, possession, storage, supply, sale, purchase or actual use of an illicit drug.
Work at height	Any task that an employee, contractor or student undertakes in the context of occupational, educational, research, commercial, or other University-endorsed activities, whatever the location, where a fall hazard has been identified. Sporting activities and theatrical performances are not included within the scope of the Work at Height section of this Operations Manual. However: • whilst the sporting activities and theatrical performances themselves are not included, all work at height associated with setting up, maintaining, and dismantling sporting equipment, theatrical props, lighting, etc., is included; and • the general requirement for HIRAC reviews as described in the Hazard Identification, Risk Assessment and Control (HIRAC) Framework still applies if any hazard, such as a fall hazard, is present in the sporting or theatrical performance.
Working in isolation	Mean working alone in conditions where no other person is able to: • detect effectively and promptly (e.g. by visual, electronic or other means) that the worker needs assistance; and • proceed to the scene of the incident and provide direct and prompt assistance.
Workplace change	A change that may affect the health or safety of University employees, and that relates to: • a workplace under the management and control of the University; • the plant, chemicals or other things used at such a workplace; or • the conduct of the work performed at such a workplace.

	This includes changes that could foreseeably affect the psychological health and wellbeing of staff.
Work-related driving	The act of driving any vehicle on public roads in the context of University activities. It does not include commuting between a private residence and work, but includes travelling between campuses.

Health and Safety Management

Health and Safety Management Framework

1. Managing health and safety at Federation University

The University is committed to provide and maintain, as far as is reasonably practicable, an environment that is without risks to the health and safety of members of the University community.

The University fulfils this commitment through the development, implementation and monitoring of comprehensive health and safety management systems. The main elements of these management systems are:

- the responsibility of Senior Managers for all health and safety aspects of the operations they manage, and their accountability for health and safety performance;
- annual health and safety performance targets set by Senior Managers and reflecting a commitment to continuous improvement;
- an annual cycle of health and safety planning and reporting that is integrated in the operating planning process of Institutes/Directorates/Colleges/Centres; and
- a systematic and thorough process of identification, assessment and control of health and safety risks integrated in the planning and conduct of all University Activities, with legal requirements only considered as minimum requirements.

The management of health and safety is conducted in consultation with staff and other relevant members of the University Community. This consultative process typically takes place as part of the activities of the various Health and Safety Teams, as defined above.

	Activity	**Responsibility**	**Steps**
A.	Setting goals in relation to health and safety performance	Senior Managers	1. Set health and safety goals for your Institute/Directorate/ College/Centre subject to the consultative arrangements described above and taking into account: a. legal requirements; b. the risk profile of the University; c. the University's commitment to continuous improvement in health and safety performance; and

			d. corporate health and safety performance targets.
B.	Being accountable for safety performance	All members of the University Community	1. Be accountable for those elements of health and safety you control. 2. Do not place your own health or safety at risk and do not create risks for others. 3. Comply with University requirements regarding health and safety.
		Senior Managers	1. Effectively implement the university's health and safety management systems through Annual OHS Plans. 2. Ensure you and your staff possess or acquire the necessary knowledge and skills for the successful development and implementation of the Annual OHS Plans. 3. Actively support the Health and Safety Implementation Team(s) in their efforts to coordinate the implementation of the Annual OHS Plans and other health and safety risk control measures. 4. Allocate appropriate resources to achieve the aims of this procedure and, in particular, to implement health and safety risk control measures. 5. Measure health and safety performance against targets set under Action A.1 of this procedure.
C.	Reporting and Evaluation	Executive Deans/Directors	1. Submit Quarterly Summary Health and Safety Reports to the Chair of the relevant Portfolio Health and Safety Coordinating Team and send a copy to the Head – Health, Safety and Wellbeing. 2. Conduct annual self-evaluations of their operational health and safety

			plans in consultation with the relevant Health and Safety Implementation Team(s). Report their findings in writing to the Chair of the relevant Portfolio Health and Safety Coordinating Team and send a copy to the Head – Health, Safety and Wellbeing.
		Deputy Vice-Chancellors/Chief Operating Officer	1. Review the performance of their Institutes/Directorates/ Colleges/Centres against targets set under Action A.1 of this procedure as part of the performance review and development planning processes of the University.
D.	Taking action to improve health and safety performance	Senior Managers	1. Implement actions required for health and safety improvements, as identified in the evaluation processes described above. Typically, improvement measures are integrated into the OHS management systems described above (particularly in the planning process) to create a cycle of continuous improvement.

2. Employee representation

All employees of the University have a right to effective representation on the health and safety aspects of their work. The University not only recognises that right, but promotes effective representation as an integral part of its commitment to health and safety. The University will:

1. make time available for elected Representatives to:
   - attend health and safety training sessions (see Health and Safety Representatives section below);
   - prepare for and attend Health and Safety Team meetings;
   - consult with the employees they represent and other Representatives if necessary;
   - inspect the workplaces of the employees they represent;
   - participate in accident investigations and the follow-up of corrective actions; and
   - accompany WorkSafe Inspectors who visit their Designated Work Group.
2. put in place health and safety consultative structures (Health and Safety Teams);
3. develop and implement a process for the resolution of health and safety issues;
4. develop and implement a process for consultation with the Representatives of employees whose health or safety may be affected by proposed workplace changes;
5. ensure that appropriate allowances are made in the budgets of Institutes/Directorates/Colleges/Centres for expenses related to the resolution of Health and Safety Issues and to the activities of the Health and Safety Implementation Teams; and

6. monitor, in consultation with Representatives, the suitability and effectiveness of Designated Work Groups, and make changes as required.

3. Health and Safety Teams

To support its approach to the provision of a safe working and learning environment, the University has three levels of teams to address health and safety issues. These are:

- University Health and Safety Policy Committee;
- Health and Safety Coordinating Teams; and
- Health and Safety Implementation Teams.

University Health and Safety Policy Committee (UHSPC)

Terms of Reference

Reporting to the Vice-Chancellor (VC), the UHSPC is the health and safety committee required under section 72 of the *Occupational Health and Safety Act 2004 (Vic)*. The UHSPC considers and makes recommendations for compliance and improvement on University-wide health and safety matters relating to:

- the performance of portfolios against the requirements of the University's health and safety management system;
- the prevention of injuries and illnesses among members of the University community;
- employee consultation regarding health and safety issues and workplace change;
- the management of incidents and emergencies arising in the context of University activities;
- the rehabilitation and compensation of injured university employees;
- legislative compliance, auditing programs and monitoring the implementation of actions incorporated in Annual OHS Plans; and
- the performance of the University in relation to health and safety.

Membership

The UHSPC is chaired by a Senior Manager nominated by the Vice-Chancellor, and comprises Management Representatives and Health and Safety Representatives (HSRs) who represent the portfolios of the University. At least half the voting members of the UHSPC must be HSRs. The UHSPC also seeks input from invited representatives of the student body and the University's specialist health and safety staff.

Role	Member(s)
Chair	A Senior Manager nominated by the VC
Members (voting)	Each portfolio is represented by one Senior Manager and one HSR
Executive Officer (non-voting)	Head - Health, Safety and Wellbeing
Invited Representatives (non-voting)	Higher Education and TAFE student representatives; and representatives from Property and Infrastructure and from the Health, Safety and Wellbeing Department

Note: Non-voting participants do not have full member status for the purpose of complying with Clause 72(2) of the OHS Act 2004 (Vic). A vote, conducted only when a consensus cannot be reached, only involves the Members present. If the votes are tied, the Chair holds a casting vote.

Meetings

The UHSPC must meet at least once every three months to comply with statutory requirements and to coincide with the planning and reporting cycle of the University's health and safety management system. In addition, extraordinary meetings must be held at any time if at least half of the voting members require it.

The Health, Safety and Wellbeing department provides administrative support to the UHSPC. UHSPC recommendations are made directly to the VC.

The quorum for UHSPC meetings is achieved when half or more of the voting members attend.

Meetings of the UHSPC must be minuted with a copy published on the University website.

Health and Safety Coordinating Teams (HSCTs)

Terms of Reference

Reporting to the UHSPC, the HSCTs coordinate health and safety compliance and improvements across portfolios or campuses. Campus-based HSCTs only exist where local management and staff have agreed they are necessary.

Portfolio-based HSCTs:

- monitor that Institutes/Directorates/Colleges/Centres are implementing all relevant elements of the health and safety management systems in compliance with the planning and reporting cycle;
- monitor the implementation of actions incorporated in the Health and Safety Plans of the Institutes/Directorates/Colleges/Centres;
- coordinate the provision of assistance and support to Institutes/Directorates/Colleges/Centres regarding health and safety improvements;
- share information arising from one Institutes/Directorate/College/Centre that is relevant to others and act as a consultative forum; and
- make submissions to the UHSPC for amendments or additions to the University's health and safety management systems, for University-wide initiatives, etc.

Campus-based HSCTs:

- monitor the health and safety conditions on campus that are not under the control of any one Institute/Directorate/College/Centre or that affect more than one Institute/Directorate/College/Centre;
- contribute to the provision of assistance and support to Institutes/Directorates/Colleges/Centres regarding health and safety improvements;
- share health and safety information that is relevant to Institutes/Directorates/Colleges/Centres that operate on the campus (e.g. hazards and incidents); and
- make submissions to the UHSPC for amendments or additions to the University's health and safety management systems, for University-wide initiatives, etc.

Membership

Role	Member(s)
Chair	DVC/Chief Operating Officer or nominee (portfolio-based HSCTs) Head of Campus or nominee (campus-based HSCTs)
Members	Executive Deans/Directors/Safety Officers and HSRs
Administration Support	Portfolio/campus administrative staff member

Note: Members of the Health, Safety and Wellbeing Department may attend any HSCT meeting as observers/ advisers, and they should therefore be on the circulation list of all HSITs.

Meetings

The HSCTs must meet towards the end of every calendar quarter to coincide with the health and safety planning and reporting cycle.

The quorum for HSCT meetings is achieved when half or more of members attend. Written notes of HSCT meetings must be taken and circulated to all members, with a copy sent to the Health, Safety and Wellbeing Department.

Institute/Directorate/College/Centre Health and Safety Implementation Teams (HSITs)

Terms of Reference

The HSITs usually operate at the level of Institutes/Directorates/Colleges/Centres. They report to the relevant portfolio-based HSCT. The role of the HSIT is to coordinate the compliance of the Institute/Directorate/College/ Centre with University health and safety requirements and to coordinate health and safety improvements.

HSITs

- coordinate the practical implementation of the Annual OHS Plans;
- monitor compliance with all aspects of health and safety legislation and this Operations Manual;
- focus on the practical identification of hazards, and the elimination/reduction of risks in Institute/Directorate/ College/Centre activities by conducting HIRAC reviews, monitoring the implementation of corrective actions after incidents, planning for local incidents and emergencies, etc.; and
- make submissions to the relevant Portfolio Health and Safety Coordinating Team.

Membership

Each HSIT is chaired by the Executive Dean/Director or nominee. The membership of the HSIT consists of the relevant management representatives, the local HSRs, and other employee representatives.

Role	Member(s)
Chair	Executive Dean/Director or nominee
Members	Relevant management representatives, local HSRs, other employee representatives
Administration Support	Institute/Directorate/College/Centre administration support

Meetings

The HSITs typically meet at least once per quarter about a fortnight before the HSCTs.

The quorum for HSIT meetings is achieved when half or more of members attend. Written notes of HSIT meetings must be taken and circulated to all members, with a copy sent to the Health, Safety and Wellbeing Department.

Members of the Health, Safety and Wellbeing Department may attend any HSIT meeting as observers/advisers.

4. Hazards Management

Hazards Management forms an essential element of the University's health and safety program. Therefore, all Supervisors and Managers must integrate the management of hazards associated with the areas and activities under their control within their day-to-day responsibilities.

The University will:

1. develop, publish, and maintain processes for the identification of hazards, and the assessment and control of risks for existing, new and proposed elements of the work environment;
2. develop and conduct training sessions for Supervisors, Managers and Health and Safety Representatives;
3. allocate resources for the implementation of risk control measures;
4. monitor the implementation of this section of the manual and related documents; and
5. assign responsibilities in relation to the implementation of this Framework and related documents.

