Deakin University Project Safety Plan

The health and safety assessment of any activity or research project involves three steps: hazard identification, risk assessment and the implementation of risk control measures.

This form assists you with this process. It also documents your legal requirement to carry out a hazard assessment where the health and safety of staff or students may be at risk.

It should be completed for all research projects and for teaching units with appropriate practical work

Forms can be obtained from the OHS website. The Project Leader should retain a copy of this form and any attachments. A copy should go to the Project Manager, then the designated 'Laboratory Manager'/Safety Officer for approval and finally to the HoS for overall sign off. This copy should then be kept in the School.
Form Last Updated: 10 August 2009

Project/Unit Title(s):

Project Manager/Unit Chair: **Phone:** **e-mail**

Project Leader: **Phone:** **e-mail**

School / Faculty /Department:

Project Location(s):

Project start date: **Estimated end date**

Project code: Applicant Initial and Surname/month/year **(to be used on all supplements)**

Or Unit code

Brief Description of the Project: (please use plain language) or attach plain language statement

Due Diligence Statement: I believe so far as practicable that:

☐ **The hazards involved in this project/unit have been identified**

☐ **Appropriate risk control measures have been identified and will be used**

☐ **Adequate training & supervision will be provided to participants as outlined in attachments**

Project Manager/Unit Chair: Date: Extension:

Project Leader: Date: Extension:

Health and Safety Approvals – name

Lab Manager Date: Extension:

Head of School: Date: Extension:

Names of persons participating in project (not including test subjects), their status (honours etc) and main role. Note: Inclusion of names above implies that they have agreed to participate in the project and have agreed to any safety requirements associated with the Project

Health and Safety Assessment Flow Chart

Mark the appropriate response for **each** question

Make application concurrently for approval from several authorities, **if this is necessary**.
Prior discussion with any appropriate committee executive officer may expedite approval.
Attach supplement documentation and any approval details to this form.

1. Ethical Issues

Does the project involve?

☐ Experimentation involving vertebrates (including fish) or invertebrates

☐ Physiological or psychological testing involving animals or human subjects

☐ Experimentation involving privacy and confidentiality of subject

NO	Proceed to Question 2	
YES	Has application to Human or Animal Welfare Committee been made,	YES ☐ NO ☐
	or approval granted	YES ☐ NO ☐

2. Biological Safety Issues

Does the project involve any of the following issues?

☐ Human blood and other body fluids, human tissues

☐ Potentially pathogenic or pathogenic bacteria, fungi, viruses, protozoans or cell cultures.

☐ Potentially zoonotic organisms or material.

☐ Genetic Manipulation / Recombinant DNA

☐ Allergens, Mutagens, Carcinogens, Teratogens

☐ Other, please specify:

NO	Proceed to question 3.
YES	Complete the **Biological Safety** supplement Does the project require Institutional Biosafety Committee approval? **YES** ☐ **NO** ☐ **Note:** If the project involves certain types of genetic manipulation, it MUST be referred to the Laboratory and Biosafety Committee (via the secretary) – Further information can be obtained from the Research Services website under Biosafety

3. Radiation Safety Issues

Does the project involve any of the following radiation safety issues?

- ☐ Ionising Radiation
- ☐ Lasers
- ☐ Non-ionising radiation
- ☐ Other, please specify:
- ☐ Strong Magnetic Fields
- ☐ High Voltage or High Current Electricity

NO	Proceed to question 4.
YES	Complete the **Radiation** assessment supplement. Then make application to the Radiation Safety Officer. Continue to question 4. **Note:** A statement of the issues in plain language will assist assessment.

4. Chemical Safety Issues

Does the project involve any of the following chemical safety issues?

- ☐ Designated Hazardous Substances
- ☐ Dangerous Goods
- ☐ Drugs, Poisons and Controlled Substances, Therapeutic Goods
- ☐ Carcinogens or Teratogens
- ☐ Potentially hazardous chemical processes
- ☐ Other, please specify:

NO	Proceed to question 5.
YES	Complete the **Chemicals** assessment supplement. Are all the procedures and processes in the project covered by documented workplace procedures? ☐ **YES** note procedures or manuals being used in Chemical Safety Plan. Are all the chemicals used or created in the project covered by MSDSs or hazard assessments approved by the local Chemical Safety Officer or Hazardous Chemical Management group? ☐ **YES** If you have answered **Yes** to both questions above, continue to question 5. If you have answered **No**: refer the completed assessment supplement to the local Chemical Safety Officer or Faculty nominee. Continue to question 5.

5. Process, Operation and Environment Safety Issues

Does the project involve any of the following physical safety issues?

