

1. PURPOSE

To outline the standards and provision of health and safety specialist advice provided by Common Services OHS and Injury Management.

2. SCOPE

This procedure includes the following advice as determined by the Common Services Catalogue:

- specialist health and safety areas:
 - radiation
 - manual handling and ergonomics
 - plant
 - chemical management (dangerous goods, hazardous substances, scheduled poisons)
 - occupational hygiene
- specialist health and safety training
- health and safety incident response and advice
- health and safety external audit support

The scope of this procedure does not include specialist advice provided by other common services providers within the University. For example bullying, occupational violence, environment and sustainability.

3. OVERVIEW OF SPECIALIST SERVICES

The following table provides an overview of health and safety specialist advice provided by Common Services OHS and Injury Management.

SPECIALIST FIELD	SPECIFIC/ASSOCIATED SERVICES	COMMENTS
Radiation	Ionising <ul style="list-style-type: none"> • Laboratory Ionising Radiation Audits and Certification • Ionising Radiation Licensing • Standard Operating Procedure guidance and advice • Emergency Response guidance and advice • Incident Investigation guidance and advice • Liaise with Department of Health Services • Ionising radiation badges 	<p>Specialist advice will be available to assist local areas to manage their ionising radiation safety requirements in accordance with University and legislative requirements.</p> <p>It is expected that local areas will have undertaken risk assessments and have developed Standard Operating Procedures. Specialist advice will be available where identified risks can not be resolved by the local area.</p>

SPECIALIST FIELD	SPECIFIC/ASSOCIATED SERVICES	COMMENTS
	<p>Non-ionising</p> <ul style="list-style-type: none"> • Standard Operating procedure guidance and advice • Emergency Response guidance and advice • Non-Ionising Radiation Training 	<p>Non-ionising radiation management will include the following categories:</p> <ul style="list-style-type: none"> • ultraviolet radiation • microwaves • lasers <p>Specialist advice will be available to assist local areas to manage their non-ionising radiation safety requirements in accordance with University and legislative requirements.</p> <p>It is expected that local areas will have undertaken risk assessments and have developed Standard Operating Procedures. Specialist advice will be available where identified risks can not be resolved by the local area.</p>
<p>Manual Handling and Ergonomics</p>	<ul style="list-style-type: none"> • High Risk Manual Handling Risk Assessment guidance and advice • Standard Operating Procedure guidance and advice for high risk manual handling • Advice on selection of ergonomic equipment • Work Station Risk Assessment follow-up 	<p>Specialist advice will be available to assist local areas to manage their ergonomic and manual handling risks in accordance with University and legislative requirements.</p> <p>Work Station Risk Assessment follow-up is available on completion of a work station checklist (by the local area) where identified risks can not be resolved.</p> <p>It is expected that local areas will have undertaken risk assessments and have developed Standard Operating Procedures. Specialist advice will be available where identified risks can not be resolved by the local area.</p>
<p>Plant</p>	<ul style="list-style-type: none"> • Plant Risk Assessment specialist guidance and advice • Plant Standard Operating Procedure specialist guidance and advice • Incident Investigation guidance and advice 	<p>Specialist advice will be available to assist local areas to manage their plant risks in accordance with University and legislative requirements.</p> <p>It is expected that local areas will have undertaken risk assessments and have developed Standard Operating Procedures. Specialist advice will be available where identified risks can not be resolved by the local area.</p>
<p>Chemical management</p>	<ul style="list-style-type: none"> • Chemical Risk Assessment specialist guidance and advice • Chemical Standard Operating Procedure • Emergency Response guidance and advice • Incident Investigation guidance and advice 	<p>Chemical management will include the following categories:</p> <ul style="list-style-type: none"> • hazardous substances • dangerous goods • scheduled poisons • carcinogens • nanoparticles <p>Specialist advice will be available to assist local areas to manage their chemical risks in accordance with University and legislative requirements.</p> <p>It is expected that local areas will have undertaken risk assessments and have developed Standard Operating Procedures. Specialist advice will be available where identified risks can not be resolved by the local area.</p>
<p>Occupational Hygiene</p>	<p>Initial monitoring can be undertaken for the following:</p> <ul style="list-style-type: none"> • noise • light <p><i>Continued...</i></p>	<p>Specialist advice will be available to assist local areas identify their workplace monitoring requirements.</p> <p>Where initial monitoring identifies that further monitoring is required this shall be undertaken by an external specialist at the cost to the local area.</p>

SPECIALIST FIELD	SPECIFIC/ASSOCIATED SERVICES	COMMENTS
	<ul style="list-style-type: none"> • gas • volatile organic compounds • hydrocarbons • carbon dioxide • carbon monoxide • hydrogen sulphide • oxygen • ionising radiation • EMF 	
Specialist Training	Ionising radiation	Training will include: <ul style="list-style-type: none"> • personnel working with ionising radiation • radiation safety officers • specific radiation equipment requirements (eg neutron probe)
	Non-Ionising radiation	Training will include: <ul style="list-style-type: none"> • Laser Safety Officers • personnel working with UV radiation
	Manual Handling and Ergonomics	Training will include: <ul style="list-style-type: none"> • Ergonomic principals and requirements relevant to the local area • Manual Handling principals and requirements relevant to the local area • Developing tailor-made training packages that can be delivered by the local area.
	Plant	Training will include: <ul style="list-style-type: none"> • Plant risk assessment and operation • Developing tailor-made training packages that can be delivered by the local area
	Chemical Management training	Training will include: <ul style="list-style-type: none"> • Chemical risk assessment • Chemical management for the life of the chemical (eg receivals through to waste disposal) • Developing tailor-made training packages that can be delivered by the local area
Health and Safety Incident Response and Advice	Specialist advice for OHS incident investigation and notification	Specialist advice will be available to assist local areas undertake investigations of serious incidents. Notifiable incidents will be managed in accordance with On-call Notifiable Incidents arrangements.
Health and Safety External Audit Support	Specialist advice on the preparation of external OHS audits.	Specialist advice will be available to assist local areas prepare for external audits. It is expected that local areas will have prepared for external audits. Specialist advice will be available where there is a need for clarification of University and legal requirements.

4. OBTAINING SPECIALIST ADVICE

1. Staff/students should contact their supervisor/manager to seek advice from the Local EHS Generalist regarding any risks related to health and safety.
2. Staff/students that contact the OHS Specialist directly shall be advised to:
 - contact their supervisor/manager; and/or
 - notify the Local EHS Generalist

In some circumstances the OHS Specialist may contact the supervisor/manager and the Local EHS Generalist.

3. The local EHS Generalist shall undertake an initial assessment to determine if additional specialist assistance is required.
4. Where additional OHS specialist advice is required the Local EHS Generalist shall contact the OHS Specialist. Provision of information to the OHS Specialist shall include completed a risk assessment and/or other relevant documentation.
5. In discussion with Local EHS Generalist, the OHS Specialist will determine the appropriate level and type of specialist assistance.

Where the OHS Specialist determines that additional **external** expert advice is required, this will be at the cost to the local area.

6. The OHS Specialist shall provide a written report to the Local EHS Generalist, relevant management representative and others as determined by the Local EHS Generalist and relevant management¹.
7. The OHS Specialist shall provide the written report in accordance with agreed time lines. If the report is delayed the OHS Specialist shall advise the EHS Generalist and/or manager/supervisor.

¹ For and individual workstation assessment, a copy of the report shall also be provided to the individual.

² The responsibility for local consultation remains with the local area manager/supervisor.