Name of organisational unit: School of Psychology

Date of action plan: August 2018

Due for review (quarterly): November 2018

All organisational units are required to implement the University Safety Management System and set goals to improve work health and safety (WHS) performance. This template is designed to assist local organisational units to meet the University’s safety planning requirements.

How to use the WHS Action Plan template

This WHS Action Plan template refers to each of the eight management standards and prompts action to facilitate compliance and improve WHS performance.

1. Use the check boxes to verify local implementation of the eight management standards
2. Use the notes section to record current status of implementation, set goals and planned actions
3. Use Table 2 to schedule and monitor the completion of planned actions

Work Health & Safety Goals

As a part of the safety planning process all organisational units are required to use a risk based approach to identify and prioritise their “top 5” WHS hazards or hazardous tasks and plan actions to reduce the risk of injury or illness associated with those hazards or hazardous tasks.

All safety planning must be developed with reference to the local WHS risk profile, the University’s Safety Health & Wellbeing Strategic Plan and any recent WHS reports and recommendations.

MANAGEMENT STANDARDS

1. Active & visible leadership

1.1 ✔ WHS is the standing first agenda item for all management and team meetings
1.2 ✔ Senior managers regularly (at least monthly) engage with staff to demonstrate safety leadership, e.g. taking 5 min to have informal safety conversations
1.3 ✔ Managers and supervisors are actively involved in the risk management process

Notes

- Instructions for WHS as a standing agenda item have been sent to the admin assistants who compile the agendas for School committee meetings.
- Managers representing each area of research and teaching activity in the School are on the WHS committee.
- Signs in all meeting rooms reminding to discuss WHS as a standing agenda item at all meetings

2. Safety Planning

2.1 ✔ The “top 5” WHS hazards or hazardous tasks are identified and recorded (using Table 1). Consideration must be given to all operational activities
2.2 ✔ The “top 5” are assessed and prioritised using the University’s risk matrix (appendix I), and suitable risk controls planned to eliminate or reduce risks
2.3 ✔ Resources are allocated to address the priority WHS issues
2.4 ✔ Actions are assigned to individuals and reasonable timeframes set for completion
2.5 ✔ Progress towards the achievement of planned activities is regularly reported to senior managers

Notes
3. Consultation & participation

3.1  ✔️  Workers, including higher degree research (HDR) students, are given opportunity to express their views and contribute to decisions impacting their safety

3.2  ✔️  Managers are responsive to WHS issues raised by workers (incl. students), and provide feedback in a timely manner

3.3  ✔️  Where elected, the Health & Safety Representative for the workgroup must be invited to attend management meeting to contribute to the discussion on WHS management

Notes
- Student HDR rep. notified that they should report any safety concerns voiced to them by HDR students to the chair of the WHS committee
- Student HDR rep. invited to attend WHS committee meetings

4. Risk management

4.1  ✔️  Risk management steps are applied to identify and assess hazards and hazardous tasks

4.2  ✔️  Attention is given to medium and high risk activities (appendix I) and at risk groups of people

4.3  ✔️  Attempts are made to eliminated hazards and hazardous tasks

4.4  ✔️  Where elimination is not possible, risk controls are allocated with reference to the hierarchy of controls

4.5  ✔️  ‘High’ risk and ‘Very High’ risk activities (refer to the University’s risk matrix, appendix I) are subject to documented risk assessments and safe work procedures (SWP)

4.6  ✔️  Implemented risk controls are monitored regularly (at least annually) to ensure they are effective

4.7  ✔️  Regular (at least quarterly) walk-through workplace inspections are carried out on all work areas

Notes
- Check for RAs and SWPs added as standard item in monthly walk around

5. WHS training and instruction

5.1  ✔️  New workers, including HDR students must complete the University online WHS induction within their first week at work

5.2  ✔️  New workers (incl. students) receive specific local inductions prior to being given access to their workplace

5.3  ☐  Staff who manage other staff (Supervisor), or supervise HDR students, complete WHS for managers and supervisors training course

5.4  ☐  Supervisors regularly (at least annually) review the training needs of workers (incl. students) and assign other relevant WHS Training

5.5  ✔️  Workers (incl. students) are instructed on relevant SWPs and provided with ongoing supervision

Notes
- Supervising staff have been notified that they should do the WHS for managers and supervisors training and are reminded periodically
- Supervising staff notified and reminded periodically to review the training needs of workers (incl. students)
6. Emergency management

6.1 Local emergency responders have been appointed (eg. emergency wardens and first aiders)
6.2 Workers (incl. students) are provided with training and opportunities to practice emergency procedures
6.3 Details of local emergency responders are communicated to the working group (e.g. signage, on local web site)
6.4 Workers (incl. students) are regularly (at least annually) reminded to review the University’s Emergency planning guidelines
6.5 Emergency evacuation exercises are conducted regularly (at least annually)

Notes

7. Incident/hazard reporting and management

7.1 All workers (incl. students) know how to report an incident (including near misses) or hazard
7.2 Incidents and hazards are immediately reported to supervisors and formally recorded in RiskWare within 24 hours
7.3 Supervisors investigate incidents to identify root causes and plan corrective action
7.4 Corrective action plans are submitted in RiskWare within 7 days of the initial report
7.5 Corrective actions are completed within agreed timeframes and closed off in RiskWare

Current Issues (quote RiskWare ID where relevant)
- No open items in RiskWare (as of 09/08/2018)

