

## Health and Safety Guideline

### HSG 3.1 Health and Safety Risk Management

#### 1. Purpose

This document provides guidance on how the University identifies health and safety hazards and risks and processes for assessment, control and review of risks and opportunities. Hazard identification should occur during design, planning, construction, assembly and operation / implementation of tasks and activities.

#### 2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

#### 3. Guidelines

##### 3.1. Identifying the need for a health and safety risk assessment

The University, or anyone who falls under the definition of a 'person conducting a business or undertaking' (a PCBU), has legal obligations under work health and safety legislation to:

- identify hazards in the workplace;
- assess the risk those hazards create;
- then eliminate, minimise and control the hazard as much as possible.

To meet these health and safety legislative requirements, leaders and supervisors must ensure that an activity or task based health and safety risk assessment is completed and controls are in place prior to commencement of a work activity or task. A health and safety risk assessment is therefore applied for proactive identification of potential risk events and reactively to assess risk and control effectiveness following an incident, injury or event.

In addition, leaders and supervisors must ensure that an activity or task based health and safety risk assessment is developed or reviewed (if existing) for the following work activities including, but not limited to:

- changing work practices, procedures or the work environment;
- changing organisational structure or job roles;
- introducing new workers or returning workers to the workplace;
- purchasing new or used equipment or using new substances;
- working with a new supplier or new contractor of services;
- new information about workplace risks becomes available;
- new activities are being designed or planned that may present unknown or un-assessed risks including for teaching, research activities or events;
- delivery of off-campus activities including fieldwork, work integrated learning and placements, and work at collaborator institutions;
- following a change of activities and operational requirements including life-cycle assessment of equipment, chemicals and materials disposal requirements;
- following identification of opportunities or improvements from business area or College / Division Health, Safety and Wellbeing Plans. See Guideline [HSG 1.4: Objectives, Targets, Plans and Performance Measures](#) and system performance reviews (including inspections and audits);
- responding to a workplace injury, incident (even if there is no injury) or non-conformance event;
- prior to the initial procurement of goods and services including contractor services.
- responding to concerns raised by workers, health and safety representatives or others at the workplace, or
- as required by health and safety legislation for specific hazards.

### 3.2. Context for University health and safety risk assessment

The University's health and safety risk assessment process covers the following health and safety risk categories which address a broad range of potential exposures to health and safety risks across operations of the University:

- **Health and Safety risk** refers to the direct and indirect impact of physical and psychosocial hazards on staff, students, the community and third parties arising from the activities undertaken by the University.
- **Physical Environment risk** refers to the direct and indirect impacts of management of the physical environment.
- **Regulatory (compliance) risk** refers to the failure to comply specifically with health and safety related regulatory requirements. These include health and safety

legislative obligations, legal requirements, the University Rules, policies, frameworks, guidelines and may be deliberate or inadvertent.

- **Operational and other health and safety risk** arises from day-to-day operations including project management activities and may arise from inadequate or failed internal health and safety processes, practices, or systems. It may also occur from failures due to external health and safety systems or deliberate actions.

### 3.3. University health and safety risk assessment process

The University's health and safety risk assessment process for managing workplace health and safety risk mirrors the SafeWork NSW risk management approach and involves four steps:

- identification of hazards - find out what could cause harm;
- assessment of risks and opportunities - understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening;
- control of risks – documented consideration of corrective action taking into account the hierarchy of controls, and implementation of the most effective control measure that is reasonably practicable; and
- review of control measures - to ensure they are effective and are working as planned.



Figure 1 – The Risk Management Process

(from SafeWork NSW Code of Practice: How to Manage Work Health and Safety Risks)

**Appendix 1 outlines the risk assessment process for the University of Newcastle, including high risk and specific risk review processes.**

Online training on the University process for health and safety risk assessment is available through [Discover](#).