5. Incident and Emergency Management

1. develop, publish, and maintain processes for:
    a. the appropriate treatment of injuries and illnesses;
    b. the prompt reporting and investigation of incidents, injuries and illnesses;
    c. the implementation of corrective actions following incidents;
    d. the management of foreseeable emergencies and critical incidents;
2. inform the University community of the details of the processes;
3. develop and conduct training sessions for Supervisors, Managers, Health and Safety Representatives, Emergency Control Personnel, and University First-Aiders;
4. allocate resources for the implementation of incident, injury and emergency management measures;
5. monitor the implementation of this section of the Operations Manual and related documents; and
6. assign responsibilities in relation to the implementation of this section of the Operations Manual and related documents.

6. Indemnity of Staff with Health and Safety Functions

The legal obligations of the University as an employer shield employees from personal liability for any negligence on their part (i.e. falling short of the required standard of care) in the course of their duties.

When performing Health and Safety Functions, employees are acting in the course of their employment at the University. The University is therefore bound by law, as well as by policy decision, to accept the legal and financial consequences of all actions performed in good faith by employees performing Health and Safety Functions or performed by other people under instruction or advice given in good faith by employees performing Health and Safety Functions.

Employees remain liable for deliberate, malicious or vindictive acts or advice that causes damage to others.

When managing incidents or emergencies, employees covered by this Operations Manual are required to exercise such care for the safety and welfare of others as would be expected of a reasonable, non-professional Warden, First Aider, etc., who has had some degree of training and instruction, and who is faced with the emergency or incident which actually arose.

In non-emergency situations, the health and safety functions of employees covered by this Operations Manual are essentially advisory. When giving health and safety advice, employees are required to exercise, within the limits of their expertise, reasonable care as to the accuracy and suitability of the advice given with regard to the safety and welfare of the people who may receive it and act upon it.

Health and Safety Representatives

1. Electing Health and Safety Representatives

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Organising the workforce into Designated Work Groups (DWGs)	Executive Deans/Directors	1. Consult with your employees to decide whether your Institute/Directorate/College/ Centre will constitute a single or several Designated Work Groups (DWGs). 2. Refer any proposed change regarding Health and Safety Representatives (HSRs) or DWGs to the University Health and Safety Committee for endorsement (see Note 1). **Note 1**: The details of current HSRs are shown in the Health and Safety Representatives and Designated Work Groups record.
B.	Conducting an election for a HSR	Executive Dean/Director	1. Within 14 working days of a Health and Safety Representative position becoming vacant, issue a notice to all the members of the DWG giving 14 days inviting them to self-nominate for the position. The notice is usually sent via email, except where staff do not routinely have access to the email system (e.g. cleaners). **Note 2:** One Health and Safety Representative is elected for each DWG (see Note 3). HSRs can apply to the University Health and Safety Policy Committee for a Deputy HSR (DHSR) position to be created to assist them in their task. **Note 3**: At Federation University, HSRs and their deputies are elected for a period of three years except as prescribed under the Act. At the end of their term, they may self-nominate for another

			term under the process described below.
		Any employees of a DWG other than Senior Managers or the Safety Officer, where appointed	1. If interested in standing for the vacant position of HSR or deputy, self-nominate by informing your Executive Dean/Director. Where only one employee self-nominates, they are elected unopposed. If two or more employees self-nominate, an election is held. It is recommended (but not mandated) that such an election be organised by the Health, Safety and Wellbeing department. 2. If an election is held and you wish to participate, cast a vote to elect a Health and Safety Representative for your group.

2. Complying with the training entitlements of HSRs under the OHS Act

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Complying with the training entitlements of HSRs under the OHS Act	Executive Dean/Director	1. Allow Health and Safety Representatives, on request, to attend an initial five-day WorkSafe-approved training course, and annual one-day refresher training thereafter. Your Institute/Directorate/ College/Centre must cover the cost of training, including the necessary time off work. **Note 4**: Health and Safety Representatives are not obliged to attend any specific course, and are entitled to choose the approved course they wish to attend, in consultation with their Executive Dean/Director. They must give their Executive Dean/ Director a minimum of 14 days' notice. Contact the Health, Safety and Wellbeing department with any queries.

Supporting documents

- Health and Safety Management Framework
- Health and Safety Representatives and Designated Work Groups

Health and Safety Consultation and Issue Resolution

1. Fulfilling legal obligations related to the management of workplace changes and health and safety issues

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Planning a workplace change	Supervisor/Manager	1. Comply with the provisions of the Hazard Identification, RiskAssessment and Control (HIRAC) Procedure. 2. Share with the employees whose health or safety may be affected by the change information about the proposed workplace change. 3. Give the employees a reasonable opportunity to express their views about the matter and take into account those views. 4. If the employees are represented by Health and Safety Representative(s), involve them in the consultation. 5. If the proposed workplace change needs to be modified after the HIRAC Review or after consultation with the employees and HSR(s), inform the employees and HSR(s). 6. If the proposed workplace change includes modifications to the structure of buildings, to emergency evacuation routes or assembly points, to fire protection systems, to rescue or first aid equipment, etc., consult with the Head – Health, Safety and Wellbeing.
B.	Resolving a health and safety issue	Any University employee	1. Report any health and safety issue to your direct

			Supervisor/Manager and to your Health and Safety Representative, if applicable. Issues may relate to a proposed workplace change as outlined in 1.A. above or any other aspect of your employment at Federation University Australia.
		Supervisor/Manager	1. If, as a result of the consultation outlined in 1.A., any of the employees and/or the Health and Safety Representative feel that a health and safety issue exists, handle it in accordance with the following process: 2. Make every reasonably practicable attempt to resolve the issue to the satisfaction of all parties. 3. If the issue is resolved and the Health and Safety Representative requests it: • detail in writing the issue and all matters relating to its resolution on a Hazard/ Near-Miss Report or HIRAC Report; and • ensure that details of the agreed resolution are communicated to all employees concerned, and to the Head - Health, Safety and Wellbeing.
		Health and Safety Representative and the Management Representative	1. If these attempts are unsuccessful, meet as soon as is reasonably possible and try to resolve the issue. Consider: • the number and location of employees affected by the issue; and • whether appropriate temporary measures are possible or desirable; and • the time that may elapse before the issue is permanently resolved; and

			• who, on behalf of the University, is responsible for performing and overseeing any action agreed necessary to resolve the issue.
		Management Representative	1. Detail in writing the issue and all matters relating to its resolution on a Hazard/Near-Miss Report or HIRAC Report. 2. Ensure details of the agreed resolution are brought to the attention of the employees affected by the issue, of the Head - Health, Safety and Wellbeing, and of the relevant Portfolio Health and Safety Coordinating Team.
		Health and Safety Representative and/or Management Representative	1. If an agreement cannot be reached, contact the Head - Health, Safety and Wellbeing.
		Health and Safety Representative	1. If, after the involvement of the Head - Health, Safety and Wellbeing, you still feel the issue has not been satisfactorily resolved, you may: • refer the issue for resolution to the relevant Portfolio Health and Safety Coordinating Team; • for University-wide or policy matters, refer the issue to the University Health and Safety Policy Committee; or • issue a Provisional Improvement Notice (PIN) form, in accordance with section 60 of the *Occupational Health and Safety Act 2004 (Vic)*.

Supporting documents

- Issue Resolution Flowchart

Forms.

- HIRAC Report (DOCX 154.0kb)

Hazards Management

Hazard Identification, Risk Assessment and Control (HIRAC) Framework

1. Managing the risks of new plant and chemicals

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Planning to introduce a new item of plant or new chemical on University premises	Relevant Supervisor/Manager	1. Prior to the introduction of any new plant or chemical within the Institute/Directorate/ College/Centre: • comply with the requirements of the Employee Consultation and Issue Resolution Procedure; • complete a NewPlant or Chemical Checklist; and • perform a HIRAC review in accordance with the HIRAC Guideline and document the results on a HIRAC Report .
B.	Putting a new item of plant or new chemical into service	Relevant Supervisor/Manager	1. Upon receiving the new item of plant or new chemical on University premises but prior to putting it into service, review the item of plant or chemical and all aspects of its planned storage, use, disposal etc. against the reviews conducted in 1.A. above. 2. Take any additional measure that may be necessary to ensure that all aspects of the storage, use, disposal etc. of the item/chemical is as safe as reasonably practicable. 3. Enter the required details in your Institute/Directorate/ College/Centre's Chemicals Register.

2. Managing the risks associated with workplace changes other than the introduction of new plant and chemicals

	ACTIVITY	RESPONSIBILITY	STEPS

A.	Planning a workplace change	Relevant Supervisor/Manager	Prior to any workplace change other than the introduction of a new item of plant or new chemical:
			• determine in consultation with relevant employees whether the change may reasonably be expected to affect the health or safety of any person; and
			• if a potential health or safety impact is identified:
			  • perform a HIRAC review (see note 1) in accordance with the HIRAC Guideline or any of the various guidelines provided to assist reviewers (e.g. for manual handling tasks, for children in University activities/locations, and for workplace bullying - see 'Associated Documents' below), and document the results on a HIRAC Report form; and
			  • refer to the Health and Safety Consultation and Issue Resolution section of this Manual for requirements applicable to workplace changes.
			
			Note 1: For some trade activities, a Safe Work Method Statement (SWMS) can be conducted instead of a HIRAC review.

3. Managing the risks associated with electrical equipment

	ACTIVITY	**RESPONSIBILITY**	**STEPS**
A.	Putting new electrical equipment into service	The person responsible for a new item of electrical equipment	1. Upon receiving the new item of electrical equipment on University premises but prior to putting it into service (see Note 2): 2. • examine the new item of electrical equipment and all accessories for obvious damage;

			• if no damage can be detected (see Note 3) and if the supplier has not already done so, attach a 'New to Service' tag to the electrical supply cord next to the plug (tags are available from the Health, Safety and Wellbeing Department); • write on the tag: • their name • the date of entry into service • the date when the next test is due (one year after the date of entry into service); and • record the item in the Register for Testing and Tagging of Portable Electrical Equipment for their Institute/Directorate/ Centre. **Note 2**: While testing must be done by qualified personnel, any responsible person can attach a 'New to Service' tag following the four-step process described above. **Note 3**: If any damage is found, the item of electrical equipment must not be put into service until replaced by the supplier or repaired by a competent person.
B.	Managing the risks of in-service electrical equipment	Deans/Directors	1. For electrical equipment already in service, ensure that: 2. • a Register for Testing and Tagging of Portable Electrical Equipment within the Institute/Directorate/ College/Centre has been developed and is being maintained; • either a local staff member has been trained to conduct the inspection and testing program or a competent person has been engaged to perform the tests; and

			• a program of in-service inspection, testing and tagging of electrical equipment has been implemented in compliance with AS/NZS 3760. 3. The Health, Safety and Wellbeing Department can loan an approved testing device to trained staff members. Test tags are also available from the Health, Safety and Wellbeing Department. 4. Facilities Services can assist Institutes/Directorates/ Colleges/Centres that have elected to sub-contract their testing program to identify competent service providers.
C.	Managing the risks of working on electrical equipment	Any person planning to perform work on electrical equipment	1. Perform a HIRAC review (see note 1 in 2.A.1. above) in accordance with the HIRAC Guideline. 2. Comply with applicable provisions of the Lock-Out and Tag-Out of Plant and Equipment section of this Manual.

4. Managing the risks associated with existing University activities, equipment, items of plant, chemicals, etc.

	ACTIVITY	**RESPONSIBILITY**	**STEPS**
A.	Existing University activities, work practices, equipment, items of plant, materials, chemicals, facilities, premises, buildings, areas, etc.	Deans/Directors and other Supervisors/Managers	1. For existing University activities, equipment, items of plant, chemicals, etc. over which they have control, ensure that: • an annual schedule of HIRAC reviews and/or workplace inspections is developed in consultation with the local Health and Safety Representative(s) as part of the Annual OHS Plan; • the HIRAC reviews/ workplace inspections are

			conducted in consultation with the relevant Health and Safety Representative(s) according to the schedule, using the HIRAC Report or Workplace Inspection Report to document findings (see 'Associated Documents' below); • risk control measures are implemented; and • the Health and Safety Implementation Teams within Institutes/ Directorates/Colleges/ Centres are involved in the actions outlined immediately above.
		Each School/College/Directorate/ Centre	1. Submit the following documents to the relevant Deputy Vice-Chancellor/Chief Operating Officer and the Head - Health, Safety and Wellbeing: • before the end of each calendar year, a copy of the annual schedule of HIRAC reviews/workplace inspections for the following year (usually included in the Institute/Directorate/Centre Annual OHS Plan); and • quarterly summary reports that include details of the HIRAC reviews/workplace inspections conducted and the risk control measures adopted/implemented. (Refer to the Quarterly Summary Health and Safety Report in Associated Documents below.) 2. Keep a central register of completed HIRAC Reports/ Workplace Inspection Reports with details of the risk control measures implemented as a result. Registers must be available for auditing by the Health, Safety and Wellbeing

			Department; a WorkSafe inspector; or another auditor.
B.	Performing any work on existing plant and equipment	Any person planning to perform the work	1. Perform a HIRAC review (see note 1 in 2.A. above) in accordance with the HIRAC Guideline. 2. Comply with applicable provisions of the Lock-Out and Tag-Out of Plant and Equipment section of this Manual.

