

SCHOOL OF COMPUTER SCIENCE AND SOFTWARE ENGINEERING SAFETY & HEALTH PLAN,

Version 1.2

PROCEDURE	RECURRENCE	DETAILS	RESPONSIBILITY	REVIEW DATE
Safety Inductions	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	As needed
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	As needed
Hazard Identification and Risk Assessment	1. Ongoing and for each new item of equipment	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 Safety Committee.	Supervisor	As needed
	2. Annually for each laboratory	Risk assessment for each laboratory, workshop and office area	Safety Committee	February
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	As needed for new equipment Five year intervals
Emergency Exit Checks	Monthly	All emergency exits and exit routes should be kept clear at all times	Fire Wardens	First Monday each month
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.	Safety Committee	February 2010
School Safety Committee Meetings	Quarterly	School safety issues may be raised and addressed	Chair, Safety Committee	February, May, August, November

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	February
Fire Warden Training	Annually	Fire wardens to undertake training through the Safety & Health Office	Building Warden	As needed
First Aid Training	As needed for new first aid officers Renewal every two years	First aid training provided to first aid officers to maintain certificates.	School manager	Refer training records
First Aid Boxes	Twice a year	Inspect first aid boxes for stock and expired items	First aid officers	January, July
Fire Drill	Annually	Annual fire drill.	S&H Office	Refer to S&H Schedule
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	March
Testing of Emergency Equipment	Twice a year	Regular testing of emergency equipment, eg exit lights, emergency lights, should be undertaken.	S&H Representative	February and July

Version 1.0 June 2008

Version 1.1 December 2008

Version 1.2 May 2009

Signed, Head of School _____ date ___/___/___