### **3.3.1. Health and safety hazard identification**

The aim of the hazard identification process is to generate a comprehensive array of hazards that may impact on workers and the activity. Health and safety hazards can be identified through:

- workplace safety inspections;
- analysis of incidents and injuries to identify trends;
- consultation with employees and contractors including those working for another employer or those working from home, or another location;
- direct observation of the workplace and the tasks being performed by leaders, supervisors and workers during routine and non-routine activities and visits to the work area;
- reviewing other documents such as safety alerts or system reviews from the University or other organisations;
- discussion around new or changed hazards;
- changes in knowledge of and information about hazards;
- potential and unscheduled emergency situations;
- internal and external audits.

Further guidance specific to psychological health and safety hazard identification and risk is available in the [SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work](#) and the University's [KRA 2.11: Identifying and Managing Psychosocial Hazards in the Workplace](#).

All identified hazards should be reviewed by the relevant supervisor of the work activity and detailed on the appropriate health and safety risk assessment form. Significant hazards must also be discussed with the responsible supervisor of the area in which the hazard was located and entered in the online All Incident Management System (AIMS) so that corrective actions can be monitored.

### **3.3.2. Health and safety risk assessment**

The health and safety risk assessment process supports the prioritisation of risks which may have the most significant impact on reducing exposure to harm and achieving objectives.

Health and Safety risk assessment is a calculation of the **likelihood** (frequency or probability) of the identified causes of a risk event occurring, and the **consequence** (impact or severity) of the injury, illness or damage if the risk occurs.

The assessment of each risk is determined at both the inherent risk level (risk without internal controls in place) and residual risk level (risk with current effective internal controls in place). Definitions of consequence and likelihood categories are contained in Appendix 2.

The Health and Safety Risk Matrix contained in Appendix 2 assesses consequence and likelihood categories to facilitate an overall risk level to be determined for inherent and residual risk. When assessing risk and determining risk level, relevant experience, industry experience, relevant published literature and specialist advice should be taken into consideration.

The general [Health and Safety Risk Assessment Form](#) should be used to assess all University related activities and tasks. In addition, health and safety risk assessment forms or checklists have been developed for particular hazard categories to assist in identifying specific hazards and risk controls – see the table below. Refer to the KRA reference for further guidance on use of the specific hazard category form / checklist.

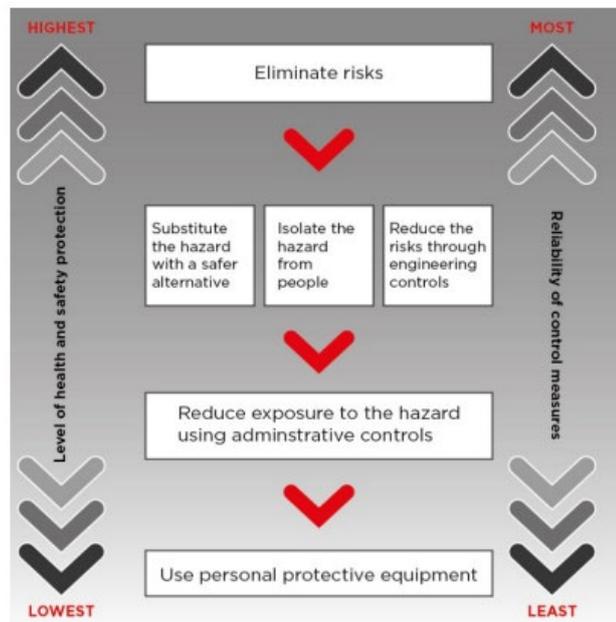
Hazard category	When to use	Form Template Reference	Key Risk Area (KRA) Reference
Travel to high risk destination and/or undertaking high risk activities at destination	Prior to booking travel in travel hub when defined as high risk travel.	FRM-EL03.03	KRA 2.5 Travelling on University Business
Psychosocial hazard or event	Following identification of event as psychosocial high risk.	FRM-EL03.04	KRA 2.11 Identifying and Managing Psychosocial Hazards in the Workplace
Plant and equipment	Prior to purchasing, designing / redesigning, commissioning, installing, modifying or altering plant and equipment and when plant and equipment is in use.	CHK-EL03.05	KRA 1.4 Plant and equipment
Hazardous chemicals/substances and dangerous goods	Prior to purchase and use of chemicals.	Tick@Lab	KRA 1.1 Hazardous Chemicals and Dangerous Goods