Supporting documents

- Operations Governance Policy
- Health and Safety Management Framework
- Lock-Out and Tag-Out of Plant and Equipment
- Work-Related Driving
- Heat at Work Guideline
- HIRAC Guideline
- Noise Exposure Guideline
- Office-based Workstations Guideline
- AS 3760: In-service safety inspection and testing of electrical equipment
- Annual OHS Plan template
- Chemicals Register

Forms.

- HIRAC Child Safety (PDF 230.5kb)
- 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)
- Office Inspection Report (DOCX 155.6kb)
- Quarterly Summary Health and Safety Report (DOCX 159.1kb)
- Register for Testing and Tagging of Portable Electrical Equipment (XLSX 28.0kb)

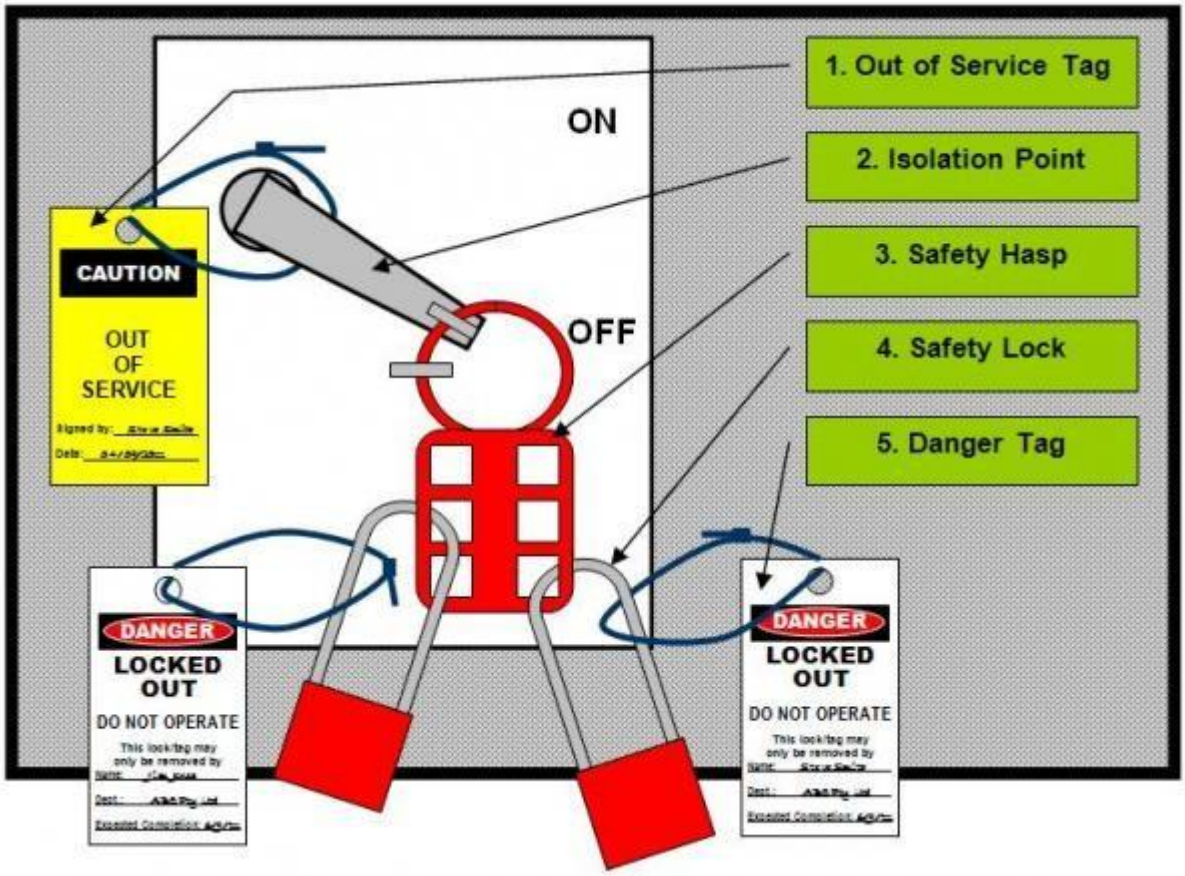
Lock-Out and Tag-Out of Plant and Equipment

1. Safely working on plant

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Safely shutting down the item(s) of plant	Any person planning to work on plant	1. Shut down the item of plant. Simple items can usually be shut down by a

			single control, such as a switch or valve. More complex items may have to be shut down in a set sequence or by shutting down several energy sources (e.g. electricity, pneumatics, hydraulics, fuel, etc.). 2. Place a completed Out of Service Tag on the controls of every energy source.
B.	Completing a Safe Work Method Statement form	Any person planning to work on plant	1. Identify all sources of energy associated with the item of plant and their isolation points, including ones that may be remote or hidden. Include electricity, compressed gases, fluids under pressure, stored energy, fuels, heat, steam, gravity, radiation, etc. 2. Identify all other hazards, including mechanical, chemical, falls, burns, asphyxiation, and impact. 3. If the work and the item of plant meet all the conditions listed below, proceed with the work: a. the item involves only one source of energy, and that energy source will be under the direct control of the worker throughout the work; b. the work involves only one worker; c. the worker is not working in isolation; d. the work and item are well within the technical competencies of the worker; and e. other safety requirements do not apply (e.g. permit-to-work). 4. If the work or item of plant do not meet any one of the requirements in Item 3 above, record the findings on a Safe Work Method Statement (SWMS) form and contact the

			Property and Infrastructure office of the premises/campus where the work is being carried out. 5. If there is uncertainty about any aspect of completing a SWMS form or if further information is required (e.g. plans or diagrams), contact Property and Infrastructure. 6. Property and Infrastructure will review the SWMS, issue the necessary Locks and Tags, make the entries in the Lock and Tag Register, and determine the level of supervision and additional measures required.
C.	Isolating all energy sources: Lock-out/Tag-out	Any person working on plant	1. Once Property and Infrastructure have approved the SWMS and have issued the necessary Locks and Tags, isolate every energy source by means of one Lock and one Danger Tag for every worker on every isolation point. Where several workers are involved, use Safety Hasps (see Figure 1 below). Contact Property and Infrastructure to obtain these Hasps. 2. Except for simple electrical equipment connected via a plug and socket, an electrician* must isolate and disconnect all electrical supply to an item of plant/equipment. *__Note__: "electrician" in this procedure means a worker who holds either of the following electrical licences: - Restricted Electrical Worker's licence (REL, previously known as 'D licence') - Electrician's Licence (A Class/A/E Licence)



	ACTIVITY	RESPONSIBILITY	STEPS
D.	De-energising all stored or trapped energies	Any person working on plant	1. Take any of the following steps necessary to guard against energy left in the item of plant after its energy sources have been isolated: a. Inspect the plant to make sure all parts have stopped moving. b. Install ground wires. c. Block or brace parts which could fall due to gravity. d. Release the tension on springs, or block the movement of spring-driven parts. e. Block parts in hydraulic and pneumatic systems that could move from the loss of pressure. f. Relieve trapped or stored pressure. Bleed the lines

			and leave vent valves open. g. Drain process piping systems and close valves to prevent the flow of hazardous material. h. If a pipe must be blocked where there is no valve, use a blank flange. i. Purge tanks and process lines. j. Dissipate extreme cold or heat, or provide protective clothing. 2. If stored energy can re-accumulate, monitor it to make sure it stays below hazardous levels.
E.	Testing for effective isolation	Any person working on plant	1. After the item of plant has been shut down, locked out and tagged out, but before any person attempts to start work on the item, test all isolated power sources. Test first with appropriate instruments and then by trying to activate the item. Ensure the complexity of the plant (or parts of the plant, including control stations and computers remote from the plant) is understood. If unsure, contact Property and Infrastructure. 2. Only begin work on the item of plant when tests have confirmed it is safe to do so.
F.	Completing the work	Any person working on plant	1. While performing the work, monitor the condition of the item of plant/equipment throughout the work to ensure unforeseen hazards or changing conditions do not cause injury. 2. On completion of the work: a. Return the item of plant to a safe and serviceable condition. b. Ensure each worker removes their own Safety

			Lock(s) and Danger Tag(s). Note: Only the worker who was issued with a given Lock and Danger tag can remove them. Contact the Property and Infrastructure Manager (or a more senior staff member) if for any reason it is impossible to comply with this rule (e.g. lost key). c. Ensure the person who fitted the Out of Service Tag(s) removes it(them). d. Test the equipment for correct operation. e. Report to Property and Infrastructure. Return all the items on loan, including used tags.

Supporting documents

- Operations Governance Policy
- Health and Safety Management Framework
- Hazard Identification, Risk Assessment and Control (HIRAC) Framework

Forms.

- 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

1. Planning work at height

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Planning Work at Height	Supervisor/Manager in charge of any person planning to perform Work at Height	1. Ensure a Safe Work Method Statement (SWMS) of the proposed work and a Work at Height Permit have been completed in consultation with relevant staff, contractors, students and local Health and Safety Representative.

			2. Ensure the risks associated with the planned work are controlled as far as practicable in accordance with the hierarchy of control measures outlined in the Permit. 3. Submit the SWMS and Work at Height Permit to an Authorised Work at Height Supervisor at least 24 hours prior to the start of the planned work at height. (see note 1). Note 1: For unplanned work at height, a fully completed SWMS and Permit are still required, but the Authorised Work at Height Supervisor may agree to a shorter submission period. 4. Ensure any staff, contractors and students involved in the work at height have received appropriate training, information, instruction and supervision.

2. Authorising, performing and completing Work at Height

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Gaining authorisation to perform Work at Height	Authorised Work at Height Supervisor	1. Review any Work at Height Permit and SWMS submitted to you. 2. Determine whether the Permit and SWMS have been completed correctly and whether the work can proceed safely, as far as can reasonably be ascertained. 3. Grant/not grant authorisation to proceed with the work at height under the terms of the Permit and SWMS.
B.	Safely performing work at height	Supervisor/Manager in charge of any person performing Work at Height	1. Ensure all conditions in the Work at Height Permit and the associated SWMS are fully implemented throughout the duration of the work.

			2. End the Work at Height if the conditions of the Permit and/or the SWMS are not, or cannot be, implemented, or if it becomes apparent that the work is dangerous despite complying with the risk control measures specified in the Permit and/or SWMS. 3. For changed site conditions, such as unsafe weather or change in task activities, stop work and amend the SWMS and Work at Height Permit in consultation with relevant staff, contractors and students. Obtain new approval from the Authorised Work at Height Supervisor prior to resuming the work at height.
		University employees, contractors and students performing Work at Height	1. Perform the work in accordance with the information, instructions and training you have received from your Supervisor/ Manager. 2. Interrupt work and report to your Supervisor/Manager any situation that renders the Work at Height dangerous.
C.	Completing Work at Height	Supervisor/Manager in charge of any person performing Work at Height	1. On completion of the Work at Height, re-submit the Permit to the Authorised Work at Height Supervisor for sign-off.
		Authorised Work at Height Supervisor	1. Satisfy yourself that the work has been completed to a satisfactory and safe standard before signing off the section titled "Completion of Work" on any Work at Height Permit.

Supporting documents

- Corporate Governance Policy
- Hazard Identification, Risk Assessment and Control (HIRAC) Framework

Forms.

- 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)

Student Excursions

1. Planning a student excursion

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Identifying, assessing and controlling risks associated with the planned excursion	Staff Member in Charge	1. Refer to the Hazard Identification, RiskAssessment and Control Framework. 2. Conduct a documented HIRAC Review if any foreseeable risk applies to the planned excursion.
B.	Managing excursions involving participants under the age of 18	Staff Member in Charge	1. Request any participant under the age of 18 to have a parent/guardian (see Note 1) complete and sign their Excursion Health Report and Consent Form for Students Under 18 Years. **Note 1**: where a student under the age of 18 is living independently (i.e. without the supervision and care of a parent/guardian), the Staff Member in Charge is required to make contact with the Head – Health, Safety and Wellbeing. **Note 2**: It is acceptable for a Staff Member in Charge to cover several excursions, or even all the excursions – excluding overnight ones – they are planning for the forthcoming year on a single form. However, they must list in section 6 of the form all relevant details of the planned excursions, insofar as these details can be specified at that stage. If the details of an excursion that was listed need to be changed or a new excursion is planned, the Staff Member in Charge must inform the parents/guardians of students under 18 years of the change in advance, as far as practicable.

