

1. CONSULTATION FEEDBACK

On 13 December 2016, the Health & Safety Associate Director sent an email to stakeholders. The email included a summary of configurable health and safety components within ERMS (Enterprise Risk Management System) and requested feedback.

The feedback consultation stage closed on 6 January 2017.

Feedback was reviewed, correlated and accepted wherever possible. Feedback was rejected only where the system was configurable or when deemed non-beneficial.

Once implemented, the Enterprise Risk Management System will be reviewed regularly.

2. FEEDBACK AND RESPONSES

RISK TYPES		
Note: "Risk Types" do not change the risk assessment workflow or content. This field is only used for reporting on risk types.		
Risk Types	Response	Comments / Details
Just wondering where <i>Exhibitions</i> might sit in the risk dropdown list? Under 'Events' or 'Creative Arts'?	Clarification	Exhibitions (for example) can be classified in 'Events' or 'Creative Arts'.
<i>Laboratory</i> should be separated into further risk types: <ul style="list-style-type: none"> Experimental, Scientific laboratory, Teaching laboratory, and Research laboratory. 	Not accepted	<i>Laboratory</i> tasks will not be separated into types of laboratory tasks because there is no benefit dividing this risk type because it doesn't alter the risk assessment, only its classification.
Alter all risk types from saying 'work to 'tasks'	Accepted	Change made to configuration
Add additional risk types: <ul style="list-style-type: none"> Plant and equipment Workshop Machinery / plant workshops 	Accepted	Change made to configuration. Additional risk types: <ul style="list-style-type: none"> Plant Equipment Workshop
Remove the word 'Live' for animals and humans in risk type list to allow for dead animals and cadavers	Accepted	Change made to configuration.

RISK FACTORS		
Risk Factors	Response	Comments / Details
Call risk factors, hazard factors instead	Not accepted	'Risk factors' is not configurable. However this term is not visible to end users.
Add: <ul style="list-style-type: none"> 'After hours' to all 'Working in isolation' listings Fatigue 	Accepted with amendment	There is an additional risk factor 'Working in isolation / Fatigue' which addresses after hours.
Facilities, Property and Grounds: What is <i>Safe Design</i> and will anyone understand it?	Not accepted	<i>Safe Design</i> is the preferred term for designing hazards out of an environment or equipment.
Facilities, Property and Grounds, add: <ul style="list-style-type: none"> Utilities (electricity, water, gas) 	Not accepted	Utilities considered within this 'Risk Factor'.
Facilities, Property and Grounds, add:	Accepted	Change made to configuration.

RISK FACTORS

Risk Factors	Response	Comments / Details
<ul style="list-style-type: none"> Construction activities 		
Visitors, contractors and general public, add: <ul style="list-style-type: none"> Performing high risk tasks Permit to work / licenses 	Accepted	Change made to configuration.
Hazardous areas: Exposure to electrical energy. Why just exposure to electricity?	Accepted with amendment	Change made to configuration: 'Exposure to energy'.
Hazardous areas, add: <ul style="list-style-type: none"> Engulfment / entrapment Vehicle to pedestrian interaction / Vehicle to vehicle Working in proximity to vehicles / mobile plant 	Accepted	Change made to configuration: Added to Hazardous Areas or Traffic Management.
Hazardous areas: Separate the different types of exposure methods	Not accepted	Prompt list would become prohibitively long with not enough benefit. Additional comments on specific exposure methods can be written into the risk assessment.
Diving and other water activities, add; <ul style="list-style-type: none"> Environmental conditions 	Accepted	Change made to configuration.
Diving and other water activities, add; <ul style="list-style-type: none"> Maritime safety equipment 	Not accepted	Maritime safety equipment is a control, not a risk so it is not suitable to include.
Psychosocial hazards, add; Pre-existing conditions, i.e. anxiety	Not accepted	Pre-existing psychological conditions is more involved in assessing an individual, rather than a task.
Off campus activities, add: <ul style="list-style-type: none"> Examples for Environmental conditions fieldwork (remoteness / terrain / bush fire / flood / storms) Examples for Fauna and Flora (including culturally sensitive areas and protected) Access to/from site (driving / 4WD) First aid access Natural environment (Biological / viral exposures) Legal requirements and permits Permits / licenses Support systems – Transport Support systems – communication and navigation Support systems – food and water 	Accepted or Accepted with amendment	First aid access with working off campus is included in remote locations There is an additional risk factor <i>Support arrangements</i> (including transport, communication, navigation, food and water)
Radiation – Ionising and non-ionising: Split laser types into higher and lower classes	Not acceptable	Grouping lasers together in one prompt maintains simplicity of the risk factor. Additional comments on specific exposure methods can be written into the risk assessment.
Sound pressure (occupational noise), add: <ul style="list-style-type: none"> Less than 85dB over 8 continuous hours (nuisance noise) Greater than 85dB over 8 continuous hours or peak 140dB Greater than x dB for x times/ reps for 8-10 hours Greater than x dB for 10-12 hours Greater than x dB for 12-16 hours 	Not acceptable	Maintaining a small number of prompts for sound pressure maintains simplicity of the risk factor.
Manual tasks should, add: <ul style="list-style-type: none"> Cleaning and maintenance 	Not accepted	Cleaning and maintenance are not hazards or risk. Repetitive or sustained awkward postures are possible risks which are already included.
Slips, trips and falls, add; <ul style="list-style-type: none"> Slips, trips or falls in isolation Poor housekeeping/work surfaces 	Accepted with amendment	Change made to configuration. Additional risk factor prompt <i>Slip, trip and fall due to poor housekeeping / work surfaces or environment</i>