Biologicals, Radiation, X-ray, Gene Modification	Prior to purchase of equipment or substances, and use.	Tick@Lab	KRA 1.8 Biological Hazards and Infection Control; KRA 1.9 Radiation Mgt
First Aid	When assessing first aid facilities and requirements in the workplace.	FRM-EL05.02	HSG 5.2 First Aid
Ergonomics and manual handling	When assessing the manual handling and ergonomic risks to workers associated with new or existing activities.	CHK-EL03.07	KRA 2.1 Manual Handling and Ergonomics

### 3.3.3. Health and safety risk control

The most important step in managing health and safety risks involves eliminating risk so far as is reasonably practicable, or if that is not reasonably practicable, minimising the risks so far as is reasonably practicable.

The ways of controlling health and safety risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 2. This ranking is known as the hierarchy of control measures, and the health and safety legislation makes it mandatory for duty holders to work through this hierarchy when managing all health and safety risks.



**Figure 2 – The Hierarchy of Control Measures**

(from SafeWork NSW Code of Practice: How to Manage Work Health and Safety Risks)

Application of health and safety risk control measures must be considered in preferred priority order from highest to lowest and considering the inherent risk rating:

- Elimination: Removing the hazard completely if possible.
- Substitution: Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.
- Isolation: Isolating the hazard from any person exposed to it e.g. by guarding moving machinery, enclosures, barriers.
- Engineering: Use of engineering devices such as ventilation, fume hoods, mechanical lifting devices, presence sensing devices, oxygen level alarms.
- Administrative: Use health and safety risk assessments, Standard Operating Procedures (SOP) and work instructions, signs, Permit to Work systems, training, supervision.
- Personal Protective Equipment (PPE): The provision and use of suitable PPE to protect the person from the hazard e.g. hearing protection, safety glasses, goggles or face shields, respirators, disposable overalls, gloves. This is a last line of defence as the hazard is still present.

Specific guidance regarding appropriate psychological health and safety risk controls is available in the [SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work](#) and the University's [KRA 2.11: Identifying and Managing Psychosocial Hazards in the Workplace](#).

There can be more than one control type from the hierarchy of controls applied to manage the risk, and all controls should be documented in the health and safety risk assessment. The timeframe for risk control measures to be implemented are determined by the residual risk level as outlined in Appendix 2. Reporting and escalation of corrective actions is outlined in Guideline [HSG 7.2: Health and Safety Reporting](#).

Those who may be affected by the hazard should be consulted, and instruction and training provided to ensure all affected understand the risk controls to be applied.

When an activity is conducted on a routine basis which has been risk assessed and is reflected in a Standard Operating Procedure (SOP), there is no need to repeat the health and safety risk assessment each time the activity is undertaken. Further information on Standard Operating Procedures (SOP) is available in [KRA 1.12: Development of Standard Operating Procedures](#).

### **3.3.4. Health and safety risk review**

The leader or supervisor of an area and health and safety risk assessment owner should review all the health and safety risk assessments for the area activities, equipment and tasks every **two** years. This review can be carried out in consultation with the Health and Safety Committee, the Health, Safety and Wellbeing Team or a local safety resource, but must be reviewed with worker representatives in the area.

Where the activity is ongoing, the specific health and safety risk assessment for that activity should be reviewed:

- at least every two years as a minimum;
- if the control is not effective in controlling the risk e.g. an incident occurs;
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;
- whenever a new hazard is identified;
- if the results of consultation indicate that a review is necessary; or
- if a health and safety representative requests a review.

Where required, new, modified or additional control measures shall be implemented, following a health and safety risk assessment review.

### **3.3.5. Health and safety risk assessment endorsement**

Health and safety risk assessments that have very low, low or medium rated residual risk, and that do not require escalation as indicated by a specific risk review process outlined in section 3.4, must be reviewed and signed by the one up leader or supervisor to verify that:

- the scope of the health and safety risk assessment is appropriate;
- the mechanisms and agencies of injury are accurate;
- all existing controls are present;
- additional or supporting documentation is attached;
- all proposed controls are valid and must be implemented; and
- the risks identified are acceptable - in which case the health and safety risk assessment must be approved as soon as possible – or unacceptable - in which case the health and safety risk assessment must be rejected and appropriate feedback provided to the health and safety risk assessment owner as soon as possible.

