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| Section 1. GENERAL |
| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Has your School/Directorate/Centre put in place processes to ensure that staff possess or acquire the necessary knowledge and skills for the successful implementation of his Plan?
 | Use the University’s PRDP process for this.  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Has your School/Directorate/Centre put in place a Health and Safety Implementation Team (HSIT) to coordinate the implementation of this Plan?
 | [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/employee_representation_and_consultation/ch01.php) |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Does the Head/Director actively support the relevant HSIT(s) in their efforts, including through the allocation of appropriate resources?
 | [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/employee_representation_and_consultation/ch01.php) |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Has your School/Directorate/Centre implemented methods to measure health and safety performance and to set & achieve targets?
 | [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/general/ch02.php) |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
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| Section 2. EMPLOYEE REPRESENTATION & CONSULTATION |
| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Are all the staff within your School/Directorate/Centre and across all campuses covered by a Designated Workgroup?
 | Ensure that the Designated Work Groups shown [here](http://policy.ballarat.edu.au/forms/Health_Safety_Representatives_Designated_Work_Groups_Record.xlsx) are still current and adequately cover all the staff in your School/Directorate/Centre |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Are the names of Health and Safety Representatives (HSRs) from within your School/Directorate/Centre shown in the official record still current?
 | List name of HSR for each Designated Work Group. Refer to list shown [here](http://policy.ballarat.edu.au/forms/Health_Safety_Representatives_Designated_Work_Groups_Record.xlsx).  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Are the contact details of HSRs representing your staff displayed prominently (eg on notice-boards) within all relevant workplaces?
 | Indicate location of display(s) |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B & C |  |
|  |  |
| * 1. Do you make appropriate time allocations in the workload of selected members of staff and HSRs for attendance at safety meetings and relevant training sessions?
 | The OHS Act requires that appropriate time allocations be made for HSRs to attend relevant training, meetings, etc. Consider this requirement in any work planning activity you conduct with your HSR(s).  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B & C |  |
|  |  |
| * 1. Does your School/Directorate/Centre hold regular meetings of Health and Safety Implementation Team(s) (HSIT) to coordinate OHS activities and consult with staff before implementing workplace changes?
 | Most HSITs meet every 4 – 6 weeks. Typically, they include a representative of management, the Health and Safety Rep and a selection of staff members. [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/employee_representation_and_consultation/ch01.php) on HSITs.  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Does your School/Directorate/Centre induct new staff (including sessionals) using the [OHS Induction Checklist](http://policy.ballarat.edu.au/forms/OHS_Induction_Checklist.docx)?
 |  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
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| Section 3. HAZARDS MANAGEMENT **(Hazard Identification, Risk Assessment and Control – HIRAC)** |
| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Has your School/Directorate/Centre implemented systems to ensure that HIRAC reviews are conducted for all new activities or new items of plant and substances before purchasing?
 | Any new activity, plant or substance may introduce hazards. A thorough review of these possible hazards, with appropriate control measures, should form part of the process prior to purchasing or prior to the start of a new activity. [Click here for further info](http://policy.ballarat.edu.au/forms/New_Plant_Substance_Checklist.docx)  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Develop in consultation with staff a schedule of HIRAC reviews for existing activities. (See also remaining questions in this section and last page of this template.) Include the schedule with this plan. The HIRACs scheduled should include hazards/issues identified within the School/Directorate/Centre where control measures are required to reduce the potential for injury. Prescribed OHS activities such as electrical tagging, evacuation drills, checking of first aid kits, preparation of LEIs and reports are not considered to be HIRAC reviews, and should be scheduled in accordance with the specific element of this Plan template.

