



UNIVERSITY OF TASMANIA

SAFETY IN WORKSHOPS POLICY

OVERVIEW

As stated in the University's Occupational Health and Safety Policy, the University is committed to continuously improving the management and standards of Occupational Health and Safety. This extends to minimising the risks associated with access to, and use of, workshops by restricting access to competent persons or to those who are supervised by them.

DEFINITIONS

Accountable Person:

An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an Accountable Person in accordance with the *Workplace Health and Safety Regulations 1998*. All management and supervisory staff (which includes those with responsibility for students) are therefore considered "Accountable Persons".

Competent Person:

Is deemed as a person with sufficient knowledge and skills acquired through qualifications, training or experience to perform the relevant task.

Employee:

For the purposes of this Policy, employee refers to any staff member, and to any student or visitor undertaking activities in a workshop.

Responsible Officer:

Deans, Heads of Division, Heads of School and Administrative Sections have been designated as Responsible Officers under the *Workplace Health and Safety Act 1995*.

Workshop:

Is deemed as any work area where machinery, tools, appliances and equipment are stored and utilised.

RESPONSIBILITIES

Accountable Persons:

Determine which employees are deemed competent persons in accordance with this Policy. Ensure that employees who are undertaking activities in workshops receive, or are instructed in the content of, this Policy. Ensure that records are kept of all employee training and induction in relation to workshop activities.

Employees:

Ensure that they undertake activities in workshops in a manner which does not adversely affect their own health and safety, or that of others by following this Policy. Employees must disclose to the Accountable Person whether there is any condition, medical or other, that may impact on their activities in a workshop.

Responsible Officers:

Ensure that where employees are undertaking activities in workshops that this Policy is implemented.

PROCEDURES

There is a significant level of risk associated with employees being given general access to workshops if they are not sufficiently familiar with the correct operating procedures and safety requirements for machinery and equipment. This procedure outlines the requirements for operating within University Workshops and details a Workshop Checklist and a Medical Disclosure Form.

Access to Workshops

Access to workshops should be restricted to employees who have been trained and are proficient in the operations of the workshop's machinery/equipment and who have a sound knowledge of the required safety procedures. Other employees wishing to undertake straight forward tasks in a workshop, provided they are working under the supervision of a fully competent person are also permitted access to workshops. Children are not permitted in University Workshops.

Medical/Other Conditions

Employees are required to disclose any medical or other condition which may affect their safe use of machinery/equipment within workshops. Full disclosure of medication or substances which may adversely affect the safe use of equipment is also required prior to participation in workshop activities. The Medical Disclosure Form (attachment 1) must be completed prior to a competent person authorising an employee access to a workshop or workshop activity.

Risk Assessment

An Accountable Person is responsible for undertaking a risk assessment for all activities within a workshop in accordance with Section 17, 18 and 19 of *the Workplace Health and Safety Regulations 1998*. The University's Project/Task Risk Assessment and Control Procedure can be utilised for these purposes. Schedule 7, 8 and 9 of the *Workplace Health and Safety Regulations 1998* should also be reviewed when undertaking this task.

Manual Handling

In addition to the risk assessment process an Accountable Person must take all reasonable steps to ensure workplace compliance with the *Worksafe Australia National Standard for Manual Handling* issued by Worksafe Australia. Employees should therefore be familiarised with the University's Manual Handling Policy prior to undertaking activities in Workshops.

Training and Induction

All activities undertaken in a workshop should be performed by a competent person or supervised by a competent person. Prior to undertaking workshop activities all employees must receive sufficient training in terms of correct operating procedures and safety requirements for the safe use of machinery and equipment. A record should be kept of all training and induction for employees undertaking workshop activities.

Personal Protective Equipment

Accountable Persons must ensure that employees use personal protective equipment (PPE) where appropriate. The University's Personal Protective Equipment Policy should be referred to when determining this matter.

Material Safety Data Sheets (M.S.D.S)

Accountable Persons must ensure that Material Safety Data Sheets are available to all employees in workshops prior to their use of substances/materials.

Approved by OH&S Committee : 21st September, 1999

REFERENCES

The following legislative provisions have guided the development of this Policy:

- *Workplace Health and Safety Act 1995*
- *Workplace Health and Safety Regulations 1998*

- *Worksafe Australia National Standard for Manual Handling*

Disclaimer

This Policy was designed for use within the University of Tasmania. The University makes no guarantee and assumes no responsibility as to the absolute correctness for all circumstances or for the adaptation outside the University of Tasmania environment.

WORKSHOP/DESIGN STUDIO MEDICAL DISCLOSURE FORM

The University is committed to continuously improving the management and standards of occupational health and safety within our workplaces and in so doing we strive to protect the health and safety of our employees, students, contractors and visitors.

In order to meet our duty of care obligations all employees, students, contractors and visitors who intend to undertake activities in University Workshops/Design Studios must complete the following questions prior to approval being granted to access workshop areas. If in the course of your employment/study you become aware that your medical/other condition changes you must advise the Workshop Supervisor/Course Co-coordinator immediately.

The University is committed to anti-discrimination practices in the workplace and will provide reasonable accommodation to allow individuals to participate in workshop/design studios activities where it does not compromise safety requirements.