Health and safety risk assessments that have a high or very high rated residual risk must be escalated to the Head of School or Divisional Leader for review.

### 3.4. University processes for high risk and specific risk category review

The following risk areas require review by the Health, Safety and Wellbeing team as indicated by a specific risk review process below.

#### 3.4.1. Biological, radiation, x-ray, gene technology and other high risk hazards

If an activity or project has any associated high risk hazards or risks to health and safety, including but not limited to radiation, chemicals or dangerous substances, genetically modified organisms or biological hazards, a review by the Health, Safety and Wellbeing Team is required. High risk safety review applications are required to be submitted in [Tick@lab](#), the high risk protocol safety review system and may also be reviewed by the relevant technical committee or subject matter expert for approval for the project or activity to proceed.

The [Safety Review Application](#) form is to be used when:

- the activity planned does not have any high risk hazards or risk to health and safety as mentioned above, or
- there is an amendment to a previously reviewed Safety Review application that is within the 5 year expiry time frame.

#### 3.4.2. Plant and equipment

Plant and equipment has been identified as having a higher risk profile due to the potential consequence if something fails. Plant and equipment therefore should be risk assessed using the [Plant and Equipment Health and Safety Checklist \(pending\)](#) prior to purchasing, prior to implementing for the first time and on a regular ongoing basis.

Plant should be purchased in line with information that can be obtained about quality and ability to perform the work that it is to be used for. While initial cost is one factor in the purchase of plant and equipment, ongoing maintenance costs should also be considered.

Plant and equipment purchased shall be fit for purpose and be able to be used safely. Consideration of who will be using the plant and equipment, and the potential skills and qualifications that these users will require should also be undertaken.

All plant and equipment shall be received with user manuals and maintenance manuals. These may be in one document however on receipt of the plant and equipment manuals shall be reviewed and used to develop Standard Operating Procedures (SOP). These operating procedures shall be reviewed by workers who will be using the equipment.

### **3.4.3. Chemical and dangerous goods**

Chemicals and dangerous goods have been identified as areas that have a higher risk profile due to the potential consequence to human health and/or the environment. The use of any chemical should be assessed prior to purchase, use for the first time and on a regular ongoing basis. Details of the considerations for the safe management of activities using hazardous chemicals or dangerous goods for teaching or research activities are found in [KRA 1.1: Hazardous Substances and Dangerous Goods](#).

Activities and use of hazardous chemicals or dangerous goods that are high risk, require submission of an application in [Tick@lab](#), the high-risk protocol safety review system. These activities may also be reviewed by the relevant technical committee or subject matter expert for approval for the project or activity to proceed.

### **3.4.4. Complex travel health and safety risks**

The University of Newcastle [Travel Policy](#) classifies travel as either complex, simple or local. Due to the increased health and safety risk associated with travel to a high risk destination and/or involving high risk activities, a [Health and Safety Travel Risk Assessment](#) must be completed and submitted to the Health, Safety and Wellbeing Team at [local-safety-review@newcastle.edu.au](mailto:local-safety-review@newcastle.edu.au) prior to travel for these types of travel. Once review recommendations are received from the Health, Safety and Wellbeing Team, the form can be uploaded to the Travel Hub.

### **3.4.5. Psychosocial risk**

A psychosocial hazard is anything in the design or management of work that increases the risk of work-related stress. A stress response is the physical, mental and emotional reactions that occurs when a worker perceives the demands of their work exceed their ability or resources to cope. Poorly managed psychosocial hazards and factors can result in impacts on psychological health including stress, job burnout and mental ill health.

A psychological health and safety risk assessment applies a risk management methodology to identifying the psychosocial hazards present in the workplace, assess and apply controls. Specific guidance regarding appropriate psychological and psychosocial health and safety risk controls is available in the [SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work](#) and the University's [KRA 2.11: Identifying and Managing Psychosocial Hazards in the Workplace](#).