			The parents/guardians of students must also be provided with the opportunity to withdraw permission in advance, as far as practicable. A letter advising each excursion is sent out to Parents/ guardians with an option to withdraw permission. Parents/ guardians should provide formal written notification of their decision to withdraw their permission for all or selected excursions. Parents/guardians must complete sections 2A, 2C, 3, 4 and 5 of the form, and they must sign at the bottom of section 6.
C.	Managing overnight excursions involving participants under the age of 18	Staff Member in Charge	1. Request any participant under the age of 18 to submit a completed and signed Excursion Health Report and Consent Form for Students Under 18 Years for that specific excursion. Parents/ guardians must complete sections 2B, 2C, 3, 4 and 5 of the form. Note 1 under 1.B.1. above also applies here.
D.	Managing excursions involving participants over the age of 18	Staff Member in Charge	1. Request any participant to complete an Excursion Health Report and Consent Form for Students Over 18 Years. **Note 3**: This form can provide blanket cover for all student excursions conducted during the year. However, if the details of an excursion that was listed need to be changed or a new excursion is planned, the Staff Member in Charge must inform the students over 18 years of the change in advance, as far as practicable. The students must also be provided with the opportunity to withdraw consent in advance, as far as practicable.
E.	Authorising a person who is neither a staff member nor a	Staff Member in Charge	1. If legitimate reasons exist to allow a person who is neither a student nor a staff member

	student to participate in an excursion		of the University to participate in a student excursion (see Note 4), submit to your Head of School/Director a completed Application for Non-Student/ Non-Staff Member to Attend an Excursion form and the appropriate Excursion Health Report and Consent Form, on which the word 'student' has been replaced with 'applicant'. **Note 4**: For instance, the participation of some students with disabilities in excursions may be dependent on the presence of their carer.
		Dean/Director	1. Review and approve/reject the application in writing.
F.	Maintaining a list of excursion participants	Staff Member in Charge	1. Complete the List of Excursion Participants form for all those participating in the student excursion, irrespective of their age or status.
G.	Organising transport for an excursion	Staff Member in Charge	1. If the University provides transport for the excursion, ensure that any participant electing to use independent transport submits a completed Request to Use Own Transport to Excursion form prior to the excursion.
H.	Obtaining authorisations for an excursion	Staff member in Charge	1. Complete an Application to Conduct an Excursion form. 2. Submit the completed Application to Conduct an Excursion to the Managers nominated on the form, with any documented HIRAC Review for the excursion and the List of Excursion Participants, and obtain their signed approval.

2. Conducting an excursion

	ACTIVITY	RESPONSIBILITY	STEPS

A.	Ensuring the health and safety of excursion participants	Staff Member in Charge	1. Conduct the excursion in accordance with the risk control measures identified in the HIRAC Review. 2. Maintain vigilance at all times for changing conditions that may change the level of risk associated with the excursion (e.g. weather, natural environment, unexpected behaviours or illnesses, security situation, etc.). 3. Modify or cancel activities in response to changing conditions so as to maintain risk levels that are as low as reasonably practicable in all student excursions. 4. Keep a copy of the List of Excursion Participants. 5. Securely keep appropriate notes regarding existing medical conditions, any special care or medication required, and emergency contact numbers of participants (as obtained from the Health Report and Consent forms).
B.	Managing an incident or emergency during an excursion	Staff Member in Charge	1. Manage the incident in accordance with the plan developed as part of the excursion planning. 2. Comply with the requirements of the Incident and Emergency Management section, including the reporting requirements for injuries and emergencies.

3. Complying with other administrative requirements

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Maintaining appropriate records whilst protecting individuals' privacy	Deans/Directors	1. Securely store Excursion Health Report and Consent Forms within the Institute/ Directorate/College/Centre. 2. Provide relevant Staff Members in Charge access to

			forms so they can fulfil the responsibilities assigned to them under this manual. 3. Ensure all aspects of the collection, use, disclosure, security, etc. of personal or health information comply with the University Information Privacy Procedure. **Note 5**: The information must be stored in a secure location, where access is monitored. For example, it may not be appropriate for health information to be stored on student files.
		Staff Member in Charge	Ensure appropriate arrangements are in place to maintain the security of any personal or health information as per 2.A.5. above. Such details can only be disclosed for the safe conduct of the excursion, the management of incidents and emergencies, and as specified in schedule 1 – principle 2 of the Victorian Health Records Act 2001.

Supporting documents

- First Aid Services
- Hazard Identification, Risk Assessment and Control (HIRAC) Framework
- Health and Safety Management Framework
- Incident and Emergency Management Framework
- Information Privacy Procedure

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 Form (DOCX 141.9kb)
- Student Excursion Health Report and Consent Form for Students Over 18 Years (PDF 238.2kb)
- Student Excursion Health Report and Consent Form for Students Under 18 Years (PDF 255.1kb)

After-Hours Work/Study

General Precautions for all After-Hours Work/Study

- Take reasonable care for your own health and safety and for the health and safety of others.
- Know and comply with all relevant OHS policies, procedures and practices, including those relating to incidents and emergencies.
- Ensure your Supervisor/Manager has granted you authorisation to engage in After-Hours Work/Study.
- Carry your Federation University identification card whenever present on University premises after-hours.
- Save applicable Security phone number within your mobile phone.
- You are also advised to let another person (partner, family, housemate, etc.) know your whereabouts and the time you are expecting to return home. Give that person the phone number of Security at your Campus, and ask them to contact Security if you do not return on time.

If your After-Hours Work/Study is not one of the Very Low or Low Risk activities listed in the Appendix

You must also (prior to the work/study):

- Conduct a HIRAC Review in accordance with the Hazard Identification, RiskAssessment and Control (HIRAC) Framework. This review must also consider the training and experience of the individual(s) involved in the proposed work/study as well as any known medical condition or impairment they may have. Additional training and instruction may be necessary before a particular individual commences After-Hours Work/Study.
- Submit to your Supervisor/Manager your HIRAC Report including details of the risk control measures you will implement to eliminate or minimise risks.
- Obtain written authorisation to conduct the work/study from your Supervisor/Manager.
- Based on the results of the HIRAC Review, the additional OHS precautions you must adopt are:

Medium Risk After-Hours Work/Study

- Ensure that another person (authorised student or a staff member) is available throughout your After-Hours Work/Study to render assistance in case of incident.

Note: The presence of children in Medium Risk After-Hours Work/Study is prohibited.

High Risk After-Hours Work/Study

- Undergraduate and Honours students: High-Risk After-Hours Work/Study is prohibited.
- HDR students: Ensure that a competent staff member is present throughout your High Risk After-Hours Work/Study to render assistance in case of incident.
- Staff: Ensure another competent staff member or HDR student is present throughout your High Risk After-Hours Work/Study to render assistance in case of incident.

Note: The presence of children in High Risk After-Hours Work/Study is prohibited.

Extreme Risk After-Hours Work/Study

- After-Hours Work/Study assessed as Extreme Risk is prohibited.

Supporting documents

- HIRAC Guideline

Forms.

- HIRAC Report (DOCX 154.0kb)

Responsibility

Deans/Directors

- Ensure local processes are developed and maintained within your Institute/College/Directorate/Centre to achieve compliance with this procedure.
- Ensure information regarding this procedure and local processes is provided to relevant staff and students.

Supervisors/Managers

- Ensure you are familiar with this procedure and local after-hours processes and comply with them.
- Ensure that the staff and students you supervise receive the information, instruction and training necessary for safe After-Hours Work/Study; and that they hold the competences needed for all tasks performed after-hours.
- Review any HIRAC Report submitted to you for Medium and High RiskAfter-Hours Work/Study, assess it, and decide whether to endorse it or require amendments to it.
- Ensure the staff and students you supervise who take part in After-Hours Work/Study are authorised and supervised as required under this procedure, and that they observe all other relevant requirements of this Operations manual, as well as local policies and procedures.

Staff and Students

- Comply with all applicable provisions of this manual and any local after-hours processes.
- Comply with all other relevant elements of this Operations manual and practices during After-Hours Work/Study.

Forms/Record Keeping

Institutes/Colleges/Directorates/Centres must keep the following records for 3 years:

- HIRAC Reports for Medium and High Risk After-Hours Work/Study; and
- written authorisations to conduct Medium and High Risk After-Hours Work/Study.

Appendix

Examples of after-hours work/study at various risk levels and associated requirements

The examples of Medium and High Risk After-Hours Work/Study provided below are for illustrative purposes only. A properly conducted HIRAC Review that takes individual circumstances into account may find a risk level different from those shown in the table.

Risk Level	Examples	Requirements
Very Low and Low	Administrative, academic or intellectual work/study such as reading, writing, typing, analysing data, marking examination papers, etc, in an office or giving a class/lecture with no practical	General Precautions For all After-Hours Work/Study Presence of children subject to Child Safe Procedure

	component in a general classroom environment	
Medium	Practical, physical or manual work/study such as: • Manual handling of light objects or physical activities with low-level contact, stunts or acrobatics • Use of non-powered hand-tools • Laboratory work with small volumes of hazardous substances /dangerous goods • Use of Risk Group 1 or 2 biological agents • Artistic activities involving non-hazardous chemicals (e.g. drawing with charcoal, painting with water-based paints and inks) or with small quantities of hazardous substances/ dangerous goods (e.g. solvent-based paints or inks, aerosol cans) • Decanting or transporting cryogens • Depositing/retrieving samples from cryogenic storage, or entering into freezer rooms • Coming in contact with small animals, or feeding/watering large animals where there is effective physical separation • Provision of counselling services	General Precautions For all After-Hours Work/Study HIRAC Report submitted to Supervisor/ Manager and approved, outlining risk control measures Written authorisation from Supervisor/ Manager Lone work/study prohibited (another person must be available) Presence of children prohibited
High (adapted from AS2243.1)	Practical, physical or manual work/study involving substances, equipment or processes that are widely recognised as dangerous, such as: • Work at height • Hot work outside a properly equipped workshop (work creating heat, flame, or sparks such as welding, grinding, cutting metals, etc) • Strenuous physical activities that include handling heavy objects, hard physical contact, dangerous stunts, acrobatics, etc • Entry into confined spaces • Coming in contact with large or venomous animals • Working with, or near, toxic or corrosive substances where there is a significant risk of exposure to the	Prohibited for undergraduate and Honours students For staff and HDR students: General Precautions for all After-Hours Work/Study HIRAC Report submitted to Supervisor/ Manager and approved, outlining risk control measures Written authorisation from supervisor/ manager Lone work/study prohibited (at least one of the people present must be a competent Federation University staff member) Presence of children prohibited

	substance, taking into account the volume used • Using apparatus that could result in explosion, implosion, or the release of high energy fragments or significant amounts of toxic or environmentally damaging hazardous material • Operation of hazardous workshop machinery such as lathes, milling machines and bench saws • Work with exposed energised electrical or electronic systems with nominal voltages exceeding 50V ac or 120 V ripple-free dc (NOTE: these limits are for dry, indoor conditions and a more conservative approach should be taken in other conditions) • Working with micro-organisms of Risk Group 3 and higher, or which require the use of a Containment Level 3 facility or higher containment level in accordance with AS 2243.3 • Working with radionuclides requiring a high level laboratory in accordance with AS 2243.4 • Operation of lasers of Class 3 and above • Work in environments not at atmospheric pressure	
Extreme	Inherently dangerous activities with a risk level that cannot be reduced to High or lower through the adoption of risk control measures	Prohibited for all staff and students

Smoke and Vape Free Environment

The University is committed to providing and maintaining a smoke-free environment for all staff and students. Staff and contractors must note that the University does not provide smoking breaks, and any need to smoke must be taken as part of a meal break allowance.

Smoking is prohibited:

- on or in all University premises; and
- in all University vehicles,

with the exception of the designated smoking areas.

Appropriate cigarette butt receptacles are located within each designated smoking area and all butts must be fully extinguished and disposed of in the receptacles provided.

