



3.11	<b>Report Notifiable Incidents</b> Report notifiable incidents to the appropriate authority	I	I	I	I	A	R	I	I	R	I	I						
3.12	<b>Storage of chemicals/radioactive materials</b> Ensure chemicals and/or radioactive materials are stored safely and in accordance with legislative or licence requirements					C	C			C	A	R	R	I				
3.13	<b>Maintain chemical manifest</b> Ensure the chemical manifest in each laboratory or workshop is up to date; and that out of date or redundant chemicals are appropriately disposed of					C	C			C	A	R	I	I				
3.14	<b>Maintain radiation manifest</b> Ensure the radiation manifest in each laboratory or workshop is up to date; and that out of date or redundant radioactive materials are appropriately disposed of					C	R			C	C	C	I	I				
3.15	<b>Radiation equipment registration</b> Registration of equipment generating ionising radiation					A	R		I		C							
3.16	<b>Reporting to OGTR</b> Ensure that reporting required by the Office of the Gene Technology Regulatory is prepared and submitted on time					A	R		I		C							
3.17	<b>Authority to shut laboratory/workshop/studio/equipment if unsafe</b> Authority to shut a laboratory, workshop or studio, or tag out equipment if deemed unsafe.	I	I	A	I	R	C	C	I	R	R	C	C	I				
<b>4 Inductions and Training</b>																		
4.01	<b>Mandatory Health and Safety Training Development</b> Development and maintenance of University-wide mandatory health and safety training					A	R		I	C								
4.02	<b>Mandatory Health and Safety Training</b> Ensuring mandatory health and safety training is undertaken by staff	I	A	I	I	I	I	A	I	C	R	R	R	R	R	R	R	R
4.03	<b>Local Health and Safety Induction Development</b> Development and maintenance of site and/or activity specific induction and training. Includes SOPs, SWMS and SWIs					C	C	I		C	A	R	I	I				
4.04	<b>Local Health and Safety Induction</b> Ensuring site and/or activity specific health and safety inductions are undertaken by staff. Includes SOPs, SWMS and SWIs	I	A	I	I	I	C	A	I	C	R	R	R	R				R
4.05	<b>Control Access to Laboratories, Workshops and Studios</b> Manage keys and access card permissions to ensure only staff with appropriate training have access to laboratories, workshops and studios						C		I	C	A	R	I	I				
<b>5 Safety Documentation</b>																		
5.01	<b>Distribute Health and Safety Notices and Advice</b>					A	R	C	I	R	C	I	I	I				
5.02	<b>SOPs, SWMS, SWIs</b> Develop and regularly review SOPs, SWMS and SWIs for each laboratory, workshop or studio activity						C			C	A	R	C	I				R
5.03	<b>Placarding</b> Ensure required placarding is in place for radiation, chemicals etc. Ensure it meets legislative requirements and is up to date.						A			C	I	R	C	I				
5.04	<b>Safety Data Sheets - Chemwatch Access and Training</b> Provide access and training to Chemwatch					C	R			R	I	R	C	I				
5.05	<b>Safety Data Sheets - Chemwatch Usage</b> Use appropriate SDS when handling chemicals, gases and other dangerous materials						C			C	A	R	C	R			I	
<b>6 Personal Protective Equipment</b>																		
6.01	<b>Determining and providing appropriate PPE</b> Determining what PPE is required for spaces/activities; ensuring staff in those areas/activities have access to the PPE and know the correct way to use the PPE						C			C	A	R	R					
6.02	<b>Using PPE</b> Using the correct PPE and in the correct manner						C			C	A	R	R	R	I	I	I	
6.03	<b>Determining and providing appropriate laboratory, workshop and studio safety equipment</b> Determining what safety equipment is required for spaces/activities; ensuring staff in those areas/activities have access to the safety equipment and know the correct way to use the safety equipment						C			C	A	R	R					
6.04	<b>Using laboratory, workshop and studios safety equipment</b> Using the correct safety equipment and in the correct manner						C			C	A	R	R	R	I	I	I	
<b>7 Equipment Maintenance</b>																		
7.01	<b>Training in the safe use of equipment</b> Development and delivery of training regarding the safe use of equipment in the laboratory/workshop/studio						C			C	A	R		I				
7.02	<b>Equipment usage</b> Using the equipment in manner instructed in the training and training materials									C	A	R	R	R		I	R	
7.03	<b>Equipment Maintenance</b> Ensuring equipment is maintained as per manufacturer's instruction and safe to use as per equipment use training									C	A	R	I	I		I		