A psychosocial hazard should be logged in AIMS and the Health, Safety and Wellbeing team will support the assessment using a [Psychosocial Risk Assessment](#) form. On occasion, external referral may be required for more complex matters.

### 3.5. Review and evaluation of health and safety risk assessments

The health and safety risk assessment owner must evaluate their health and safety risk assessments to ensure:

- the effectiveness of current controls;
- consultation with workers about safety, hazards, and risk controls;
- consultation and cooperation with any other duty holders who have a responsibility for health and safety;
- appropriate training and instruction has been provided to ensure staff has been adequately informed in the risk and procedure;
- history of consultation, training and instruction has been recorded and stored in accordance with the University's Records and Information Management Policy and Guideline [HSG 7.1: Health and Safety Records and Document Control](#); and
- any health and safety risk assessments that are no longer required are archived.

## 4. Definitions

In the context of the Health and Safety Management System Framework:

Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Hazard	A situation, condition, or event, including a person's behaviour, that exposes a worker to a risk to their health or safety during the course of work in a workplace, that has the potential to cause injury, illness or even death or to damage buildings, plant or equipment.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Risk	The likelihood that a hazard will cause harm and the consequence of that harm.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or

(h) a volunteer, or (i) a person of a prescribed class.
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## 5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in the Guideline [HSG 1.2: Roles and Responsibilities](#).

## 6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2: Roles and Responsibilities](#)

[HSG 1.4: Objectives, Targets, Plans and Performance Measures](#)

[HSG 7.1: Health and Safety Records and Document Control](#)

[HSG 7.2: Health and Safety Reporting](#)

[KRA 1.1: Hazardous Substances and Dangerous Goods](#)

[KRA 1.12: Development of Standard Operating Procedures](#)

[KRA 2.11: Identifying and Managing Psychosocial Hazards in the Workplace](#)

[Health and Safety Risk Assessment Form \(FRM-EL03.01\)](#)

[Safety Review Application \(FRM-EL03.02\)](#)

[Health and Safety Travel Risk Assessment \(FRM-EL03.03\)](#)

[Psychosocial Risk Assessment \(FRM-EL03.04\)](#)

[Plant and Equipment Health and Safety Checklist \(CHK-EL03.05\) pending](#)

[Ergonomics and Manual Handling Checklist \(CHK-EL03.07\)](#)

[First Aid Risk Assessment \(FRM-EL05.02\)](#)

[SafeWork NSW Code of Practice: How to Manage Work Health and Safety Risks, August 2019](#)

[SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work, May 2021](#)

[University of Newcastle Records and Information Management Policy](#)

[University of Newcastle Risk Management Policy](#)

[University of Newcastle Risk Management Framework](#)

