COMPLIANCE PROCEDURES FOR SAFETY AND ENVIRONMENT MANAGEMENT SYSTEMS

University of Melbourne Compliance Program for Safety and the Environment

Department of Mathematics and Statistics Compliance Procedures

A: Work Area Document Review

1. The review date deadlines are specified in the Document Review Checklist (in the Environment and Safety Manual / Website)

2. The Chairman of the Department of Mathematics and Statistics Environment and Safety Committee sends an e-mail 2 weeks before the review date to the Work Area Supervisor about the need to review the following documents, and any general changes that need to be made departmentally: Work Area Safety Training Document, Safety Hazard Register, Environmental Aspect Register, Risk Assessments, Specified Work Procedures

3. The Safety Officer verifies that these documents have been reviewed by the Work Area Supervisor 2 weeks after the review deadline

4. The Department of Mathematics and Statistics Environment and Safety Committee will report to the Head of Department (via Departmental Committee) on compliance

B: Annual Work Area Environment and Safety Inspections: Procedure

1. The dates of annual inspection deadlines are specified in the Department of Mathematics and Statistics Environment and Safety Manual / Website (Document Review Checklist)

2. The Chairman of the Environment and Safety Committee will e-mail all Work Area Supervisors two weeks in advance of the inspection deadline requesting them to hold a work area safety meeting, collectively fill out the inspection checklist, and file it in the work area safety folder. The current checklist to be used should be downloaded from the Department of Mathematics and Statistics Environment and Safety Website (Forms for Downloading)

3. The Safety Officer will ensure all work area records are checked one week after the inspection deadline to ensure inspection has been completed and documented

4. The Department of Mathematics and Statistics Environment and Safety Committee will report to the Head of Department (via Departmental Committee) on compliance.

   Offices in Work Areas are inspected annually. Deadlines are specified in Document Review Checklist.


2. The Safety Officer reviews the following documents by the specified dates: Mathematics and Statistics Environment and Safety Manual / Website, General Induction Document, Emergency Information Posters
3. The Safety Officer reports to the Department of Mathematics and Statistics Environment and Safety Committee on compliance

D: Preparation and Circulation of Mathematics and Statistics Environment and Safety Committee Minutes

2. The Chairman, Environment and Safety Committee, circulates the agenda prior to the meeting
3. The Safety Officer (or deputy) prepares and circulates the minutes within 1 week of the meeting.
4. The Safety reports to the Department of Mathematics and Statistics Environment and Safety Committee on compliance