Notes

8. Suppliers, contractors and purchasing controls

8.1 Hazards related to equipment and materials being purchased are considered
8.2 Attempts are made to purchase the safest products and services
8.3 Safety is a mandatory selection criterion during quote and tender evaluation processes
8.4 Service contract specifications include safety performance requirements and performance indicators
8.5 Service contractors are appropriately qualified
8.6 Service contractors undergo local inductions including hazard awareness

Notes

•
Table 1 - Top 5 Hazards

<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards &amp; hazardous tasks</th>
<th>Examples</th>
<th>Current risk controls</th>
<th>Risk Rating† (with current controls only)</th>
<th>Planned risk controls (use Table 2 to record and monitor specific actions to enable implementation of these controls)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Client consultation in clinics</td>
<td>Client aggression</td>
<td>All workers inducted in managing client aggression. Duress button. All clinical sites where students are on placement have procedures for managing client aggression</td>
<td>Medium</td>
<td>BMC has undertaken a review of duress alarms and procedures. Some of the recommendations of this review are being implemented in conjunction with security on a centre-wide basis.</td>
</tr>
<tr>
<td>II</td>
<td>Unstable visitor or student confronts staff member</td>
<td>Aggression, threats of self-harm</td>
<td></td>
<td>Medium</td>
<td>Implementation of school-wide RA detailing this risk and procedure for dealing with it. Sending key staff to Mental Health First Aid training (currently being trialled by the Faculty) and other relevant training Organise for students sitting exams outside of the main sitting to do so with an invigilator</td>
</tr>
<tr>
<td>III</td>
<td>Driving simulator / hexapod and virtual reality</td>
<td>Participants fainting, vomiting, falling over</td>
<td>Checklists and SWPs for Hexapod</td>
<td>Medium</td>
<td>Assemble working group to review RAs, SWPs and procedures for new hexapod</td>
</tr>
<tr>
<td>IV</td>
<td>Hazardous chemicals and gasses</td>
<td>xylene</td>
<td>Existing Chemical Register, Science Warehouse, SWPs</td>
<td>Low</td>
<td>Lambert use a lot of N₂ gas. Short term arrangements in place for storage and transport of cylinders. Long–term solution installation of reticulated gas lines from gas storage cage (ground floor) to 6F at BMC.</td>
</tr>
<tr>
<td>Cross reference (checkbox or &quot;top 5&quot; number)</td>
<td>Date Raised</td>
<td>Agreed Actions</td>
<td>Owner(s)</td>
<td>Target date of completion</td>
<td>Completed Date</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------</td>
<td>----------------</td>
<td>----------</td>
<td>--------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>All</td>
<td>July 2018</td>
<td>Review our existing RAs and SWPs across school.</td>
<td>Responsible supervisors</td>
<td>October 2018</td>
<td></td>
</tr>
</tbody>
</table>
| II | May 2018 | 1. Improve signage in GT and BM directing visitors to EA of HoS  
2. Ensure staff are reminded to complete risk assessments for ALL projects  
3. Prepare school-wide risks assessment covering unstable visitors and students and develop procedure for staff to follow in those situations  
4. Provide all staff with a copy of the risk assessment and notify them of the procedure via email. Go over at the September school meeting.  
5. Organise training relevant training for key staff | Jess Morris  
Michael Bowen  
Michael Bowen  
Justin Harris  
Jess Morris | 1. Completed  
2. Completed  
3. August 2018  
4. Sept 2018  
5. October 2018 | 1. July 2018  
2. June 2018 |
| III | July 2018 | Assemble working group to review RAs, SWPs and procedures and make any necessary changes to ensure they are appropriate for the new hexapod | Hamish MacDougall | | |
| IV | May 2018 | Explore options for funding the installation of gas reticulation. | Michael Bowen | October 2018 | 1. August 2018. CIS have agreed to take on installation |
| | | | | of reticulation as a project and to seek funds from DVR. Project is progressing. |
## DOCUMENT CONTROL

### Acknowledgements

### Related Documents

<table>
<thead>
<tr>
<th>Version</th>
<th>Date released</th>
<th>Completed by</th>
<th>Custodian</th>
<th>Approved by</th>
<th>Notes</th>
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</thead>
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<tr>
<td>1</td>
<td>31/07/17</td>
<td>Justin Harris</td>
<td>Justin Harris</td>
<td>Frans Verstraten</td>
<td>Reviewed by Nenad Petkovski</td>
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<td>2</td>
<td>9/8/2017</td>
<td>Michael Bowen</td>
<td>Justin Harris</td>
<td>Frans Verstraten</td>
<td>Draft prepared in collaboration with and reviewed by School WHS Committee</td>
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</table>

NB: This document must be reviewed at least quarterly.
## Potential Consequences

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>L6</th>
<th>L5</th>
<th>L4</th>
<th>L3</th>
<th>L2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected to occur regularly under normal circumstances</td>
<td>Minor injuries or discomfort. No medical treatment or measureable physical effects.</td>
<td>Injuries or illness requiring medical treatment. Temporary impairment.</td>
<td>Injuries or illness requiring hospital admission.</td>
<td>Injury or illness resulting in permanent impairment.</td>
<td>Fatality</td>
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<tr>
<td>Expected to occur at some time</td>
<td>Almost Certain</td>
<td>Medium</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Likely</td>
<td>Likely</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>May occur at some time</td>
<td>Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Not likely to occur in normal circumstances</td>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Could happen, but probably never will</td>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

**Not Significant** | **Minor** | **Moderate** | **Major** | **Severe** |