## 7. Amendment History

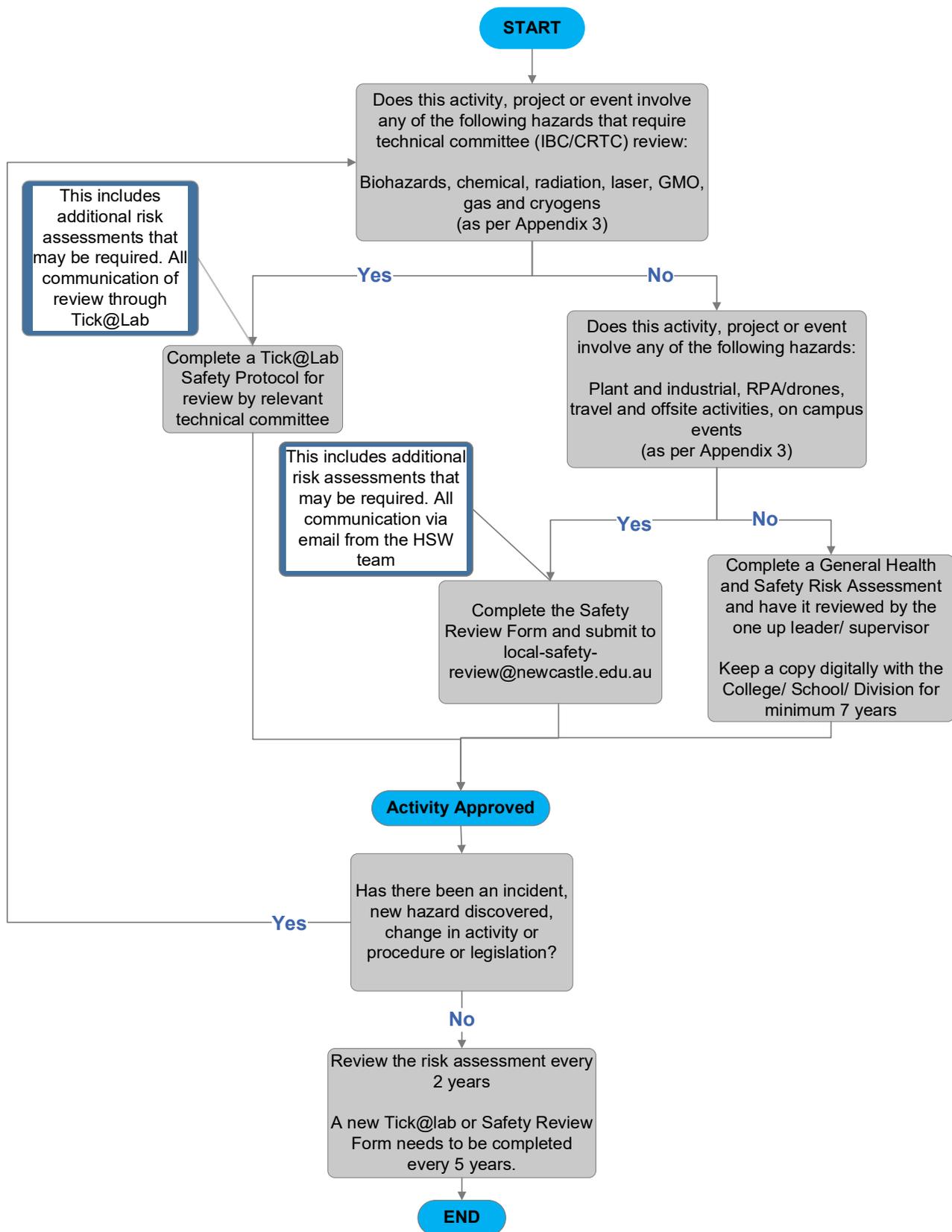
Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1 - 6	September 2017	Manager Health and Safety	-	Original version with latest amendment HSG 4.1 Health and Safety Risk Management
7	July 2023	CPCO	All	<ol style="list-style-type: none"> <li>1. Renumbered from HSG 4.1 to HSG 3.1 Health and Safety Risk Management</li> <li>2. Updated all content in all sections</li> <li>3. Added new/rename Related Documents</li> <li>4. Added Amendment History</li> <li>5. Amended document control header and footer</li> </ol>

## 8. Appendices

- Appendix 1 University of Newcastle Health and Safety Risk Assessment Process
- Appendix 2 Health and Safety Consequence and Likelihood Table, Risk Category Definitions and Risk Matrix
- Appendix 3 Hazards requiring Technical Committee (tick@lab) or Safety Review Form

## Appendix 1 Health and safety risk assessment process

This flow diagram outlines the steps to take to risk manage an activity, project or event at the University of Newcastle and is applicable to **all Research, Teaching and Events**



