SUPERVISION & EHS ROLES

SUMMARY

All staff who 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
- 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)
- Reporting all incidents and injuries

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 Analysis 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
- Bi-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 Risk Management Office.

Further training can be obtained from the Staff Development 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 RATIOS**

All supervision of staff & students must be undertaken with the following minimum levels:

1. Practical Classes – High Risk 1 supervisor 10 students
2. Practical Classes – Medium Risk 1 supervisor 15 students
3. Practical Classes – Low Risk 1 supervisor 20 students
4. Computer Classes 1 supervisor 50 students

Examples of Risk rated activities – other activities may fit the following categories:

High Risk: Working with chemicals, biologicals or radioactive isotopes in complex tasks
- First year students – new & difficult techniques

Medium Risk: Working with chemicals, biological materials in simple tasks
- Second year students – new & difficult techniques, or accomplished first year students

Low Risk: Working with small volume chemicals or hazardous materials
- Third year students or accomplished second year students

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.