Applicants for University positions shall be advised the University is a smoke-free environment and new University contracts, induction and orientation information and other documentation, where appropriate, shall include reference to this section.

Smoking during field trips, research activities and other organised events away from University premises, whilst not encouraged, must not occur within five (5) metres of a work, meal or living environment and is only permitted where allowed by law and with the consent of the landowner or occupier.

All University premises and the University's website and any written material must be free from tobacco advertising, promotion, sponsorship and the sale of tobacco and tobacco-related products.

The University must not accept direct or indirect research funding from the tobacco industry.

Responsibility

All staff of the University have responsibility for the implementation of these guidelines and for ensuring compliance with this procedure.

The Executive Director, Transformation, Assets and Commercial is responsible for:

- designating smoking areas across University premises and ensuring the location of those areas is clearly marked and available to staff and students on the University website;
- ensuring appropriate cigarette butt receptacles are located within each designated smoking area;
- ensuring appropriate signage (no smoking, designated smoking areas, etc) is in place across University premises and in University vehicles; and
- induction of all contractors carrying out work on University premises or to University vehicles.

The Head - Health, Safety and Wellbeing is responsible for:

- regularly reviewing an effective education program for staff in relation to the implementation of this document;
- updating information on the University website for staff concerning restrictions on smoking; and
- regularly reporting to the University Health and Safety Policy Committee as to the implementation of this document.

The Director, People and Culture is responsible for:

- the induction of all new staff in relation to this procedure.

The Director, Student Services and Registrar is responsible for:

- the orientation of all new students in relation to this procedure;
- regularly reviewing an effective education program for students in relation to the implementation of this guideline and the harmful effects of smoking generally; and
- updating information on the University website for students concerning restrictions on smoking, external quit-smoking resources and support information for smokers.

The Head of Legal is responsible for reviewing all University pro-forma contracts for tenancies, licences and contracted work (where appropriate) in relation to this procedure.

The Executive Deans and Directors are responsible for implementing disciplinary procedures (where appropriate) for repeated and/or serious breaches of this document and/or breaches of mandatory legal requirements concerning smoking (for example, smoking indoors or offences pertaining to littering of cigarette butts) in their Institutes/Directorates/Centres.

Associated documents

Note: there is no Designated Smoking Area at the Berwick Campus.

Forms.

- Map of Designated Smoking Areas - Gippsland Campus (PDF 375.1kb)
- Map of Designated Smoking Areas - Mt Helen Campus (PDF 282.3kb)
- Map of Designated Smoking Areas - SMB Campus (PDF 254.4kb)

Alcohol and Other Drugs

1. Minimising risks arising from alcohol or drugs

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Establishing the University-wide policies, procedures and processes necessary to minimise risks associated with alcohol or drugs	Manager – Health, Safety and Wellbeing	1. Maintain this manual. 2. Specify incident or emergency procedures related to alcohol, drugs and cases of impaired behaviour.
B.	Implementing this Procedure	All members of the University community	1. Ensure you are aware of, and comply with, the provisions of this manual (see Note 1). 2. Ensure the members of the University community in the activities or premises you control are aware of, and comply with, the provisions of this manual. 3. Immediately address impaired behaviours in accordance with the relevant requirements of this manual. 4. Liaise with the Manager - Health, Safety and Wellbeing regarding planned University activities where alcohol or drugs could present a risk, and regarding incidents involving impaired behaviours. Note 1: Non-compliance with this manual may result in disciplinary action being taken in accordance with student legislation, staff processes, etc.
C.	Serving alcohol at events	Event organiser and Manager	1. Emphasise the responsible drinking and alcohol-free

			aspects of the event in promotional material. 2. Do not over-emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol (e.g. 'happy hour' promotions) in advertisements for functions, whether on or off campus. Make at least equal reference to the availability of non-alcoholic drinks. 3. If an entry fee applies to the event, separate the price of admission or food from the cost of alcoholic drinks. 4. Manage the event strictly in accordance with licensing and other legal requirements. 5. Ensure your training in Responsible Service of Alcohol and that of Event Staff is current. 6. Attend the event for its full duration, unimpaired by alcohol or drugs. 7. Make drinking water available free of charge. 8. Make ample quantity of attractive, high-quality, non-alcoholic drinks available at a cheaper price than alcoholic drinks. Display them at least as prominently as alcoholic drinks. 9. Make substantial food available at any functions at which alcohol is served. Alcohol-only functions are not permitted. 10. Restrict the consumption of alcohol to the approved area and times designated for the event. 11. Do not use alcohol as an inducement to participate in an activity (e.g. as a prize). 12. Do not include any activity that encourages the excessive

			consumption of alcohol (e.g. a drinking contest) or revolves around alcohol consumption (e.g. drinking games). 13. Prohibit the use of any implement that promotes excessive alcohol consumption (e.g. funnel). 14. Take effective precautions to ensure that alcohol is not accessible to under age persons or to persons who appear intoxicated. 15. Consider arranging and promoting alternative transport options* so that patrons have safe means of leaving the event venue. *Note: such options may include a dedicated driver scheme that offers free non-alcoholic drinks to the drivers. 16. Prominently display signs that inform patrons: • they must be over 18 to obtain alcohol; • apprentices have contractual obligations that preclude the consumption of alcohol during working hours; • people who appear to be intoxicated will not be served; and • strict rules govern the supply of alcohol at the event.

2. Consuming alcohol responsibly

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Consuming alcohol on University premises or in University activities	Members of the University community	1. Avoid consuming any alcohol during work/study hours. 2. Restrict alcohol consumption to a level that does not impair your behaviour. 3. Do not drink any alcohol if operating machinery, handling chemicals, participating in

			sporting events, or undertaking any other hazardous activity as part of your work/studies. 4. Do not walk around University premises with an open alcohol container. 5. Staff who wish to obtain assistance regarding their alcohol consumption are encouraged to use the services of the EAP. 6. Students who wish to obtain assistance regarding their alcohol consumption are encouraged to use the University's counselling services.
B.	Consuming alcohol at events	Event attendees	1. Restrict your alcohol consumption to a level that does not impair your behaviour. 2. Report any incident involving alcohol to Event Staff.

3. Prohibiting illicit drugs and drug paraphernalia

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Strictly prohibiting any activity involving illicit drugs on University premises or in University activities	Any person present on University premises or engaged in University activities	1. Do not use illicit drugs on University premises or in any University activity. 2. Do not use any drug paraphernalia on University premises or in any University activity. 3. Do not enter any University premises, attend any University activity, perform any activity for the University, or represent the University if impaired by illicit drugs. 4. Report any incident involving illicit drugs in accordance with the Security Procedure – Action 10 Managing Drugs.

4. Managing medicines

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Using over-the-counter medicines on University premises or in University activities	Any user of over-the-counter medicines	1. Ensure any over-the-counter medicine you take allows you to perform your work/study activities safely. 2. If over-the-counter medicines could impair your ability to perform work/study activities safely or satisfactorily, consult a registered medical practitioner.
B.	Using prescribed medicines on University premises or in University activities	Any user of prescribed medicines	1. Ensure in consultation with your prescribing registered medical practitioner that any medicine you take allows you to perform your work/study activities safely and satisfactorily. 2. **For staff**: If – after consulting with your prescribing registered medical practitioner – there remains a risk that medicines could impair your ability to perform your work activities safely or satisfactorily, report to your Supervisor/Manager and/or the People and Culture Directorate for advice on possible workplace adjustments. 3. **For students**: If – after consulting with your prescribing registered medical practitioner – there remains a risk that medicines could impair your ability to perform your study activities safely or satisfactorily, report to your lecturer/teacher and/or the Disability and Learning Access Unit (DLAU) for advice on possible adjustments.

5. Managing impaired behaviours

	ACTIVITY	RESPONSIBILITY	STEPS

A.	Identifying and managing impaired behaviour	Deans/Managers/Supervisors/ Lecturers/Teachers	1. Recognise impaired behaviours among the members of the University community who take part in the activities or are present in the premises you control. 2. At all times, limit your intervention to the management of observable aspects of the impaired behaviours. Consider that reasons other than substance abuse could apply (e.g. medical reasons). 3. Instruct the affected person to cease any hazardous activity and to move away from any hazardous environment. 4. If you feel unsafe at any stage, contact Security in accordance with the University Security Procedure – Action 7 Managing Behaviours of Concern. 5. If you deem it necessary to send a staff member or student home, do so by the safest and most convenient method (e.g. next-of-kin, taxi, etc.). Note: it is not safe to allow a person with impaired behaviour to drive. 6. Hold a meeting as soon as practicable after the incident with the person concerned to discuss the situation. Include a support person if available. Provide information regarding the counselling services offered by the University (EAP for staff and counselling for students). 7. If impaired behaviour continues, seek advice from the Manager – Health, Safety and Wellbeing for students, or from the People and Culture Directorate for staff.

6. Managing issues, incidents and emergencies

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Identifying, responding to, recording, investigating and rectifying incidents and emergencies related to impaired behaviours	All members of the University community	1. Comply with all aspects of the Incident and Emergency Management section of this manual.
B.	Identifying and reporting suspected illicit drug use	All members of the University community	1. Contact University Security
C.	Investigating and managing suspected illicit drug use	Manager - Health, Safety and Wellbeing	1. Respond in collaboration with the relevant Institute/ Directorate/College/Centre.

Supporting documents

- Security Procedure
- Equal Opportunity and Valuing Diversity Guidelines
- Workplace Adjustments for Staff with Disability Procedure
- Study Adjustment and Course Flexibility Guidelines
- Accessibility Learning Access Plan (LAP) Procedure

Work-Related Driving

1. Driving safely

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Ensuring you hold the correct licence and certificate	Driver	1. Before you book a University vehicle, ensure you hold the correct licence for it. A Car Licence is required for fleet cars, 4WD and any other vehicle with a Gross Vehicle Mass (GVM) that does not exceed 4.5 tonnes and that can seat up to 12 adults including the driver (e.g. mini-bus). To drive a truck, bus or coach with a GVM greater than 4.5 tonnes or a bus which seats more than 12 adults, a heavy vehicle licence is required. 2. Comply with all conditions and restrictions on your licence. 3. Carry your licence with you when driving.

			4. In each state, special conditions apply to driving a bus or coach, including the licensing requirements outlined above. Further requirements may apply in specific circumstances, such as driving a bus or coach in proclaimed hazardous areas of Victoria during the snow season. Ensure you are aware of all applicable requirements and comply with them. 5. If travelling on a bus or coach fitted with seat belts, you and any travelling companions must wear a seat belt.
B.	Ensuring you have the necessary experience and competencies	Driver	1. University-related driving may involve situations and vehicle types with which you are not familiar, such as driving off-road, operating a vehicle with manual transmission, towing a trailer, etc. Ensure you have the necessary experience and competencies. If at all unsure, discuss it in advance with your supervisor/manager.
C.	Performing pre-operation checks and adjustments	Driver	1. Before conducting any University related driving, perform the checks specified in the vehicle's Driver Handbook. 2. Note the side of the vehicle on which the fuel tank inlet is located if not familiar with the vehicle. On many cars, an arrow on the fuel gauge shows the relevant side. 3. Note the level of fuel in the tank and the odometer reading. 4. Adjust the seat, mirrors and controls. 5. Note where the parking brake is located (e.g. hand lever, foot pedal, dashboard button, etc.)

D.	Obeying all road rules	Driver	1. Comply with all applicable laws and rules. 2. Insist that your passengers also comply with all applicable laws, such as those relating to the use of safety belts.
E.	Travelling at moderate speed	Driver	1. Comply with all speed limits and reduce your speed whenever conditions are adverse, such as poor weather, limited visibility, potential for animals on the road, etc.
F.	Adopting a low-risk driving style	Driver	1. Anticipate potential risks and make appropriate decisions to reduce risks. 2. Focus on driving-related tasks. Avoid distractions from electronic devices, passengers, etc. 3. Maintain a 5-second clear view ahead of you (this may mean slowing down around blind corners or when approaching crests). 4. Maintain an appropriate crash avoidance space around your vehicle at all times in accordance with the table below. 5. Do not engage in aggressive driving, such as tailgating, fast cornering, sudden lane changes, hard accelerations, and late braking. 6. Keep well away from drivers displaying aggressive or erratic behaviours. 7. Avoid overtaking unless all conditions make it safe. Make use of divided sections of the carriageway or overtaking lanes to reduce risks. 8. Turning right across oncoming traffic is a common cause of accident. Make sure the road is clear well ahead before proceeding.