RISK FACTORS

Risk Factors	Response	Comments / Details
<ul style="list-style-type: none"> Working in isolation Uneven surface Wet / slippery surface 		
Falling and moving objects, add; <ul style="list-style-type: none"> Cutting of a person by a falling / moving object 	Not accepted	Scenario is too specific in circumstances where other prompts already address this type of occurrence.
Plant and equipment: Change <i>Plant and Equipment</i> to <i>Plant / Equipment (including electrical equipment)</i> Remove – potential for in entanglement or crushing Add: <ul style="list-style-type: none"> Cleaning and maintenance Stored energy Expulsion / implosion 	Accepted	Change made to configuration.
Plant and equipment, add: Lack of emergency shutdown / e-stop Ejection / projection Working in isolation (including welding)	Not accepted	Lack of emergency stop button is already covered by emergency procedures. Ejection / projection is included in the added <i>Stored energy</i> Including welding is too specific for the few situations where welding in isolation is conducted.
Chemicals – Storage and Transportation Include: <ul style="list-style-type: none"> Incompatible or inappropriate storage 	Accepted	
Which risk factors would be relevant to glasshouses?	Clarification	<ul style="list-style-type: none"> Extreme temperatures or exposures to elements Hazardous areas Working in isolation / Fatigue Biologicals Manual task Slips, trips and falls Chemical – Handling, Use, Storage and Transport Electricity Falling and moving objects Off campus activities and travel
Chemical – Handling and Use, add: <ul style="list-style-type: none"> Spill Working in isolation 	Accepted	Change made to configuration.
Chemical – Handling and Use Alter <i>Inadequate segregation</i> of incompatible substances	Not accepted	<i>Inadequate segregation</i> addresses incompatible substances.
Chemical – Process and Combining Separate types of hazardous exposure	Not accepted	Hazardous areas haven't been separated because the prompt list would become long and complex. Additional comments on specific exposure methods can be written into the risk assessment.
Chemical – Storage and Transport, add: <ul style="list-style-type: none"> Spill Transport in enclosed vehicles Inadequate containers 	Accepted or Accepted with amendment	Risk prompts <i>Transport</i> and <i>Container Type</i> has been added.
Chemical – Storage and Transport Separate types of hazardous exposure	Not accepted	Hazardous areas haven't been separated because it was decided there was not enough benefit and the prompt list would become extremely long. Additional comments on specific exposure methods can be written into the risk assessment.
Extreme temperatures or exposure to elements Alter or and Remove <i>Working Outside</i>	Accepted	Change made to configuration.

RISK FACTORS

Risk Factors	Response	Comments / Details
Traffic management and Vehicle Operation, add: <ul style="list-style-type: none"> Towing 	Accepted	Change made to configuration.
Change risk factor terminology Biological – Infectious agents, animals, insects, plants and environment substances <ul style="list-style-type: none"> Bacteria, viruses, fungi, parasites or prions (exposure from inhalation, mucus membranes, percutaneous injury (needle stick or sharps), non-intact skin or ingestion) Human sourced materials Cell lines or tissue cultures Human or animal samples Handling live animals including insects or aquatic animals (may want to split this up and suggest considering infectious in terms of zoonotic, vector and allergenic risks?) Treatment and disposal of waste Environmental samples (soil, water, sewage and sludge) Plants Containment and restricted access Legal requirements Recorded incidents and injuries and available information Potential for emergency situations 	Accepted	Change made to configuration.

MECHANISM OF INJURY

Mechanism of injury	Response	Comments / Details
Have animal bits and insects with same letter so they are alphabetically close together <ul style="list-style-type: none"> Bitten or struck by an animal (vertebrates) Bitten or stung by an insect or spider (invertebrates) 	Accepted	Change made to configuration.
Include examples for these <ul style="list-style-type: none"> Striking objects with a part of the body (hitting moving or stationary objects, chafing) Struck by moving/falling objects (hit by falling objects, being hit by a moving object or person) Radiation – Radiation (including laser and UV) and electricity 	Accepted with amendment or Not accepted	The mechanism of injury is being changed to, Radiation (ionising and non-ionising) and electricity.
Add: <ul style="list-style-type: none"> Bitten or struck by an animal or person Biological factors of animal, bacterial or human origin Viral exposure / infection 	Accepted	Change made to configuration.

