

MEMORANDUM



To: All staff
From: Mr Stefan Delaney - General Manager, Environment, Health & Safety
Subject: Changes to the Environment, Health & Safety Manual on 22 May – 4 June 2009
Date: 5 June 2009
cc:

Dear staff,

I am writing to advise you of a number of changes to the Environment, Health & Safety Manual that were published on 22 May – 4 June 2009. A detailed summary of these changes is overleaf.

Some of these changes have been made as urgent changes in accordance with the General Manager, EHS's powers to make urgent amendments, set out in *EHS Manual 10.1.4.4. New. Urgent Amendments to EHS Procedures*. Such urgent changes are followed by an immediate formal review. Formal review involves a public call for feedback from the University community, followed by submission of the changes to relevant University committees for endorsement.

The reason for the urgent changes is that, as you may be aware, the University was audited by WorkSafe Victoria in September-October 2009 in preparation for the renewal of its self insurer's license for workers' compensation. The urgent changes to the EHS Manual have been made in order to comply with WorkSafe's advice arising from this audit.

Accordingly, I ask that you:

- familiarise yourself with your responsibilities under these new procedures, and with the responsibilities of staff in your area;
- for the urgent amendments for which consultation is not yet complete, please provide any feedback you may have by **26 June 2009**, by email to ehs-draftprocedurefeedback@unimelb.edu.au.
 - To view detailed tracked changes for the amendments to existing procedures, go to <http://www.pb.unimelb.edu.au/ehs/discussionpaper/>
 - The urgent amendments for which consultation is not yet complete include all urgent amendments *except* 11.14.New. Regulated Plant.

Regards,

Stefan Delaney
General Manager – Environment Health & Safety

Encl Information on amendments to the EHS Manual on 22 May – 4 June 2009

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Information on amendments to the EHS Manual on 22 May – 4 June 2009

(1) Urgent amendments

These urgent amendments have been authorised by the General Manager, EHS, in accordance with EHS Manual, *EHS Procedure Writing, s 10.1.4.4.New*. They follow feedback by WorkSafe Victoria.

The consultation/feedback period on these urgent amendments now commences with their publication. Please refer to <http://www.pb.unimelb.edu.au/ehs/discussionpaper/> to submit your comments. All comments submitted by the due date will be taken in consideration and may be used to revise the materials. Following revision (if required), the urgent amendments will be submitted to the required committees for retrospective endorsement.

(1.1) Urgent new procedures

Name	Key Details
<p>11.29. New. EHS Management Of Service Providers (Contractors)</p> <p>Available at http://www.unimelb.edu.au/ehsm-new/11.html#11.29</p>	<p>Service Providers or Contractors to the University must be managed to ensure accountability for EHS responsibilities and requirements.</p> <p>Responsibilities in this procedure:</p> <ul style="list-style-type: none"> • The Director, Legal Services, must include general EHS responsibilities and accountabilities in Standard Agreements for the acquisition of services by the University; • Authorising Officers (that is, those who are delegated the authority to enter into contracts on behalf of the University) must: <ul style="list-style-type: none"> ○ only engage service providers who are <ul style="list-style-type: none"> ▪ an Approved Service Provider; or ▪ a non-approved service provider, if an Approved Standard Contract is used; or ▪ a non-approved service provider, if a contract which has been reviewed and approved by Legal Services is used. ○ ensure that all EHS responsibilities specific to the particular work being undertaken are included in the schedule of work. <p>Approved Standard Contracts are published by Legal Services at http://www.legal.unimelb.edu.au/legal_services/standard</p>
<p>11.27. New. Lock Out, Tagging and Isolation</p> <p>Available at http://www.unimelb.edu.au/ehsm-new/11.html#11.27</p>	<p>When plant and equipment are being cleaned, serviced, repaired or altered, they may need to be locked out with a suitable lockout device, tagged with a Danger Tag, and isolated from energy sources. This ensures there is no risk from inadvertent release of electricity or kinetic energy.</p> <p>Responsibilities in this procedure:</p> <ul style="list-style-type: none"> • The Head of Department/School ensures that: <ul style="list-style-type: none"> ○ Safe Working Procedures exist for all cleaning, servicing, repairing or alteration of plant and equipment; ○ suitable lock out devices are available to be used to lock out and isolate plant and equipment where required; ○ a lock out, tagging and isolation register is established for isolations exceeding 12 hours' duration. • The Supervisor/Manager: <ul style="list-style-type: none"> ○ nominates a competent person to be the Authorised Person in respect of the job. For Asset Services-controlled plant and equipment, this will usually be an Asset Services staff member or contractor. For plant and equipment owned or controlled by local departments, it may be a competent local staff member, contractor or other person; ○ may remove a lock, tag or isolation under certain restricted