Minimum Crash Avoidance Space (CAS)				
	Favourable driving conditions		**Adverse driving conditions**	
Speed	*CAS (distance)*	*CAS (time)*	*CAS (distance)*	*CAS (time)*
40 km/h	17 m	1.5 s	28 m	2.5 s
60 km/h	33 m	2.0 s	50 m	3.0 s
80 km/h	55 m	2.5 s	78 m	3.5 s
100 km/h	83 m	3.0 s	111 m	4.0 s

G.	Preventing, recognising and controlling fatigue	Driver	1. Plan your trip so you can comply with the restrictions detailed in the Maximum University-related Driving Times table below. 2. Stop and rest if fatigue develops (frequent yawning, blinking or difficulty in keeping eyes open, tendency to stare, etc.), even if you are within the maximum times listed above.

Maximum University-related Driving Times*	
Conditions	**Maximum driving time**
Maximum continuous driving time	2 hours and 30 minutes (minimum 15-minute break required)
Maximum total drive-and-work time during a 24-hour period (when less than 2 hours of driving are conducted at night time)	12 hours (minimum 10-hour break required before driving again)
Maximum total drive-and-work time during a 24-hour period (when 2 hours	10 hours (minimum 10-hour break required before driving again)

or more of driving are conducted at night time)			
*Note 1: these maximum times apply to car drivers. They do not replace the regulatory requirements applicable to bus and truck drivers. *Note 2: University-related travel (e.g. by plane) is included in the computation of maximum drive-and-work times. Therefore, when returning from an overseas work trip, you may exceed these times if you drive back from the airport without an appropriate rest period beforehand. In such cases, consider organising in advance to be picked up from the airport, or taking a combination of public transport and taxi to get home.			
H.	Managing the effects of alcohol	Driver	1. Comply strictly with all legal requirements applicable to drinking alcohol and driving. 2. In addition to these legal requirements, you must have a blood alcohol concentration of 0.00 if engaging in University related driving with any passenger on board.
I.	Managing medication side effects	Driver	1. Some medicines have side effects that may affect your driving. If you are on medication when planning to drive, ensure that you discuss the issue with your treating doctor beforehand.
J.	Restricting the use of phones	Driver	1. Using a phone whilst driving is prohibited unless you adhere to strict conditions. You must hold a full car licence. You can only make or receive a phone call or use audio/music functions provided the phone: • is secured in a commercially designed holder fixed to the vehicle, or • can be operated by the driver without touching any part of the phone, and the phone is not resting on any part of the driver's body. 2. Using a phone as a navigational device/GPS while driving is prohibited unless it is secured in a commercially designed holder fixed to the vehicle. All other functions (including video calls, texting and emailing) are prohibited. 3. Even under those conditions, phone use still increases the

			risk of accident. Restrict it to situations where the level of risk is low, such as daytime driving on a straight open road with light traffic levels and good weather. Otherwise, park the vehicle in a safe location and turn off the engine before using the phone.
K.	Transporting materials or equipment	Driver	1. Separate heavy or hard items from occupants of the vehicle. Place these items in the boot of a sedan or behind a protective barrier in a station wagon. 2. Comply with all applicable requirements for the transport of dangerous goods. Contact the Health, Safety and Wellbeing Department for further information. 3. Do not exceed the maximum load and towing capacity specified in the Driver Handbook of your vehicle.
L.	Being careful around heavy vehicles	Driver	1. Leave greater distances than usual between your vehicle and heavy vehicles. 2. Give long and heavy vehicles plenty of turning space. 3. Truck and bus drivers generally do not have the unrestricted rear view that car drivers have. If you cannot see the driver's face in their side mirror, assume that the driver is unaware of your presence. Avoid placing your vehicle in a driver's blind spots (e.g. beside a truck underneath the line of sight of the side mirrors).
M.	Caring for vulnerable road users	Driver	1. Slow down near pedestrians or areas where pedestrians are likely, such as schools, shopping centres and near public transport. In shared areas, drive at walking speed.

			2. Give plenty of clearance to cyclists: one metre minimum between your vehicle and them in slow traffic and one-and-a-half metre minimum otherwise. 3. Remain aware of motorcyclists. Motorbikes are agile and quick, and they can be hard to notice if not looking out for them.
N.	Driving overseas	Driver	1. Avoid University-related driving in foreign countries. Use safer alternative forms of transport. 2. To seek authorisation from your Supervisor/Manager to drive overseas, comprehensively address the risks and risk control measures in the HIRAC Review required under the Finance Governance Procedural Manual - Procurement of Goods & Services, Corporate Purchasing Card, Travel, and Motor Vehicles.

2. Ensuring your security whilst driving

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Maintaining communication with the University when off campus	Driver	1. Ensure your Supervisor/ Manager is aware of the details of your trip and has your contact details. 2. Carry a list of important phone numbers, both work and family related. 3. Take your licence, some cash and a mobile phone. 4. If planning University related driving in regions where digital network coverage is poor or non-existent, conduct a Hazard Identification, RiskAssessment and Control (HIRAC) review of the activity with your Supervisor/Manager

			to determine whether special means of communication are necessary and, if so, which ones (e.g. satellite phone, personal locator beacon, etc.).
B.	Preventing violence against you	Driver	1. If the risk of violence is a foreseeable part of your University related driving, contact the Health, Safety and Wellbeing Department for the preparation of a Violence Prevention Plan. 2. Do not take hitchhikers or other unauthorised passengers on board. Conversely, if your vehicle breaks down, do not hitch a ride with an unknown driver. 3. If talking to a stranger by the roadside, do so from within your car if possible. Do not open the window more than necessary and be prepared to drive off. 4. Assaults and threats of violence must be treated as emergencies. See section 3.C. below.
C.	Protect personal and University property	Driver	1. Do not leave valuable items exposed inside the vehicle. When leaving the vehicle unattended, take them with you, lock them in the boot, or keep them concealed. 2. Turn off the engine and lock up your vehicle whenever it is unattended, even for very short durations.

3. Dealing with vehicle problems, accidents and emergencies

	ACTIVITY	**RESPONSIBILITY**	**STEPS**
A.	Dealing with vehicle problems	Driver	1. If your vehicle breaks down or becomes unsafe due to a malfunction, stop in a safe location (safe for you, but also

			for other traffic). Turn engine off. Switch hazard lights on. 2. Assess situation for hazards and take appropriate action to protect yourself and others. 3. Refer to the Smart Fleet Driver Information Kit, which is in every pool vehicle and provides information about what to do in case of an accident or vehicle fault. 4. Do not attempt any repairs or troubleshooting that are beyond your capabilities. 5. Report as soon as practicable any vehicle trouble to Property and Infrastructure.
B.	Managing the scene of a traffic accident	Driver	1. Stop your vehicle in a safe location (safe for you, but also for other traffic). Turn engine off. Switch hazard lights on. 2. Assess situation for hazards and take appropriate action to protect yourself and others. 3. If emergency services are required, refer to section 3.C. below. 4. Assist any person in need. 5. If you were involved in the accident, provide your name and the address of the University to the driver of any other vehicle involved in the accident. Do not make any admission of fault to other parties. 6. As far as possible, obtain the following details for any other vehicle involved in the accident: • Name and address of the driver • Name and address of the owner • Description and registration of other vehicle involved • Name of company insuring the vehicle (if any)

			• Description of the damage incurred by the vehicle • Precise words of any admission of guilt by any other party 7. If the situation becomes tense, defuse it by encouraging all parties to let insurance companies manage it. 8. Report as soon as practicable any property damage to fleet vehicles to Property and Infrastructure. 9. Report as soon as practicable any injury or ill health you have incurred to the Health, Safety and Wellbeing department.
C.	Dealing with emergencies	Driver	1. Prior to your trip, check the Vic Emergency website for any warnings. The phone number of the Victorian Bushfire information Line is 1800 240 667. Consider rescheduling or cancelling your travel if conditions are unsafe. 2. Monitor conditions on the local ABC radio station. 3. If you are driving and see signs of an emergency ahead (such as smoke from a possible bushfire, flooded roadway, etc.), make a U-turn to safety if you have the option. 4. Do not attempt to cross a flooded road or bridge. 5. For all emergencies, stay calm and pull over to a safe area. In Australia, call Triple Zero (000). If any mobile network covers your location, an operator will answer you and ask if you need Police, Fire or Ambulance. State what service that you require. Give the operator the details of where you are, including street number, name of road/

			street, nearest cross street, and locality. Do not hang up until instructed to do so. 6. You can also call Triple Zero using the *Emergency+* app with a smartphone. The *Emergency+* app enables you to provide emergency call-takers with details of your location as determined by the GPS in your smartphone. 7. If you are not using the *Emergency+* app, it can be challenging to provide your exact location in unfamiliar areas. Throughout your drive, pay attention to road intersections, distances from towns and landmarks in case you need to specify your location in an emergency. 8. If you have a hearing or speech impairment, you can contact police, fire or ambulance on 106 directly through a TTY (also known as a teletypewriter or textphone). The 106 Text Emergency Relay Service is part of the National Relay Service (NRS). It is always available and calls made using the 106 service are given priority over other NRS calls. 9. Note: it is not possible to contact emergency services using the Short Message Service (SMS) in Australia. 10. If you are travelling overseas, dial the local emergency number or you can dial the international standard emergency number 112 from a digital mobile phone.

4. Supervising University-related driving

	ACTIVITY	RESPONSIBILITY	STEPS

A.	Fulfilling responsibilities under OHS law	Supervisor/manager of any person conducting University-related driving	1. Road rules as well as Occupational Health and Safety legislation apply to University-related driving. Therefore, you bear significant responsibility for the occupational health and safety aspects of the driving performed by people under your supervision. You must: • eliminate as far as practicable University-related driving, for instance through the use of tele-conferencing or video-conferencing facilities; minimise the amount of driving performed under adverse conditions, such as driving in the dark, in poor weather, when fatigued, etc.; • identify the types of driving required as part of every position you supervise and outlining them in the relevant Positions Descriptions (e.g.: "as part of the School excursions program, the appointee will be required to drive groups of students in a 12-seater mini-bus"); • specify the level of competency required for the University-related driving tasks associated with relevant positions in the Selection Criteria (e.g. "applicants must hold a Light Rigid (LR) licence and must have demonstrated experience in off-road and trailer-towing situations"); • select drivers who meet the competency requirements of the relevant University-related driving tasks; • inform existing and new drivers of University vehicles of this Procedure;

			• instruct and supervise them appropriately; • ensure staff attend relevant training; and • take appropriate disciplinary action for unsafe driving behaviour. 2. Put in place within your area the work systems necessary for compliance with this Procedure. In particular, ensure that travel and accommodation arrangements, timetables, work and meeting schedules allow full compliance with road rules and the Procedure (e.g. Maximum Driving Times and speed limits). 3. If a person under your supervision plans to perform University-related driving but does not have access to a mobile phone, ensure one is made available to them. 4. Where special risks may apply (e.g. driving in remote locations or overseas, group transport, etc.), conduct a Hazard Identification, RiskAssessment and Control (HIRAC) review of the activity with the staff or students concerned to eliminate or reduce these risks as far as practicable.
B.	Handle grievances associated with University-related driving	Supervisor/manager	1. Refer to the Staff Grievance Procedure or the Health and Safety Consultation and Issue Resolution Procedure.

Supporting documents

- Alcohol and Other Drugs
- Hazard Identification, RiskAssessment and Control (HIRAC) Framework
- Health and Safety Consultation and Issue Resolution
- Health and Safety Management Framework
- Security Procedure
- Staff Grievance Procedure

- Finance Governance Procedural Manual - Procurement of Goods & Services, Corporate Purchasing Card, Travel, and Motor Vehicles

Forms.

- HIRAC Report (DOCX 154.0kb)

Incident and Emergency Management

Incident and Emergency Management Framework

1. Planning for incidents and emergencies

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Providing adequate first aid services for University activities and University premises	Supervisors/Managers	1. Refer to the First Aid Services section of this manual.
B.	Providing adequate emergency information, instruction and training to all people present on University premises	Property and Infrastructure	1. Prominently display a minimum of one Emergency Floor Plan on each floor of each building, normally adjacent to each exit. Each floor plan must show: a. the name or code of the building and the floor level; b. the location of the plan (e.g. "You are here") on that floor; c. the emergency exits for that floor; d. the location of fire fighting equipment; e. the location of any break-glass alarm; and f. the location of first aid kits. 2. Keep the EFPs up-to-date as alterations to the buildings, floors, layouts or occupancies take place.
		Deans/Directors	1. Ensure that EFPs as described above are prominently displayed on each floor of each building where staff, students or visitors under your control are present.