NATURE OF INJURY

Nature of injury	Response	Comments / Details
Later wording to say Nature of injuries or systems	Not accepted	This term is not configurable. The term is not visible to end-user, only the administrator.

NATURE OF INJURY

Nature of injury	Response	Comments / Details
Add: <ul style="list-style-type: none"> Exposure to microorganisms or potentially infectious materials Transport (vehicle and bicycle) incident 	Accepted	Change made to configuration.
Include more examples <ul style="list-style-type: none"> Burns (hot, cold, chemical, electrical, friction, radiation) Circulatory system (including deep vein thrombosis, heart attack) Specify burn types in brackets rather than just burns when sunburn is different. Other injuries (including exposure to extreme temperatures, sunburn, alcohol poisoning, electric shock, headache or nausea without an event) 	Accepted	More examples were applied to each category. Note: all mechanisms of injury, nature of injury and body location have been configured to specifically align with the WorkSafe VCodes categories. This will provide for improvements to benchmarking of University data with others.
Body location <ul style="list-style-type: none"> Add including hip – Lower limbs including hip, excluding foot and ankle Put in order of top to bottom on the body rather than alphabetical 	Not accepted	Bases on analysis of all available injury and claim data, there are insufficient hip related incidents for a separate item. <i>Lower limb</i> is the most appropriate option. Putting the body location in order of top to bottom or vica versa is not configurable. It automatically puts options into alphabetical order.

RISK MATRIX

Risk Matrix	Response	Comments / Details
Likelihood definitions need refining	Consider in future review	Once the system is implemented, it will be reviewed as necessary, This review will include consideration of likelihood descriptors.
Include property damage, biological and environmental damage in the definitions because the system allows for non-injury related incidents to be reported	Consider in future review	It is aimed that some of these categories need to be included in future. However they need to be considered in relation to the revised health and safety risk matrix. This will be considered in future reviews.
Moderate consequence – is that multiple medical treatments for one person or one medical treatment for multiple people	Clarification	Multiple for one person.
<i>Implement risk controls if reasonable practicable</i> reword to <i>Reasonably practicable risk controls should be implemented</i> so it is interpreted that controls must be implemented but level of control will depend on what is practicable.	Accepted with amendments	
Major – alter <i>Extensive injuries requiring medical treatment (e.g. surgery)</i> to <i>Extensive injuries requiring medical treatment by surgeon</i>	Not accepted	Surgery is an example, not the only form of extensive medical treatment

ERMS

ERMS	Response	Comments / Details
Have automatic notification to local OHS Coordinators and Health and Safety Representatives	Not accepted	In order to maintain simplicity the number of fields required for an end-user to report a hazard or injury has been kept to a minimum.

ERMS		
ERMS	Response	Comments / Details
Inability to close out reports without an investigation for high or severe incidents or hazards	Not accepted	The system doesn't have this ability but if the incident is deemed high or extreme, a note appears reminding the reporter that an ICAM investigation needs to be conducted and the FAQ box contains specifications of investigations and who should be involved and when they should be conducted.
Make definition of an incident and a hazard clearer	Accepted	Change made to configuration.
Alter the definition of incident and hazard from <i>having a potential</i> to <i>almost causing</i>	Not accepted	
Person injured will receive an automatic notification that the report and investigation has been completed and other relevant parties can be invited into reporting.	Accepted	Change made to configuration.
Some people (students) to have 'read only' access to risk assessments	Not accepted	Many students will require read/write access so they can write their own risk assessments. There is also no role with 'read only' access.
A note or automatic pop up when completing a fieldwork risk assessment to remind people to complete an itinerary, communication arrangements, participants list, pre-existing medical conditions/medical fitness for the activity, participants mobile phone numbers and emergency contact details. Also somewhere to enter this information, like extra questions but this cannot be available to public because of confidential information	Not accepted	The system cannot be made this specific; it cannot identify key words and then have a pop up box. There is a question on the side relating to field requirements.
Injury Management Team to get automatic notifications when an injury occurs	Accepted	Change made to configuration.
More than first and surname is needed to be able to identify people.	Accepted	Change made to configuration. Email addresses are also visible.
Modify information in the blue box prompter guidance	Not accepted	The information in the blue boxes to the right of the questions is built into ERMS are not configurable.
Modify terminology of questions asked when completing reports or assessments	Not accepted	Report and assessment questions are not configurable.
Modify the terminology and arrangement of hierarchy of controls	Not accepted	Hierarchy of control terminology or arrangement when completing action plans or assessments are not configurable.

For further information, contact your [Health & Safety Business Partner](#), or an [ERMS Expert User](#).