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	<p>circumstances;</p> <ul style="list-style-type: none"> ○ ensures that the Authorised Person records isolations of longer than 12 hours' duration in a lock out, tagging and isolation register. <ul style="list-style-type: none"> • The Authorised Person: <ul style="list-style-type: none"> ○ locks out, tags and isolates the plant or equipment. Subsequently the Authorised Person confirms that the plant or equipment is safe to re-energise, communicates with affected people, then removes the locks, tags and isolations; ○ records isolations of longer than 12 hours' duration in a lock out, tagging and isolation register. <p>Examples of lock out devices and danger tags are available at http://www.pb.unimelb.edu.au/ehs/ehs/ehsm_guidance/#danger</p>
<p>11.28.New. Withdrawing Unsafe Plant and Equipment from Service</p> <p>Available at http://www.unimelb.edu.au/ehsm-new/11.html#11.28.</p>	<p>If plant or equipment has become unsafe to use, it must be identified by an Out of Service tag and removed from service until it has been made safe.</p> <p>Responsibilities in this procedure:</p> <ul style="list-style-type: none"> • Staff and students who become aware that plant or equipment has become unsafe to use must remove it from service and affix an Out of Service tag. They must inform the responsible Supervisor/Manager and arrange (either directly or through the Supervisor/Manager) for the item to be repaired or removed. • Unless authorised, staff and students shall not use plant or equipment that has been tagged with an Out of Service tag, or remove the tag. • Out of Service tags may be removed only by an Authorised Person (who is a competent person nominated by the Supervisor/Manager) who has confirmed that the plant or equipment has been made safe. • The Head of Department/School must ensure that suitable Out of Service Tags are available to staff and students. <p>Out of Service tags are available from the EHS Unit. An example tag is shown at http://www.pb.unimelb.edu.au/ehs/ehs/ehsm_guidance/#outofservice</p> <p>Further guidance is available from Safety Bulletin 03/09: Tagging and Removing Faulty Plant and Equipment.</p>
<p>11.14.New. Regulated Plant</p> <ul style="list-style-type: none"> • new attachment B.35.New. Plant Register • updated attachment A.12.New. Plant Risk Assessment Form • previous procedure 11.14.1.New. Safe Use of Ducted Fume Cupboards now becomes B.34.New. Safe Use of Ducted Fume Cupboards. • Note: general consultation concluded on 18 May 2009 for this procedure; it now awaits committee endorsements only. <p>Available at http://www.unimelb.edu.au/ehsm-new/11.html#11.14.</p>	<p>Regulated Plant is defined by the <i>OHS Regulations 2007 (Vic)</i>, and includes many items of powered machinery and devices, and some vehicles. A detailed definition is available within the procedure at EHS Manual 11.14.3.New.</p> <p>This procedure sets out high level responsibilities for the management of regulated plant, namely:</p> <ul style="list-style-type: none"> • The Head of Department/School ensures that: <ul style="list-style-type: none"> ○ a Plant Register is kept for all plant under the management and control of the department/school; ○ all plant requiring registration under the <i>OHS Regulations 2007 (Vic)</i> is registered with WorkSafe Victoria; ○ prior to purchase acquisition/purchase of plant or equipment, an EHS Pre-Purchase Checklist is completed, and employee Health & Safety Representatives (if applicable) and affected staff are consulted; ○ health surveillance/screening requirements for plant are identified and fulfilled for the relevant staff. • The Manager/Supervisor ensures that: <ul style="list-style-type: none"> ○ Plant Risk Assessments and Standard Operating Procedures are created, maintained and reviewed in consultation with employee Health & Safety Representatives (if applicable) and staff likely to operate the plant; ○ operators of the plant are competent to operate it safely;