			2. Develop, document and implement a set of Local Emergency Instructions adapted from the Local Emergency Instructions Template for each of the Institutes/Directorates/ Colleges/Centres, areas and activities you control, as appropriate. These instructions may need to be developed in consultation with other Supervisors/Managers where relevant (e.g. shared floors or buildings). 3. Local Emergency Instructions must: a. address the risks of fire and serious injury(see Note 1); b. identify any other emergency situations relevant to the Area; c. list the steps to be followed in each case, including the method to be used to initiate an evacuation of the building(see Note 2); d. make special provision for the evacuation of people with disabilities, if applicable to the Area; e. be consistent with the University's model "General Emergency Instructions" shown below; f. be displayed next to the EFPs; and g. be covered during the local induction of new staff members and students. **Note 1**: See below for University-wide instructions pertaining to injuries, illnesses and deaths. **Note 2**: This may involve manually activating a break-glass alarm, operating a hand-held evacuation siren, verbally

			instructing people to evacuate, blowing a whistle, etc.
C.	Providing adequate numbers of Area Wardens	Deans/Directors	1. Appoint Area Wardens and Deputy Area Wardens and identify suitable Designated Assembly Points in consultation with the Health, Safety and Wellbeing Department. 2. In areas jointly used or occupied by several Institutes/ Directorates/Colleges/ Centres, the choice of Area Wardens and Deputies should primarily be guided by personal characteristics and availability rather than by considerations related to organisational or reporting structure.
D.	Preparing for possible threats, such as bomb threats	Deans/Directors	1. Identify the employee(s) or workstations in your Institute/ Directorate/Centre most likely to receive threats, such as bomb threats (typically Receptionists, School Administrative Officers, and Secretaries are most likely to receive threats directed at the University) 2. Ensure these employees receive training offered by the Health, Safety and Wellbeing Department.

2. Responding to incidents

	ACTIVITY	**RESPONSIBILITY**	**STEPS**
A.	Responding to incidents – general principles	Any person at the scene of an incident	1. In all incidents, the priorities that must inform decisions made by staff are (listed in decreasing order of importance): a. to preserve the health and safety of nearby people; b. to render assistance to casualties, particularly by obtaining help from trained personnel (University First

			Aiders, Ambulance Officers, etc.); c. to preserve relevant evidence for any investigation; and d. to report the incident in accordance with this manual.
		University First Aider or most senior University staff member present at the scene	1. For incidents that are likely to cause distress to those involved, contact the Student Wellbeing department.
B.	Responding to incidents that have not caused any injury or illness	Any person at the scene of an incident	1. Take all reasonable steps to ensure the incident does not recur or worsen. Reporting requirements are outlined below in the section titled Reporting and Investigating Incidents and Emergencies.
C.	Responding to incidents that have caused injury or illness	Any person at the scene of an incident	1. Organise, as far as practicable, the prompt examination of the casualty(s) by a University First Aider.
		University First Aider or most senior University staff member present at the scene	1. If a University First Aider is available (case A), the University First Aider takes control of the situation. If no University First Aider is available (case B), the most senior University staff member present at the scene assumes control. 2. In consultation with the casualty – if conscious(see Notes 3 and 4) – determine the appropriate course of action. Consider the following options (listed broadly in increasing order of severity): a. make casualty comfortable and allow them to rest; b. allow casualty to self-administer treatment if they suffer a diagnosed condition and carry appropriate medication; c. contact next-of-kin or legal guardian;

			d. advise casualty they should seek examination by a medical practitioner; e. provide first aid treatment (case A); f. transport casualty to an appropriate medical service for prompt (but non-emergency) attention(see Note 5); and g. call an ambulance. **Note 3**: When consulting with a casualty, take into account any factor thought to impair the casualty's judgment. Such factors include: • disorientation, confusion, embarrassment, the injury itself, or a medical condition; • immaturity of judgment (e.g. children); and • the possible side effects of pharmaceuticals, or the possible influence of alcohol or drugs. Where a casualty is thought to have an impaired capacity for sound judgement and steadfastly refuses to follow the recommended course of action, take all reasonable steps to protect the person and others against the possible consequences of their actions. These steps may include contacting emergency services against the will of the casualty. Do not use physical coercion except in the most extreme situations and solely in an attempt to protect your safety or that of others. **Note 4**: Where a casualty is unconscious, call an ambulance as far as practicable. **Note 5**: If, in the opinion of the University First Aider (case A) or University employee (case B), a casualty needs to be transported

			to an off-campus medical facility for prompt attention and a next-of-kin or legal guardian cannot be contacted, you may organise transport depending on circumstances. Use ambulances or University vehicles in preference to private vehicles. In general, casualties requiring medical treatment are deemed to be unable to drive safely. In such cases, unless the casualty repeatedly insists on leaving the campus or incident scene by their own means, assign a reliable employee to drive the casualty to an appropriate medical facility. Whenever possible, a third person – usually a University First Aider – should accompany the casualty and driver to monitor the casualty's condition and provide any necessary assistance.
D.	Responding to fatal incidents	Any person at the scene of a fatal incident	1. If, following an apparently fatal injury or illness, there is any possibility that the casualty may still be alive, treat the casualty as an injured/ill person (refer to 2.A. and 2.C. above): a. Call an ambulance immediately. b. Seek assistance from a University First Aiders or other qualified person to apply appropriate resuscitation techniques until relieved by personnel with higher medical or para-medical qualifications. 2. Preserve the incident scene except where measures are required to prevent further injuries or illnesses. 3. Ensure Police have been called.

3. Responding to emergencies

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Responding to emergencies – general instructions	Any person at the scene of an emergency	1. If first at the scene of an emergency, remember the three key steps AAA: a. **Assess** the situation for immediate dangers to your safety and take appropriate steps to protect yourself b. **Alert** personnel around you, the Security Number and the Area Warden (if applicable) c. **Assist** any person in immediate danger if safe to do so. 2. Then: a. Contain or combat the emergency only if safe to do so b. Evacuate to a safe location if necessary c. Notify your Supervisor/ Manager (staff), Teacher/ Lecturer (students), Designated University Contact (contractors and visitors). Also notify the Student Wellbeing department for incidents that are likely to cause distress to the people involved.
B.	Evacuating buildings or areas	Any person on University premises or in University activities instructed to evacuate a building or area either by means of an automatic or manual alarm or by verbal order	1. Make all equipment safe. 2. Evacuate promptly from the building, closing doors behind you if practical(see Note 6). 3. Assemble at the Designated Assembly Point for that building or area and: a. report to the Area Warden (yellow helmet); b. await further instructions; c. do not leave, even if the emergency extends beyond normal working hours or into scheduled breaks;

			d. follow all instructions from the Emergency Control Personnel and Emergency Services personnel; and e. do not smoke. **Note 6**: Leave doors and windows open if evacuating in response to a bomb threat.
C.	Conducting a building or area evacuation	Area Wardens and Deputies	1. Investigate the emergency and decide on the need for evacuation in the following cases: a. verbal report of an emergency by staff, students, visitors, etc.; or b. other indication of incident or problem. 2. Initiate an immediate evacuation of your area in the following cases: a. automatic evacuation alarm (not preceded by a verbal announcement to disregard it); or b. instruction to evacuate given by the Campus Warden or Deputy Campus Warden, or by Emergency Services personnel. 3. In case an evacuation is required: a. follow Local Emergency Instructions to initiate an evacuation (if not already automatically initiated); b. if you have observed tangible signs of an emergency, ensure the University Emergency Phone Number has been contacted; c. put on your yellow helmet/ vest; d. conduct a thorough and systematic search of the area you control, advising all people to evacuate to

			the Designated Assembly Point; e. ensure evacuation signs are placed in entrance doorways; f. proceed to the Designated Assembly Point; g. determine whether the Designated Assembly Point is safe and take appropriate action if not; h. ascertain whether anyone appears to be missing; i. report to the Campus Warden (if applicable) or Emergency Services officer-in-charge of the result of your area search and head count; and j. if necessary, take steps to prevent unauthorised persons from entering the building.
D.	Conducting a campus evacuation	Campus Wardens and Deputies	1. If the evacuation of a campus or significant part of a campus is required, the Campus Warden or Deputy must: a. ensure the University Emergency Phone Number has been contacted; b. contact each of the Area Wardens or Deputy Area Wardens concerned; and c. implement the Crisis Management Plan.
		Area Wardens and Deputies	1. Initiate an evacuation in their building in accordance with your Local Emergency Instructions and section 3.C. above.
E.	Responding to a written bomb threat	Any member of the University community receiving a written bomb threat	1. Avoid unnecessary handling of the letter, envelope, etc. 2. Preserve the evidence by placing it into an envelope or sleeve (preferably clear plastic).

			3. Immediately report the matter to your Supervisor/Manager.
		Supervisor/Manager	1. Contact the University Emergency Phone Number.
F.	Responding to a phoned bomb threat	Any member of the University community receiving a phoned bomb threat	1. Refer to the Bomb Threat Checklist.
		Supervisor/Manager	1. Contact the University Emergency Phone Number.
G.	Responding to the discovery of a suspect object or receiving a suspect item of mail	Any member of the University community who discovers a suspect object or receives a suspect item of mail	1. Avoid handling the object or item. 2. Alert those nearby and retreat from the immediate area. 3. Immediately report the matter to your Supervisor/Manager.
		Supervisor/Manager	1. Contact the University Emergency Phone Number.

4. Reporting and investigating incidents and emergencies

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Initially reporting an incident	Employees, students, contractors and visitors	1. Report all incidents as soon as possible: a. employees must report incidents to their Supervisor/Manager and Health and Safety Representative; b. contractors and visitors must report incidents to their University Contact; and c. students must report incidents to one of their Lecturers/Teachers/ Tutors.
B.	Further reporting, investigating and preventing recurrences of an incident	Supervisors, Managers, University Contacts, and Lecturers/ Teachers/Tutors to whom an incident has been reported	1. Follow the instructions shown in the following sub-sections. **Serious Incidents** a. During business hours, immediately contact the Health, Safety and Wellbeing Department.

			b. After hours, or if nobody within the Health, Safety and Wellbeing Department can be contacted, call the Emergency Phone Number (1800 333 732). c. Send an Incident Report in Workday within one working day of the incident. **All Injuries and Illnesses other than Very Minor** a. Ensure the injured person has been cared for in accordance with this manual. b. Lodge an initial incident report in Workday within one working day. c. Ensure the incident is investigated, corrective actions are identified, and the final report is submitted in Workday within five working days of the incident. **Very Minor Injuries and Illnesses with No Potential to be Serious** a. Organise prompt first-aid treatment (if available). **Near-Miss Incidents with Potential to be Serious** a. Complete an Incident Report in Workday within two working days of the initial report.
C.	Reporting the provision of first aid	University First Aiders	1. For every person you attend to, complete an entry into the First Aid Report included in all University First Aid Kits.

Supporting documents

- Operations Governance Policy
- Health and Safety Management Framework
- First Aid Services
- Hazard Identification, RiskAssessment and Control (HIRAC) Framework
- Wardens and Designated Assembly Points
- Academic Freedom and Freedom of Speech Policy and Procedure

Forms.

