SUPERVISION & EHS ROLES

SUMMARY

All staff that supervise or direct other staff & students are required to understand the importance of Environment, Health and Safety Responsibilities allocated to their role. These responsibilities should be incorporated into position descriptions or assessed during annual performance appraisals.

Supervisors must:
- Be accountable for their actions in relation to EHS management
- Identify opportunities for improvement
- Integrate EHS into normal activities and develop practical strategies for EHS
- Establish roles and responsibilities of the staff and students they are supervising

All supervisors should understand their responsibilities as written into the Environment Health and Safety Manual Section 2. http://www.unimelb.edu.au/ehsm/2.html

RESPONSIBILITIES

- Develop new work procedures as required, in conjunction with the relevant persons
- Provide all staff with relevant EHS information in an appropriate manner
- Provide adequate supervision through technical guidance and support
- Identify and control hazardous conditions
- Ensure that all accidents and injuries are reported

ACTIVITIES

Supervisors should ensure the following is undertaken in any area that they control:
- Preparation of documented safe work procedures
- Regular documented inspection checklists completed & Actions undertaken for highlighted items
- Hazard Identification, Assessment and Control programs by documented risk assessments
- Monitoring of after hours work (if applicable)
- Monitoring of off campus activities (if applicable)

INDUCTION FOR NEW STAFF

Supervisors should ensure the following is undertaken in any area that they control:
- Induction of Staff & Students
- HHAQ completed for all new staff
- Workstation assessment completed for all staff and students using computer facilities
- Training Needs identified for new staff and students
DOCUMENTATION

Supervisors should ensure the following is available for audit:

- Completed Induction Checklists for staff & students in the local area
- Completed Risk Assessments for ALL activities in the area
- Safe Work Procedures incorporating controls from Risk Assessments
- Safe Work Procedures highlighting supervision requirements
- Annual Work Area Safety Inspection checklists
- Incident Reports with appropriate Action taken
- Diary entries of meetings to discuss EHS

TRAINING

A mandatory EHS for Supervisors training session is provided by the EHS Unit.

Supervisors are also responsible for providing training to staff and students under their control to ensure:

- Competency to undertake activities within the area
- Competency to operate equipment where required

SUPERVISION REQUIREMENTS

Supervision requirements for personnel undertaking a task with identified hazards must be determined and specified as part of the risk assessment/risk control process of that task. The Science Faculty EHS Committee has developed the following scheme of four categories:

1. Continuous supervision by train/licensed/authorised person
2. Casual supervision by trained/licensed/authorised person
3. Direct supervision not required, but each activity must be individually authorized
4. Direct supervision not required, but activity must be authorised in the first instance

In all cases, the person undertaking the task must be appropriately trained/instructed in accordance with the safework procedure for that task.

Note: The Department of Mathematics & Statistics do not run ‘wet’ practical classes. The teaching classes held by the department are either tutorials or ‘computer’ practical classes.