	<ul style="list-style-type: none"> ○ plant is appropriately maintained and registration is current, and required records are kept; ○ any fitted engineering controls (eg guarding) are operational. <ul style="list-style-type: none"> ● All operators ensure that: <ul style="list-style-type: none"> ○ prior to using the plant, preoperational checks are performed as described in the Standard Operating Procedure; ○ if left unattended or not in use, the plant is in a safe state as described in the Standard Operating Procedure. <p>A Plant Working Group has been established to create detailed practical guidance material on management of regulated plant. The EHS Manual Regulated Plant procedure provides an initial framework for this future guidance material. Initial attachments to this procedure are available at: http://www.pb.unimelb.edu.au/ehs/workplace_ehs/plant/</p>
(1.2) Urgent amendments to existing procedures	
Name	Key Details
<p>5.1.New. EHS Management Plans</p> <p>A version of this procedure with all changes tracked will be available until the end of the consultation period at http://www.pb.unimelb.edu.au/ehs/discussionpaper/</p>	<p>The key amendments to this procedure clarify that local areas (Departments/Schools) must monitor and report their progress towards applicable EHS Objectives and Targets:</p> <ul style="list-style-type: none"> ● if a local EHS Committee exists, the Head of Department/School must ensure that local area EHS Objectives and Targets (consistent with the Faculty/Division EHS Management Plan) are created and monitored by the local EHS Committee; ● if a local EHS Committee does not exist, the Head of Department/School must ensure that progress towards Faculty/Division-level EHS Objectives and Targets is monitored and reported to the Faculty/Division EHS Committee.
<p>13.1.New. EHS Workplace Inspection</p> <ul style="list-style-type: none"> ● includes revisions to A.6-8.New. EHS Workplace Inspection Checklists <p>A version of this procedure with all changes tracked will be available until the end of the consultation period at http://www.pb.unimelb.edu.au/ehs/discussionpaper/</p>	<p>Key changes to this procedure and to the Workplace Inspection Checklists are:</p> <ul style="list-style-type: none"> ● Workplace Inspection Checklists now alert user to items where a legal requirement exists; ● Workplace Inspection Checklists have new items concerning the availability of relevant Standard Operating Procedures (SOPs), and the compliance of personnel with these SOPs; ● Personnel who work in the area or perform the task in question should be involved in Workplace Inspections, and a record of their involvement kept; ● Workplace Inspections shall be calendared on the area's EHS Cyclic Events Checklist. <p>Web information about Workplace Inspections and Cyclic Events is available at: http://www.pb.unimelb.edu.au/ehs/riskmanagement/wp_insp_cyclic_events.php3</p>
<p>14.1.New. Incident Reporting and Investigation</p> <ul style="list-style-type: none"> ● includes revisions to B.7.New. Budget Division/Faculty EHS Committee Terms of Reference and B.8.New. Local Consultative EHS Committees Terms of Reference <p>A version of this procedure with all changes tracked will be available until the end of the consultation period at http://www.pb.unimelb.edu.au/ehs/discussionpaper/</p>	<p>The key changes:</p> <ul style="list-style-type: none"> ● clarify responsibilities of the Supervisor to: <ul style="list-style-type: none"> ○ ensure an incident investigation takes place for each incident with a risk rating of medium or higher; ○ ensure appropriate corrective actions are implemented or escalated to a responsible person, and ensure that affected staff are consulted about the corrective actions. ● make explicit the need for incident investigations to examine existing hazards and the effectiveness of existing risk assessments and controls; ● add a new responsibility for local and Faculty (Budget Division) EHS Committees to review incident investigation reports and the effectiveness of resulting risk control measures. This change appears both in the

	<p>procedure and the two sample EHS Committee Terms of Reference attachments.</p> <p>Further guidance is available in: Safety Bulletin 02-09: EHS Incident Reporting and Investigation.</p>
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(2) Ordinary amendments

These amendments to the EHS Manual have been made in accordance with the usual consultation and endorsement arrangements set out in EHS Manual 10.1.New. EHS Procedure Writing.

(2.1) New procedures

Name	Key Details
<p>11.1.New. Chemical Management</p> <ul style="list-style-type: none"> including extensive guidance material. <p>Following consultation with the University community in Sept-Oct 2008, this procedure was endorsed by the Administrative Policies and Practices Group on 3 March 2009.</p>	<p>Chemical Management is a complex and highly regulated area, carrying significant risks in relation to both legal compliance and the health and safety of people and the environment.</p> <p>This procedure lays out the responsibilities of:</p> <ul style="list-style-type: none"> The Manager/Supervisor to ensure the management of: <ul style="list-style-type: none"> chemical inventories; purchasing/acquisition; importation; manufacture or supply; risk assessment; labelling; waste management; local area emergency preparedness; currency of signage and placarding in the area under their control. The Head of Department/School to ensure: <ul style="list-style-type: none"> selection of an appropriate Material Safety Data Sheet database; adoption and maintenance of risk controls for chemical storage and handling; provision of Dangerous Goods information for placarding purposes to the General Manager EHS and the Building Emergency Controller; health surveillance for staff and students where required; availability of training to staff and students where required. The Building Emergency Controller (in designated buildings where a Dangerous Goods manifest is required) to: <ul style="list-style-type: none"> maintain and update the building Dangerous Goods manifest. <p>Detailed practical guidance on how to achieve these requirements is available from: http://www.pb.unimelb.edu.au/ehs/workplace_ehs/chemical/</p>

(2.2) Minor changes

Name	Key Details
17.1.New. EHSMS Management Review	These changes clarify the intent of the procedure by replacing the words "system documents"/"documentation" throughout by "management system".
B.33.New. EHS Monitoring Equipment Register	This new attachment supports Safety Bulletin 01 09 - Calibration Requirements for EHS Monitoring Equipment .

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