

SCHOOL OF HUMAN MOVEMENT AND EXERCISE SCIENCE

SAFETY & HEALTH PLAN

PROCEDURE	RECURRENCE	DETAILS	RESPONSIBILITY
Safety Inductions Supervisor	Upon Commencement in the School	Safety Induction Checklist to be completed, signed and forwarded to the School Manager within one week of new staff, visitors or students commencing in the School	Supervisor
Training	Upon Commencement & Ongoing	Training requirements should be ascertained upon commencement in the School and undertaken as required when refreshing skills or operating new items of equipment.	Supervisor
Hazard Report Forms	1. Ongoing and for each new item of equipment 2. Annually for each lab/area	A Hazard Report Form should be completed as soon as hazards are identified as well as each time a new piece of equipment is introduced to the School. Forward to the School Manager. Identification of hazards should be addressed during the annual safety information refresher session. Forward to the School Manager.	Supervisor
Electrical Equipment	Testing Ongoing	Each item of electrical equipment in the School is required to be tested for safety on a regular basis. (The due date for testing each item is written on the tag)	Technical Staff
Emergency Exit Checks	Monthly	All emergency exits and exit routes should be kept clear at all times	Fire Wardens
Workplace Safety Inspections	Annually	There is a requirement under UWA Responsibilities and Accountability for supervisors to carry out regular workplace inspections. S&H Reps should be invited to attend. Complete relevant checklists as per the Lab/Workshop S&H Schedule and forward to School Manager.	Supervisor
School Safety Committee Meetings	Fortnightly – within the Staff Meeting Agenda	Official forum through which individual and School safety issues may be raised and addressed	Chair, Safety Committee
Safety Information Refresher Session	Annually	Each lab and work area should hold a refresher safety information session annually to discuss changes to safety & health within that area over the previous 12mths and offer the opportunity for new concerns to be discussed.	Supervisor
Fire Warden Training	Annually	Fire wardens to undertake training through the Safety & Health Office Building	Fire Warden
Fire Drill	Annually	Annual fire drill for the Human Movement Building	S&H Office
Review of School Safety Plan	Annually	A School Safety Plan, including risk management schedule should be reviewed annually and acted on throughout the year.	Safety Committee
Testing of Emergency Equipment	Annually	Regular testing of emergency equipment (e.g. emergency showers, eye wash stations etc.) should be undertaken	S&H Representative