## Appendix 2 Health and Safety Consequence and Likelihood Table, Risk Category Definitions and Risk Matrix

Health and Safety Consequence and Likelihood Definitions Table

Consequence (Severity / Impact)	Risk Category			
	Health and Safety	Physical Environment	Health and Safety Regulatory Compliance	Operational and other health and safety risk
<b>Insignificant</b>	No injury but hazard or near miss requires reporting and follow up action.	No harm to the environment. Impact does not extend beyond site boundary. No requirement for clean-up/remediation costs	Event does not result in a penalty or legal action. No reporting to Regulator required.	Localised inconvenience.
<b>Minor</b>	Potential first aid or medical treatment required – but no lost time.	Minimal damage to the environment. Impact contained within site boundary and environment can recover with minimal clean up.	Reporting to the Regulator required. Regulatory consequence limited to standard enquiries and some minor corrective action in the short to medium term.	Disruption to operations (1 day or less).
<b>Moderate</b>	Potential lost time injury requiring time off work - but non-permanent disability.	Temporary damage to the environment. Impact of incident extends beyond site boundary. Some clean-up/remediation costs.	Notifiable / reportable to the Regulator required. Regulatory consequence requires immediate corrective action.	Disruption to operations (1-7 days).
<b>Major</b>	Potential long term injury or illness with permanent disability.	Major site disruption or temporary site closure. Impact of incident may extend well beyond site boundary. Significant clean-up/remediation costs.	Notifiable / reportable to the Regulator required. Prosecution and/or penalty. Regulatory consequence requires a project to correct.	Significant disruption to operations (8 days to 2 months). Will require operational resources reallocation.
<b>Extreme</b>	Potential fatality. Incidents of possible self-harm. One or more persons die.	Temporary or permanent site closure. Significant impact on the environment with significant clean up/remediation.	Notifiable / reportable to the Regulator required, leading to external investigation. Prosecution and/or penalty likely to apply and immediate action required.	Significant disruption to operations (> 2 months). Ability of the University to continue to function under threat.

Likelihood	Risk Category			
	Health and Safety	Physical Environment	Health and Safety Regulatory Compliance	Operational and other health and safety risk
<b>Rare</b>	The risk could occur but only in exceptional circumstances. Once in a 20 year period. <5% probability of occurring.			
<b>Unlikely</b>	The risk is unusual and could occur. It has happened. Once every 10 years. 5 - 30% probability of occurring.			
<b>Possible</b>	The risk might occur. It has happened but not often. Once every 5 years. 30 - 60% probability of occurring.			
<b>Likely</b>	The risk could occur in most circumstances. It is known to have occurred on occasions. Once every 2 years. 60 - 90% probability of occurring.			
<b>Almost Certain</b>	The risk is expected to occur or is a common occurrence. It occurs frequently. Once a year or multiple times over 12 months. >90% probability of occurring.			

#### Health and Safety Risk Category Definitions

- **Health and Safety risk** refers to the direct and indirect impact on staff, students, the community and third parties arising from the activities undertaken by the University.
- **Physical Environment risk** refers to the direct and indirect impacts of management of the physical environment.
- **Health and Safety Regulatory (compliance) risk** refers specifically to the failure to comply with health and safety related regulatory requirements. These include health and safety legislative obligations, legal requirements, the University Rules, policies, frameworks, guidelines and may be deliberate or inadvertent.
- **Operational and other health and safety risk** arises from day-to-day operations including project management activities and may arise from inadequate or failed internal health and safety processes, practices, or systems. It may also occur from failures due to external health and safety systems or deliberate actions.

Health and Safety Risk Matrix

**Likelihood**

		<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Almost Certain</b>
<b>Consequence (Severity / Impact)</b>	<b>Extreme</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>Very high</b>	<b>Very high</b>
	<b>Major</b>	<b>Medium</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>Very high</b>
	<b>Moderate</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>
	<b>Minor</b>	<b>Very low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>
	<b>Insignificant</b>	<b>Very low</b>	<b>Very low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>

The risk treatment involves dealing with risks where the residual risk rating is determined to be unacceptable. Timeframe for implementation of risk controls based on risk rating:

- **Very High:** This residual risk rating is determined to be unacceptable. Activity to stop. Interim controls enacted within 24 hours.
- **High:** This residual risk rating is determined to be acceptable (pending review of the University risk appetite) but requires immediate assessment and senior staff consideration; development of a detailed prevention and response plan, and consideration given to the range of treatments, including exiting/ceasing the activity unless the rating can be reduced to a level of medium or less; regular monitoring and reporting to the relevant management/steering committee. Target resolution should be within 1 month.

