

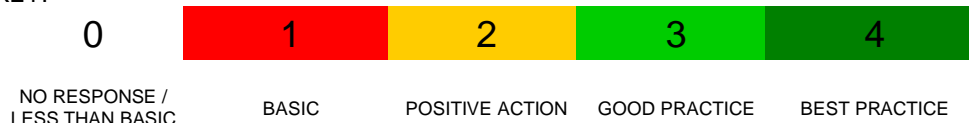


UWA Safety Compliance Monitoring (Jul to Dec 2021)

TRAFFIC LIGHT SYSTEM RETURN

Workplace: ICRAR – International Centre for Radio Astronomy Research

KEY:



Please complete this response table using the KEY below then submit a signed scanned copy of this page back to loren.mandelbaum@uwa.edu.au

CATEGORY	SCORE	COMMENT
6.1 LEADERSHIP AND COMMITMENT	3	ICRAR Plan defines Programs and Projects. All Project Managers and Program Heads meet on a quarterly basis and report on any health and safety issues and actions in their projects. Health and Safety is reported to ICRAR Board on a quarterly basis by the Executive Director. Safety inductions conducted F2F and online for new staff and students. Supervisors are being encouraged to undertake the required UWA training for their supervisory role.
6.2 PROVISION OF RESOURCES	3	At ICRAR Program and Project level, operating funds are provided to support staff and student activities including safety requirements. Additional resources provided as required. ICRAR is also providing standing works stations when requested. Risk workshop organised for Project and Program leads.
6.3 COMMUNICATION AND CONSULTATION	3	Safety and wellbeing newsletters are communicated to staff and students. Information is communicated during inductions and during Program and Board meetings. Any comments or concerns raised are distributed to staff accordingly.
6.4 COMPETENCY	3	ICRAR aims to have all supervisors attend and be trained in their responsibilities through the training program conducted by UWA and specifically aimed at supervisors training in health and safety management. All new staff and students are required to complete the online H&S questionnaire upon commencement at ICRAR.
6.5 HAZARD MANAGEMENT AND ACTIVITY PLANNING	3	ICRAR is mainly an office environment with only one workshop/laboratory used for equipment assembly & testing. This laboratory follows the prescribed UWA Safety and Health Task and Activity Planning in a Safe System of Work. Where required for field trips, risk assessment, planning and instructions are provided using UWA forms and steps are also taken to meet any external safety compliance requirements before undertaking the activity.
6.6 WORKPLACE MONITORING	3	Workplace audits are conducted as required and reported accordingly. Remedial actions taken as required to correct any shortcomings. Full risk assessment carried out by DVC(R) in November 2021 with excellent results. ICRAR Safety Committee formed in October 2021, will meet quarterly and report to ICRAR Executive and ICRAR Board accordingly.
6.7 DOCUMENT CONTROL	2	Standard Operating Procedures and risk assessments are documented and monitored for currency for ICRAR's Outreach activities. ICRAR staff and student handbook with overview of safety monitored six monthly.

6.8 INCIDENTS AND INVESTIGATIONS	3	Safety incidents are reported to the ICRAR Safety Committee and resolved accordingly or reported to UWA safety and health and investigated in line with UWA policy.
6.9 EMERGENCY AND CONTINGENCY PLANNING	3	ICRAR takes part in the emergency exercises and has nominated floor wardens, first aid officer and the current building warden is an ICRAR staff member.

PREPARED BY	Print: Tracey O'Keefe Administrative Officer	Signature:	Date:
HEAD OF AREA	Print: Professor Peter Quinn Executive Director	Signature:	Date:

THIS DOCUMENT IS ACCEPTED AS THE VIEW OF THE OFFICER (HOA) AND REFLECTS THEIR PERCEIVED CURRENT STATUS OF HEALTH AND SAFETY MANAGEMENT IN THE WORK AREAS UNDER THEIR CONTROL