- Bomb Threat Checklist (PDF 178.1kb)
- First Aid Report (PDF 195.3kb)
- Local Emergency Instructions Template (DOCX 48.3kb)

First Aid Services

1. Providing adequate first aid services in University premises and off-campus University activities

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Classifying each area within University premises and each University activity under your control	Supervisor/Manager	1. Determine the first aid classification using the following riskassessment process: **Class "A"**: if staff, students or customers in the campus location or off-campus activity perform any of the following activities, or activities that present a similar risk of injury or illness, the campus location or off-campus activity is classified as "A": • use of powered tools, compressed gases, or workshop machinery; • use of kitchen equipment, stoves, ovens, food processors, blenders, etc.; • firing of kilns, handling of chemicals classified as "dangerous goods"; • maintenance, testing or repair of electrical equipment; • contact or combat sports, martial arts, sports presenting an acrobatic component (gymnastics, diving, trampolining, etc.) or physical activities commonly held to be risky (rock climbing, scuba diving, hang gliding, parachuting, motor sports, etc.); or • excursions, field trips and outdoor activities in areas where medical assistance

			would normally arrive after two hours or more. **Class "B"**: if staff, students or customers in the campus location or off-campus activity perform any of the following activities, or activities that present a similar risk of injury or illness, the campus location or off-campus activity is classified as "B": • use of non-powered hand tools (screwdrivers, hammers, knives, etc.); • sporting and physical activities other than those included in class "A"; • artistic performances (theatre, dance, etc.); • excursions, field trips and outdoor activities in areas where medical assistance would normally arrive in less than two hours; • driving group transport vehicles; or • heavy manual handling. **Class "C"**: if staff, students or customers in a campus location or off-campus activity do not regularly perform any of the activities listed under Class "A" and Class "B", and do not regularly perform activities that present a similar risk of injury or illness, the campus location or off-campus activity is classified as "C".
B.	Ensuring adequate numbers of University First Aiders are provided	Supervisor/Manager	1. Determine, in consultation with the Health and Safety Representative(s), the minimum number of University First Aiders for each campus location and each off-campus activity, using the following ratios as a guide(see Note 1): **Class "A"**: one University First Aider readily available for 35

			people present at any one time (staff, students and customers). **Class "B"**: one University First Aider readily available for 50 people present at any one time (staff, students and customers). **Class "C"**: one University First Aider readily available for 100 people present at any one time (staff, students and customers). **Note 1**: When determining the appropriate number of University First Aiders, consider: • absences due to leave or other reasons, and unavailability due to lecturing or other commitments; • the availability of non-University First Aiders or medical support (e.g. when visiting public or private organisations); • the geographical spread and possible isolation of people in the Institute/Directorate/ College/Centre, sub-unit, excursion group, etc.; and • times outside of normal working hours when staff, students or customers can be expected to be working or using University facilities (e.g. Library). 1. Ensure the minimum of University First Aiders is provided for each campus location and each off-campus activity you control.
C. .	Ensuring adequate numbers of first aid kits are provided	Supervisor/Manager	1. Ensure adequate numbers of first aid kits are provided for each location and activity you control. Minimum numbers of first aid kits for each campus location or off-campus activity are the same as the numbers specified for University First Aiders, with the additional requirement that a minimum of one first aid kit must be provided in each building.

			Special consideration must be given to activities taking place in isolated locations and in multi-storey buildings. 2. Ensure each non-portable kit(see Note 2) contains, as a minimum, the basic contents listed in the First Aid Order Form, as well as any additional module (burn or eye) required, as determined by the local University First Aider(s) in consultation with you and the relevant Health and Safety Representative. **Note 2**: The contents of portable first aid kits provided for outdoor activities, excursions and other off-campus activities (e.g. field work) must be determined by the University First Aider(s) involved.

Supporting documents

- Health and Safety Management Framework
- Incident and Emergency Management Framework
- List of University First Aiders
- Defibrillator Locations

Forms.

- First Aid Order Form (PDF 199.1kb)
- First Aid Report (PDF 195.3kb)
- University First Aider Nomination Form (PDF 144.7kb)

Responsibility

- The Health and Safety Policy Committee is responsible for monitoring the implementation, outcomes and scheduled review of this manual.
- The Head – Health, Safety and Wellbeing is responsible for:
  - maintaining the content of this manual as delegated by the Health and Safety Policy Committee;
  - developing, coordinating and delivering the training required by Supervisors, Managers and University First Aiders to fulfil the role assigned to them in this manual; and
  - assisting Institutes/Directorates/Colleges/Centres in complying with this manual.
- Senior Managers are responsible for ensuring the requirements of this manual are met within their Institute/ Directorate/College/Centre. In particular, they are responsible for:
  - ensuring adequate numbers of University First Aiders are appointed and maintained over time in their Area(s) in accordance with the method outlined above;
  - maintaining the relevant section of the list of University First Aiders;

  - releasing the University First Aiders for training;
  - paying for the cost of training their staff if applicable; and
  - ensuring the local emergency instruction signage includes up to date first aider names.
- The Campus Nurse is responsible for the Hepatitis B information, prevention and vaccination program for University First Aiders on the Ballarat and Gippsland campuses.
- University First Aiders are responsible for:
  - complying with the relevant provisions of the Incident and Emergency Management section of this manual;
  - reporting to their Dean/Director any condition that may prevent them from performing their first aider duties properly and safely;
  - attending the training sessions organised for the maintenance and development of their first aid skills;
  - regularly (e.g. monthly) checking the contents and condition of first aid kits in their area and ordering first aid stocks as required, using the First Aid Order Form;
  - entering into a Hepatitis B prevention program which may, after proper information and consent, include vaccination; and
  - providing documentary evidence of their first aid qualifications upon request.

Bushfire Planning

1. Reducing and managing bushfire risks

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Reducing bushfire risks on University premises as far as reasonably practicable	Director, Property and Infrastructure	1. Develop and implement annual programs of bushfire prevention activities around University buildings and grounds other than Nanya Research Station (e.g. fire restrictions compliance, building inspections for areas vulnerable to ember attacks, vegetation management, gutter guarding, etc.). 2. Liaise with relevant government agencies and neighbours to ensure neighbouring land is managed to not pose a threat to University premises. 3. Regularly report to the University Health and Safety Policy Committee on bushfire prevention activities.
		Project Officer - Nanya	1. Develop and maintain a Bushfire Management Plan for the Nanya Research Station that covers the objectives, strategies and operational

			aspects of bushfire management. 2. Submit the Plan and subsequent updates to the Head - Health, Safety and Wellbeing.
		All members of the University community	1. Observe applicable Fire Restrictions and Total Fire Bans. 2. Consider the risk of bushfire in any Hazard Identification, RiskAssessment and Control (HIRAC) review they conduct for relevant University activities, including work-related travel and off-campus activities.
B.	If a 'Code Red' Day is declared in advance in the Central fire district of Victoria	Critical Incident Management Team Leader	1. Implement the decision to close the Mt Helen campus on that day. 2. Cancel any activity planned for that day on the Mt Helen campus unless: 3. • It is deemed essential(see Note 1); or • it can be relocated to a safe location. **Note 1**: Essential Activities and Essential Staff Senior Managers must identify the activities that need to continue in their portfolio at the Mt Helen Campus on 'Code Red' days due to overriding practical, legal, contractual or other reasons (essential activities). In consultation with the relevant staff, Senior Managers must identify by name, job title and Institute/Directorate/College/ Centre the individual members of staff in their portfolio who are required to report on the Mt Helen Campus to allow essential activities to continue (essential staff). In doing so, Senior Managers must fulfil their legal obligations toward staff, especially

			as specified under OHS legislation. The list of essential activities and essential staff must be submitted to the Critical Incident Management Team (CIT) and the Mt Helen Campus Warden. The CIT/Campus Warden may refuse to grant any activity or staff member the "essential" status. After approval by the CIT and the Mt Helen Campus Warden, each Senior Manager must inform the relevant staff of their essential status and expectations regarding work attendance on 'Code Red' days.
C.	If a 'Code Red' Day is declared in advance in any fire district other than the Central district of Victoria	Critical Incident Management Team Leader	1. Consult with the Critical Incident Management Team (CIT) and the relevant Campus Wardens as soon as practicable after the announcement of a 'Code Red' day in a fire district where University premises are located. The CIT must decide on the appropriate course of action for these premises, in particular in relation to restricting, modifying or cancelling University activities.
		Executive Deans/Directors or Heads of Campus	1. Review the need to restrict, modify or cancel any University activity (including any work-related travel and off-campus activity) that is under your control and is planned to take place within the district(s) affected by the 'Code Red'. In doing so, refer to any review conducted under the Hazard Identification, Risk Assessment and Control (HIRAC) Procedure and to applicable Fire Restrictions and Total Fire Bans. 2. Consider that some staff may not be able to report to work.

D.	On days of 'Extreme Fire Danger'	Executive Deans/Directors or Heads of Campus	1. Review the need to restrict, modify or cancel any University activity (including any work-related travel and off-campus activity) under your control. In doing so, refer to any review conducted under the Hazard Identification, Risk Assessment and Control (HIRAC) Procedure and to applicable Fire Restrictions and Total Fire Bans. 2. Consider that some staff may not be able to report to work.
D.	Managing evacuations from buildings or from entire University premises	Campus Wardens, or Area Wardens for smaller premises or locations	1. In liaison with the Critical Incident Management Team (if practicable) and Emergency Services determine when evacuations are required. 2. As far as practicable, initiate evacuations early (i.e. long before the fire physically impacts on the campus) and in accordance with your training and the Incident and Emergency Management section of this manual. 3. Stage evacuations building by building to avoid traffic difficulties. Set priorities for individual buildings on the basis of fire threat (e.g. residential units close to bushland) and characteristics of occupants (e.g. childcare centre). 4. Carefully consider evacuation routes in liaison with Emergency Services.
E.	Dealing with a bushfire impacting on University premises	Campus Wardens, or Area Wardens for smaller premises or locations	1. Irrespective of the declared fire danger level, a bushfire may impact on a campus of the University or any other location where members of the University community are present. In such circumstances, monitor the situation, using all means available such as visual

			inspections and patrols, local ABC radio, Vic Emergency website, Fire Rescue Victoria, Fire and Emergency Services, Facebook and Twitter sites. 2. Deal with ember attacks and spot fires strictly in accordance with the general emergency instructions in the Incident and Emergency Management section of this manual. 3. As outlined above, early and orderly evacuations are critical, but circumstances may prevent them. In this case, consider the option of having occupants of the buildings most threatened retreat to the building(s) least threatened owing to their location, design and construction. 4. Then, concentrate your efforts on protecting those buildings from the threat.
F.	Reducing the risks arising from bushfires in off-campus University activities as far as reasonably practicable	Any University employee planning or supervising off-campus University activities	1. Consider the risk of bushfires as part of the review you must conduct under the Hazard Identification, Risk Assessment and Control (HIRAC) Framework. 2. If this risk applies, include in the planning and supervision of these activities the necessary measures to eliminate or reduce the risks to people, the environment and property arising from bushfires. These measures must include strict compliance with applicable Fire Restrictions and Total Fire Bans.
		Executive Deans/Directors and Head of Campus	1. On the announcement of a forthcoming 'Code Red' or 'Extreme Fire Danger' day in a relevant fire district, review the need to restrict, modify or cancel any University activity under your control that is

			planned to take place away from University campuses and premises, including excursions, fieldwork and road travel. In doing so, refer to the relevant HIRAC Review and to applicable Fire Restrictions and Total Fire Bans.
G.	Managing communications to the University Community in relation to bushfires and bushfire risk	CIT Leader	1. Ensure that decisions regarding bushfire planning are communicated in a timely way to all members of the University community.
		Director - People and Culture	1. Develop and implement a communication strategy for staff.
		Chief Learner Experience Officer	1. Develop and implement a communication strategy for students.
		Executive Deans/Directors	1. Develop and implement communication strategies for stakeholders other than staff and students (e.g. contractors, customers, tenants, etc.).
H.	Managing requests from Emergency Services or Municipal Authorities for accommodation or other services for firefighters or evacuees.	CIT Leader /Heads of Campus/ Executive Deans/Directors	1. Develop and implement communication strategies for all relevant members of the University community. 2. Re-task designated staff to liaise with relevant agencies. 3. Review activities to avoid affecting Emergency Services requirements. 4. Record all associated costs so reimbursement can be sought from agencies. 5. At Gippsland Campus, before the commencement of each fire season: • set aside a minimum number of beds which are available for evacuees, and advise Latrobe City Municipal Recovery Manager; and • ensure there is a supply of linen (separate to normal stock), toiletry and breakfast

			packs in stock in preparation for evacuees. 6. At the Gippsland campus, upon being formally requested to provide accommodation: • designate available beds, with appropriate access routes identified, maps circulated, and temporary signs put in place; and • establish notification protocols and time lines for use of beds in consultation with municipal emergency management staff and service contractors.

Supporting documents

- Operations Governance Policy
- Health and Safety Management Framework
- Incident and Emergency Management Framework
- Records Management Procedure

Responsibility

- Chief Operating Officer, as the Approval Authority, is responsible for monitoring the implementation, outcomes and scheduled review of this manual.
- Head, Health, Safety and Wellbeing, as the Document Owner, is responsible for maintaining the content of this manual as delegated by the Approval Authority.

Promulgation

This Operations Manual will be communicated throughout the University community in the form of an Announcement Notice via FedNews website and on the '*Recently Approved Documents*' page on the '*Policies, Procedures and Forms @ the University*' website.

Implementation

This Operations Manual will be implemented throughout the University in the form of an Announcement Notice via FedNews website and on the '*Recently Approved Documents*' page on the '*Policies, Procedures and Forms @ the University*' website.