If you think that you may have a disability or other health condition, which needs to be taken into account in the organisation of workshop/design studios activities, please see the Workshop/Design Studio Supervisor/Course Co-coordinator or contact the University's Disability Adviser.

To be completed by participant undertaking workshop/design studio activities:

Full Name:	School/Section:
Date of Birth:	Course Name:
Contact Number:	Campus:
Student Number: or Employee Number: _____ / _____	Course Coordinator/Supervisor & Contact Number: Ext. _____

Are you aware of any medical condition or other condition that may affect your capacity to participate in workshop/design studio activities?

Yes No Details (Optional) _____

Are you currently taking any medication or substances that may affect mental alertness and/or co-ordination (e.g. medication labelled with warnings alerting the user not to drive a motor vehicle or operate machinery.)

Yes No Details (Optional) _____

Have you suffered seizures, fits, convulsions, epilepsy, blackouts, fainting, double vision, sleep disorders, sleep apnea or narcolepsy within the last 5 years?

Yes No Details (Optional) _____

If you answered yes to any of the questions above, you must complete Attachment 2 and have your Medical Practitioner sign the declaration enabling you to participate in workshop/design studio activities. Once complete, forward both forms, including the signed declaration to the Strategic HR Unit PRIOR to you participating in any workshop/design studio activities. It should be noted that the Strategic HR Unit will hold all medical documentation confidentially and that employee medical data will not be disclosed to Schools/Sections without your consent. If you would like to discuss your condition or circumstances please contact the Strategic HR Unit on ext 3275 or ext 7509.

Personal Declaration:

I declare that I have read this form and that I have completed it to the best of my knowledge and ability, disclosing all relevant facts as they are known. I also undertake to advise my Supervisor/Course Co-coordinator should my circumstances change during my employment/study/contract that would change the answers provided above.

Signature

Date



Workshop/Design Studio Medical Disclosure

The University of Tasmania requires medical fitness for duty. If a staff member, visitor or student is required to participate in workshop/design studio activities medical fitness to do so is essential to enhance personal and public safety and to reduce potential loss to the University.

Full Name:	School/Section:
Date of Birth:	Course Name:
Contact Number:	Campus:
Student Number: or Employee Number: _____ / _____	Course Coordinator/Supervisor & Contact No: Ext. _____

Condition: _____

Medication: _____

Additional Information: _____

Doctor Certification

I, Dr _____ of _____
(full name) (surgery name or address)

being the treating doctor of _____ declare them
(patient name)

medically fit / medically unfit

to undertake all workshop/design studio activities given their disclosed condition.

Special Requirements (if any):
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Signature: _____	Date: _____
Surgery Stamp: 	

For any queries please contact the Strategic Human Resources Unit on 6324 3275 or 6226 7509.

**Please forward completed form to: Strategic Human Resources, University of Tasmania
Locked Bag 1309, Launceston TAS 7250**

Workshop Checklist

Action Taken	Yes	No
All items in the workshop have been identified and their location/use documented		
All hazards associated with the installation and initial start-up (where relevant), use, cleaning, maintenance, repair and alteration (where relevant) of machinery/equipment have been identified (including machine guarding/protection designed to prevent contact, entanglement or damage).		
The risks associated with each machinery/equipment hazard have been assessed		
A risk assessment conclusion has been reached about each hazard and the results recorded		
Relevant employees and accountable persons have been consulted on health and safety issues related to the installation and initial start-up (where relevant), use, cleaning, maintenance, repair and alteration (where relevant) of machinery/equipment in the workplace		
Appropriate risk control measures have been implemented as a first priority to eliminate risks from machinery/equipment hazards and, where this is not possible, to reduce these risks to an acceptable level		
Personal protective equipment and administrative controls are used only as a back-up to other controls, as interim measures or as a last resort for risk control		
The risk management processes for machinery/equipment hazards have been documented and the records are made available to employees		
A purchasing system is in place to vet the introduction of new machinery/equipment and ensure that no unnecessary risks are introduced into the workplace		
A system is in place to ensure that the risk management process is conducted for all new machinery/equipment introduced into the workplace and that this process is documented		
Risk control measures in place for machinery/equipment hazards are monitored to ensure that they are still working effectively		
Where risk control measures are found to be defective, these are reviewed and the defects rectified immediately		
All relevant employees and accountable persons receive appropriate information, instruction, training and supervision to ensure the safe installation and initial start-up (where relevant), use, cleaning, maintenance, repair and alteration (where relevant) of machinery/equipment in the workplace		
A system is in place to ensure that all accidents, incidents and near misses involving machinery/equipment are reported, investigated and recorded, and measures are taken to ensure that effective risk control measures are implemented		
Prior to dismantling and/or disposal of machinery/equipment, the risk management process is undertaken		
All hazards involved in the dismantling and/or disposal of machinery/equipment are documented and the associated risks assessed		
A conclusion is reached about the risks involved in the dismantling and/or disposal of machinery/equipment and appropriate control measures are implemented		
The risk conclusion together with the control measures for hazards involved in the dismantling and/or disposal of machinery/equipment, and the dates implemented, are documented		
Records of the risk management process are kept for the duration required by legislative requirements		

