RACI

Process Name: Laboratory and High Hazard Spaces Process Number: 1 Stage:

Process decomposition level: Date documented: 5/09/2022 Version number: 0.2



 Key

 R
 Responsible - Those who do the work to achieve the task

 A
 Accountable (also approver or final approving authority) - The one ultimately answerable for the activity

 C
 Consulted - Those whose opinions are sought. 2-way communication, delivers input that supports solution

 I
 Informed - Those who are kept up-to-date on progress, often only on completion of the task or deliverable. 1-way Communication

			Chief		Director,			Tier 2/Tier 3	Group/Elemen	Head of		Laboratory/	Laboratory/			On-site		
Team/Role	Vice Chancellor	Executive Group	Operating Officer	T1 WHS Committee	Health and Safety	Health & Safety Team	PVC (or equivalent)	WHS Committee	t Health and Safety Officer/Partner	School/ Element	Technical team leader	Workshop/ Studio academic	Workshop/ Studio student	GU Staff Community	GU Student Community	visitors, contractors etc	c Comments	
Strategy Workplace Health and Safety Strategic Direction Setting the strategic direction for workplace health and safety for the University	A	с	с	с	R	Т	I	с	с	I.	Т	I	1	I.	I			
WHS Strategic Plan 1.02 Development of a strategic plan that outlines the WHS goals and how they will be achieved	с	с	A	с	R	Т	I	с	с	I.								
WHS Strategic Resourcing 1.03 Ensuring sufficient resources to implement the goals as per the WHS Strategic Plan.	с	с	A	с	R	Т	с			I								
2 Governance																		
WHS Policy 2.01 Ensuring WHS Policy is up-to-date and relevant for the activities of the University; aligns to legislation	с	с	с	с	A	R	Т	с	с	I	I	I.	1	T	I	I.		
WHS Management System 2.02 Procedures, processes, systems and documentation. Ensure they are in place and regularly reviewed			с	I	A	R	Т	I	с	I	I							
 WHS Oversight (Tier 1) Ensuring the University has functioning and effective WHS Committee(s); and that their operation meets legislative requirements. Endorse decisions that affect whole or large part of the University in relation to Health and Safety 			A	R	с		с	с										
 WHS Oversight (Tier 2 and 3) Ensuring the Group or Element has functioning and effective WHS 2.04 Committee(s); and that their operation meets legislative requirements including consultation. Endorse decisions that affect the Group or Element in relation to Health and Safety 					с	с	A	R	с	с	L	I						
WHS Operational Resourcing 2.05 Ensuring sufficient resources to implement the improvements and remediations as per WHSMS Audits or other reviews/initiatives.					с		A	I	I	R	I							
3 Monitoring and Compliance																		
3.01 WHSMS Audit (Line 2 Defence) Monitor implementation of and compliance with the WHS safety management system		Т	с	Т	A	R	Т.	Т	R	T	Т							
3.02 Assign Tier 1 and Tier 2 laboratory status in accordance with "Toward a risk based approach of high hazard labs and equip.		I	I		С	с	Α	с	С	R	с	T						
Laboratory, Workshop and Studio Inspection (Line 1 Defence) 3.03 Monitor health and safety performance and compliance in laboratories and workshops		I			с	с	I	I	с	A	R	I						
Maintain a safe work environment 3.04 Ensure laboratories, workshops and studios operate safely and in compliance with WHS policies and procedures on a day to day basis		I		I	I	с	Т	I	с	A	R							
Risk assessments 3.05 Undertake risk assessments for new or changed activities, equipment or materials.					с	с	Т	I	с	A	R	R	I			I		
Implement risk controls 3.06 Implementation of controls identified in WHSMS audits, inspections or risk assessments		I		I	с	с			с	A	R	R						
Report on outstanding improvements, risk assessments etc 3.07 Review outstanding actions, improvements, risk assessments and report to the appropriate Committee	I	I	I	I	A	R	T	I	с	R	I	I						
3.08 Safe operating practices Implementation of safe operating practices					с	с			с	A	R	R	R		I	R		
3.09 Report hazards/incidents Reporting hazards and incidents as they are observed or occur	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
Action hazards / incidents 3.1 Ensure actions are taken in a timely manner to remediate the hazard or prevent future incidents					I	с			с	Α	R	R						

3.11	Report Notifiable Incidents Report notifiable incidents to the appropriate authority	Т	I	I	I	A	R	I	I	R	I	I						
3.12	Storage of chemicals/radioactive materials Ensure chemicals and/or radioactive materials are stored safety and in accordance with legislative or licence requirements					с	с			с	A	R	R	I				
3.13	Maintain chemical manifest 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					с	с			с	А	R	I	I				
3.14	Maintain radiation manifest 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					с	R			с	с	с	I	I				
3.15	Radiation equipment registration Registration of equipment generating ionising radiation					A	R		I		с							
3.16	Reporting to OGTR Ensure that reporting required by the Office of the Gene Techonology Regulatory is prepared and submitted on time					A	R		I		с							
3.17	Authority to shut laboratory/workshop/studio/equipment if unsafe Authority to shut a laboratory, workshop or studio, or tag out equipment if deemed unsafe.	I	ı	A	1	R	с	с	I	R	R	с	с	Т				
	Inductions and Training Mandatory Health and Safety Training Development Development and maintenance of University-wide mandatory health and software in the same set of th					A	R		1	с								
4.02	safety training Mandatory Health and Safety Training Ensuring mandatory health and safety training is undertaken by staff		I	Α	I	1	I	A	I	С	R	R	R	R	R	R	R	
	Local Health and Safety Induction Development Development and maintenance of site and/or activity specific induction and training. Includes SOPs, SWMS and SWIs					с	с	Т		с	А	R	I.	I				
4.04	Local Health and Safety Induction Ensuring site and/or activity specific health and safety inductions are undertaken by staff. Includes SOPs, SWMS and SWIs		I	A	i.	Т	с	A	ı	с	R	R	R	R			R	
4.05	Control Access to Laboratories, Workshops and Studios Manage keys and access card permissions to ensure only staff with appropriate training have access to laboratories, workshops and studios						с		I	с	A	R	I	I				
	Safety Documentation Distribute Health and Safety Notices and Advice					А	R	С	I	R	с	1	I	I				
5.02	SOPs, SWMS, SWIs Develop and regularly review SOPs, SWMS and SWIs for each laboratory, workshop or studio activity						с			с	A	R	с	I			R	
5.03	Placarding Ensure required placarding is in place for radiation, chemicals etc. Ensure it meets legislative requirements and is up to date.						A			с	I	R	с	I				
5.04	Safety Data Sheets - Chemwatch Access and Training					с	R			R	I	R	с	I				
5.05	Safety Data Sheets - Chemwatch Usage Use appropriate SDS when handling chemicals, gases and other dangerous materials						с			с	A	R	с	R		I		
6																		
	Personal Protective Equipment																	
	Determining and providing appropriate PPE						с			с	A	R	R					
6.01	Determining and providing appropriate PPE Determing what PPE is required for spaces/activities; ensuring staff in those areas/activities have access to the PPE and know the correct way to						c c			c c	A	R R	R R	R	1	1	1	
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