From 2009, there is no minimum number of HIRAC Reviews required per month or year. Schools/Directorates/Centres are expected to identify the required number in consultation with their DVC/PVC/VP on the basis of legal requirements, risk assessments, etc.  |
| * 1. Does the HIRAC schedule include the names of staff members responsible for the reviews and their timing?
 |  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Has your School/Directorate/Centre implemented systems to ensure that HIRAC Summary Reports are sent to the relevant DVC/VP and Risk, Health and Safety department on a quarterly basis?
 | A very simple summary report is required under Uni policy. It should be based on the template available [here](http://policy.ballarat.edu.au/forms/Quarterly_Summary_Health_and_Safety_Report.docx).  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Does the HIRAC schedule include the identification, assessment and control of hazardous manual handling tasks, in accordance with regulatory requirements?
 | Regulations require the assessment and control of all manual handling tasks that cause injury concerns and all new manual handling tasks. Further guidance is available [here](http://policy.ballarat.edu.au/forms/HIRAC_Manual_Handling_Tasks.docx).  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
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| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Does the HIRAC schedule include the identification, assessment and control of hazardous noise exposure, in accordance with regulatory requirements?
 |  |  |
|  |  | Not Applicable |  | YES. Describe  |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Does your School/Directorate/Centre ensure that staff newly appointed to positions requiring hearing protection (earmuffs/earplugs) receive audiometric testing within three months of starting?
 |  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre developed a [register](http://policy.ballarat.edu.au/forms/Register_Hazardous_Substances_Dangerous_Goods_Chemicals.docx) of hazardous substances and dangerous goods, in accordance with regulatory requirements?
 | Hazardous substances and dangerous goods are defined as such in the relevant Material Safety Data Sheet.  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Does the register include up-to-date Material Safety Data Sheets for all substances included in it?
 | Material Safety Data Sheets are obtained by requesting them from the manufacturer/supplier and must be less than 5 years old |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Does the HIRAC schedule include the identification, assessment and control of risks arising from hazardous substances and dangerous goods, in accordance with regulatory requirements?
 |  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre developed systems to ensure that changes in stock levels of dangerous goods are communicated to the Risk, Health and Safety department?
 |  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
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| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Does the HIRAC schedule include a review of possible exposures to dusts, fumes, vapours or gases (including the airborne by-products of processes or experiments – e.g. welding, combustion, etc)?
 |  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre developed a register of items of plant, in accordance with regulatory requirements?
 | Items of plant are defined in the [HIRAC Procedure](http://policy.ballarat.edu.au/risk_health_safety/hazards_management/ch02.php). Schools/Directorates/Centres are required to keep a listing of the items on plant under their control.  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Does the HIRAC schedule include the identification, assessment and control of risks arising from items of plant, in accordance with regulatory requirements?
 | New items of plant require a HIRAC prior to purchase. Refer to 3.1 above.  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre developed a register of portable electrical equipment for inspection and testing)?
 | [Click here for further info](http://policy.ballarat.edu.au/forms/Register_Testing_Tagging_Electrical_Equipment.xlsx)  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Has your School/Directorate/Centre elected to have a staff member trained in the inspection and testing methods for portable electrical equipment, or made arrangements for contracting out the service?
 | Electrical Studies at SMB conduct the relevant course.  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Has your School/Directorate/Centre reviewed its procedures for student excursions to ensure compliance with the University Procedure?
 | [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/hazards_management/ch06.php)  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
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| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Has your School/Directorate/Centre identified the other items of legislation governing relevant aspects of its operations (eg radiation safety, food safety, etc) and implemented compliance measures?
 |  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre evaluated the risks and identified the precautions required for the presence of children in its activities or premises?
 | [Click here for further info](http://policy.ballarat.edu.au/forms/HIRAC_Children_University_Locations_Activities.docx) |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre evaluated risks associated with work-related driving in accordance with the University’s guide?
 | [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/hazards_management/ch07.php)  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Does your School/Directorate/Centre have a process in place to induct contractors?
 |  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre implemented the provisions of the Work at Height/Fall Prevention procedure?
 | [Click here for further info](http://policy.ballarat.edu.au/risk_health_safety/hazards_management/ch08.php)  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Has your School/Directorate/Centre implemented provisions for Bullying Prevention?
 | [Click here for further info](http://policy.ballarat.edu.au/forms/HIRAC_Prevention_Workplace_Bullying.docx)  |  |
|  |  | Not Applicable |  | YES. Describe |  | NO. Complete columns B & C |  |
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| Section 4. INCIDENT & EMERGENCY MANAGEMENT |
| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Has your School/Directorate/Centre determined the Area Classifications of all areas and activities, in accordance with the University’s [First Aid Services Procedure](http://policy.ballarat.edu.au/risk_health_safety/incident_emergency_management/ch02.php)?
 |  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Do the numbers of University First Aiders and first aid kits in your School/Directorate/Centre meet the requirements of the University procedure, including for excursions & other "unusual" circumstances?
 | Refer to the [University First Aiders Record](http://policy.ballarat.edu.au/forms/University_First_Aiders_Record.xlsx) and [this section of the First Aid Services Procedure](http://policy.ballarat.edu.au/risk_health_safety/incident_emergency_management/ch02.php#Ch1557Se212858) |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Is your School/Directorate/Centre aware of the system implemented within UB for the replenishment of FA kits, and do you ensure that kits are checked regularly (eg monthly)?
 | Refer to the [First Aid Order Form](http://policy.ballarat.edu.au/forms/First_Aid_Order_Form.docx) |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Has your School/Directorate/Centre implemented systems to ensure that [First Aid Report forms](http://policy.ballarat.edu.au/forms/First_Aid_Report.docx) are completed and included in the quarterly report to DVC/VP?
 |  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Are the names of Area Wardens/Deputies shown [here](http://policy.ballarat.edu.au/forms/Emergency_Control_Personnel_Record.xlsx) for your School/Directorate/Centre still current?
 | List here the names of your current Area Wardens/Deputies |  |
|  |  | YES |  | NO. Complete columns B and C |  |
|  |  |

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| --- | --- | --- |
| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Has your School/Directorate/Centre developed and implemented Local Emergency Instructions (LEIs), including means of initiating evacuations, dealing with people with disabilities, chemical emergencies, etc?
 | Refer to the [Local Emergency Instructions template](http://policy.ballarat.edu.au/forms/Local_Emergency_Instructions_Template.docx)  |  |
|  |  | YES. Attach |  | NO. Complete columns B and C |  |
|  |  |
| * 1. Have remote area field trips, overseas assignments/travel etc been included in LEIs?
 |  |  |
|  |  | Not Applicable |  | YES. Attach |  | NO. Complete columns B & C |  |
|  |  |  |
| * 1. Have systems been implemented within the School/Directorate/Centre to ensure that all staff members (including new ones and casuals) are trained in the LEIs applicable to their area?
 |  |  |
|  |  | YES. Describe in column B |  | NO. Complete columns B and C |  |
|  |  |

Hazard Identification, Risk Assessment and Control (HIRAC) Schedule – *[Insert Year here]*

School/Department/Centre/Directorate Name:

|  |  |  |
| --- | --- | --- |
| **MONTH** | **ACTIVITY, TASK, PROJECT, ITEM OF PLANT, LOCATION ETC FOR REVIEW** | **Person(-s) Responsible** |
| January |  |  |
| February |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |
| July |  |  |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December |  |  |