- ☐ High vacuum, high pressure, compressed gases
- ☐ Explosives, explosive powered equipment
- ☐ Crushing, shearing, penetrating equipment
- ☐ Noise, vibration
- ☐ Diving
- ☐ Other, please specify:
- ☐ Extreme heat or cold, cryogenic or molten materials
- ☐ Confined spaces, Fumes
- ☐ Working at heights
- ☐ Other physical safety issues

NO	proceed to question 6.
YES	Complete the **Physical Hazards and Plant** supplement, and, if directed, the Risk Assessment supplement. If necessary, make application to the Occupational Health and Safety Committee for project approval through the Campus OHS Officer or Faculty nominee. Continue to question 6.

6. Field Work

Does the project involve fieldwork or travel where the following hazards may occur?

- ☐ Use of car, boat or trailer
- ☐ Sampling under hazardous conditions: aquatic environments, cliff faces, diving, remote locations, at heights, around hazardous machinery, in traffic, at night
- ☐ Other, please specify:
- ☐ Exposure to extreme weather or environmental conditions: blizzards in alpine areas, very low temperatures, high temperatures, poor visibility
- ☐ Handling of animals

NO	Proceed to question 7.
YES	Complete the **Field Work** supplement. Refer to the Field Work information on the OHS website Are all aspects of the fieldwork covered by documented work procedures and instruction manuals approved by the Faculty or School? ☐ **YES** Continue to question 7. ☐ **No** Make application to the Faculty nominee for project approval. Continue to question 7.

7. Work carried out at workplaces not under the management of Deakin University

Does the project involve undertaking work at a workplace not under the control or management of Deakin University?

- ☐ Work at another University
- ☐ Research establishment
- ☐ Government institution or business
- ☐ Other, please specify:

NO	Proceed to 8.
YES	Refer to the Work Placement / Work Experience on the OHS website Full name and location of institution: Have all aspects of the work been assessed by the above steps or the local equivalent? Is the work covered by documented work procedures and instruction manuals? ☐ **YES** ☐ **NO** Complete the relevant assessment supplement **Note:** Deakin University is potentially liable under the Occupational Health and Safety Act, the Workers Compensation Act and common law for injuries or hazards affecting its own employees or caused by its employees regardless of the location of the work or who exercises local control.

8. Changes and review

If any significant changes to the hazards and risks are made during the conduct of this project or unit, you will need to have the project reassessed for subsequent action and possible new approval.

Internal review of the project safety plan should be made by the project manager and team at least yearly.
Note: 1 year written project report (on specific forms) is required for all projects under OGTR guidelines.

Project Health and Safety Assessment

The purpose of the assessment is to help:

- workers provide appropriate safety protection for themselves, for co-workers, the University and the community
- workers provide appropriate legal protection for themselves
- the University provide appropriate legal protection for itself.

The OHS Act and Regulations legislation requires written risk assessments. An assessment should be made for any new research project or projects where the safety risks have changed over time. A similar process must be applied to teaching units involving practical/laboratory work. Some closely related projects or units may come under one assessment.

Some Schools may wish student projects to be assessed individually. In others, where student projects come under a larger assessed project the supervisor must discuss the Project Safety Plan with the student and should obtain a signature on their copy that they have undertaken this.

The assessment process has a flow chart structured similarly to the Tax Pack. The steps direct the user to **supplementary documents** where appropriate. If the project is using established written protocols then the whole project or unit should be able to be signed off by the Head of School and Laboratory Manager or equivalent: the person nominated by the Head of School to have managerial responsibility for the laboratory/workshop and its safe operation. However, under certain circumstances, the project leader/unit Chair may be directed to seek approval from a Deakin University standing committee such as Laboratory and Biosafety Committee, Campus / University / Faculty OHS Committee or other authority, for example the Radiation Safety Officer. The Laboratory Manager is responsible for consulting with the designated work safety representative. A signed copy of the Project Safety Plan should be retained in the School/Faculty and available for audit.

Training

It is important that information be available to assist project leaders to prepare project safety plans. Much of that assistance can come from laboratory managers/technical staff, members of the Deakin University standing committees and Health and Safety representatives. Schools should develop written procedures wherever possible and organise training for staff in risk assessment, particularly for physical plant such as new and installed machinery. Heads of Schools are ultimately responsible for ensuring that project assessments are appropriately completed for work in their School, and need to consider the expertise of those in the School assigned to assess the projects (and further training needed) and the work load.

Availability.

The documents and instructions for the Health and Safety Assessment of Projects are available on Research Services web-site, the OHS website and OHS Manual.

Deakin University Safety Resources

The process of project health and safety assessment highlights the need for the development of standard procedures that may be referenced by staff and students. There are Australian & New Zealand Standards for Safety in Laboratories (AS/NZS 2243 - accessible through the library online) and some procedures or work instructions currently available as specific documents or part of Safety manuals. This requirement needs to be considered within the Schools and Faculties, with cooperation across areas.