

SCHOOL OF PHYSICS

SAFETY & HEALTH REPOSNSIBILITIES SCHEDULE

Procedure	Recurrence	Details	Responsibility
Safety Inductions	Upon Commence-ment in the School	Safety Induction Checklist (See appendix 5.2) 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 Commence-ment & 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 Identification & Risk Assessment Forms	1.Ongoing and for each new item of equipment 2. Annually for each lab/area	Hazard Identification and Risk Assessment Forms 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 and assessment of risks should be addressed during the annual safety information refresher session. Forward to the School Manager.	Supervisor
Electrical Equipment Testing & Tagging	Ongoing	Each item of electrical equipment in the School is required to be tagged and tested for safety on a regular basis. (The due date for testing each item is written on the tag)	Teaching & W'shop Staff
Emergency Exit Checks	Monthly	All emergency exits and exit routes should be kept clear at all times.	Fire Wardens
Workplace Safety Inspections	Quarterly	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	Quarterly (min. requirement)	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 Physics Building	S&H Office
Testing of Emergency Equipment	Annually	Regular testing of emergency equipment (e.g. emergency showers, eye wash stations etc.) should be undertaken	S&H Representative

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Update of: <ul style="list-style-type: none"> • S&H Handbook • Roles & Responsibilities of Safety Officers • School Safety Plan 	Annually	Annual updates of the following should be performed by the School Safety Committee: <ul style="list-style-type: none"> • The Safety & Health Handbook • Roles and responsibilities of all safety officers & other committee members • School Safety Plan 	Safety Committee
First Aid refresher training	Annually	First aid officers are required to undergo annual first aid refresher training.	First Aid Officer
First Aid kits to be restocked.	Annually	Restocking of all first aid kits, along with update of first aid officer list displayed with the kits.	First Aid Officer