- **Medium:** This residual risk rating is determined to be acceptable (pending review of the University risk appetite) but requires immediate assessment and senior staff consideration; development of a mitigation plan; regular monitoring and reporting to the relevant management/steering committee. Target resolution (ideally reduction to low level of risk) should be within 3 months.
- **Low:** This residual risk rating is determined to be acceptable (pending review of the University risk appetite) but requires development of a mitigation plan, and review of the effectiveness of existing controls. Target resolution should be within one year.
- **Very Low:** This residual risk rating is determined to be tolerable (pending review of the University risk appetite) with routine processes and controls reviewed regularly.

### **Appendix 3 Hazards requiring Technical Committee (tick@lab) or Safety Review Form**

#### Technical Committee (tick@lab) Review (if any of the criteria 1-6 are selected)

1. Biohazards includes:
  - 1.1. Genetically modified organisms (GMO)
  - 1.2. Hazardous microorganisms or biological toxins
  - 1.3. Animal or animal body fluids, tissues or cell lines
  - 1.4. Human body fluids or tissues or cell lines
  - 1.5. Biosecurity
2. Chemical hazards includes:
  - 2.1. Chemicals of security concern
  - 2.2. Security sensitive dangerous substances
  - 2.3. Chemicals requiring health monitoring
  - 2.4. Schedule 4/8/9/10 poisons
  - 2.5. Schedule 7 "specified" highly dangerous poisons
  - 2.6. Prohibited or restricted carcinogens
  - 2.7. Dangerous goods classed as packing group 1 (High Danger)
  - 2.8. Dangerous goods class 4
  - 2.9. Dangerous goods class 9
  - 2.10. Illicit Drug Precursors
  - 2.11. Other high risk chemicals
3. Gas hazards include:
  - 3.1. DG 2.1 (flammable)
  - 3.2. DG 2.2 (non-toxic/non-flammable gas- including cryogenics such as liquid nitrogen and dry ice)
  - 3.3. DG 2.3 (toxic gas)
  - 3.4. Also installing/modifying gas infrastructure (gas store, reticulation system etc.)
4. Radiation hazards include:
  - 4.1. Ionising radiation - Radioisotopes (sealed and unsealed sources)

- 4.2. Ionising radiation - Equipment (e.g. X-ray)
- 4.3. Non-ionising radiation (e.g. RF Heating, microwaves, sonic)
- 4.4. MRI
- 4.5. Offsite radiation work
- 5. Laser hazards include:
  - 5.1. 3B, 3R, or 4 laser product and Class 1 laser system with embedded Class 3B and/or Class 4 lasers. (Note: You do not need to register Class 1, 1M, 1C, 2, or 2M Laser systems.)
- 6. Nano hazard include H1, H2 and H3 classification.

Safety Review Form (if any of the criteria below are selected)

- 7. Plant/Industrial hazards include
  - 7.1. High temperature equipment (including – but not limited to - furnaces, heating mantles, oven > 50 degrees)
  - 7.2. Pressure Vessels
  - 7.3. Manufacturing/construction/structural modification
  - 7.4. Hot work, including, but not limited to, welding, brazing, soldering, mechanical chipping, grinding
  - 7.5. High Voltage Work – not permitted
  - 7.6. Moving Plant, including, but not limited to, gantry crane, Franna crane, forklift, telehandler, elevated work platform/scissor lift
  - 7.7. Working at height
  - 7.8. Confined Spaces
- 8. Remotely Piloted Aircraft (RPA)/Drone Hazards
- 9. Travel/Offsite activities which include:
  - 9.1. Long distance travel or complex international travel
  - 9.2. Fieldwork, including but not limited to abseiling, fieldwork, work in isolated locations/situations, abseiling
  - 9.3. Boating and activities in/ around water, including but not limited to swimming, snorkelling, canoeing, kayaking, rafting, canyoning, caving, SCUBA Diving
  - 9.4. Cash handling or participant reimbursement
  - 9.5. Home Visits, Interviews or Focus groups

9.6. Placement Activity or Work Integrated Learning (WIL)

9.7. Student Mobility and Scholarship travel

10. On Campus Events include:

10.1. Staff or student BBQ, conference, gallery opening, competitions or social event or large event such as O Week or Autonomy Day

11. Involve any hazard activity not covered by another category, for example, cash handling, participant reimbursement, physical activity, performance, filming, public or University event.