

Meeting to Discuss OHSRM Arrangements in SAMME

1 Purpose of Meeting

Determine suitable structures and processes for implementation of ohsrm in the School.

2 Background

All persons in the School have common law responsibilities to ensure the safety of their fellow workers and student. Employees have had specific OH&S responsibilities since 1983, and now have changed requirements for discharging their liability.

We are all liable anyway – it is better to have the paperwork so that compliance can easily be demonstrated.

3 Proposed ohsrm Structures

The proposed generic structure for implementing ohsrm in the School is shown in Figure 1 (figures follow the text). The specific structure proposed for the School is shown in Figure 2, with Supervisors/Managers identified for most workgroups, and potential Team Leaders identified in some instances. Figures 3 to 12 show the employees and senior non-employees of the proposed workgroups within the School. Team Leaders have not been shown explicitly in those figures. In addition to the workgroups shown in these figures, additional workgroups are proposed (Figure 2) for the nominated hazardous areas, and for common areas in the School.

In all figures, blue denotes the supervisor/manager of a workgroup, yellow denotes an employee, and non-employees are denoted by white rectangles. The roles of the various classes of people in the figures are described below.

Role of Head of School

- Line of Management;
- The “employer” of the whole School;
- Within the School workgroup, responsible for
 - ensuring compliance with legislation;
 - ensuring a safe workplace;
 - ensuring effective risk management;
 - implementing the 5 step ohsrm program, including record keeping;
 - making decisions on how risks are to be controlled;
 - resourcing risk control measures;
 - preparing School ohsrm Action Plans (use ohsrm Action Plan form, copy each completed form to the ohsrm Committee).

Role of Workgroup Supervisors/Managers

- Line of Management (identified by Head of School);
- The “employer” of a workgroup;
- Within their workgroup, responsible for
 - ensuring a safe workplace;
 - implementing the 5 step ohsrm program, including record keeping;
 - making decisions on how risks are to be controlled (use ohsrm form PART B);
 - resourcing risk control measures;

- reviewing the effectiveness of risk control measures (use ohsrm form PART C, copy each completed form to the ohsrm Committee);
- preparing ohsrm Action Plans (use ohsrm Action Plan form, copy each completed form to the ohsrm Committee).

Role of Team Leaders

- In consultation with the employee(s) *directly affected* by a hazard in their workgroup
 - Identify hazards and hazardous jobs (use ohsrm form PART A);
 - prioritize each hazard (use ohsrm form PART A);
- In consultation with workgroup supervisor/manager, and possibly the employee(s) *directly affected* by the hazard;
 - assess the risk(s) from each hazard (use ohsrm form PART B);
 - determine suitable measures to control the risk(s) (use ohsrm form PART B);
 - allocate responsibility for implementing the control measure, and decide on the due dates for implementation and for first review;
- Retain the originals of ohsrm PART A and PART B forms, and copy the completed forms to the ohsrm Committee.

Role of all Employees

All employees are required to

- Identify hazards in the School, *regardless of where they occur* (i.e. within their own workgroup, within other workgroups, or in common areas);
- Determine the appropriate Team Leader, and report identified hazards to that person;
- In consultation with the appropriate Team Leader, and with employee(s) *directly affected* by the hazard;
 - Identify hazards and hazardous jobs (use ohsrm form PART A);
 - prioritize each hazard (use ohsrm form PART A).

Note that an undergraduate or postgraduate who is paid for providing a service (e.g. tutoring) is an employee. It would then be prudent to treat them as employees for *all* of their activities in the School. Visitors (Visiting Scholars, etc.) are not employees.

Role of Postgraduate and Undergraduate Students

Students who are not also employees are indirectly covered by the legislation, as persons “legally at the workplace”. They should be *encouraged to participate in the ohsrm process*.

Students should

- Report hazards to the appropriate Supervisor/Manager;
- Assist the appropriate Team Leader to complete the ohsrm forms PART A and PART B.

Role of the School ohsrm Committee

The role of the Committee is to

- Monitor ohsrm activities in the School;
- Oversight School ohsrm activities through informal inspections;
- Facilitate identification of common hazards, and communication between workgroups;
- Provide a contact point for Risk Management audits and WorkCover inspections;
- Represent the School during investigation of incidents;
- Maintain copies of documents from all workgroups.

The initial membership of the School ohsrm Committee is shown in Table 1. All people shown have agreed to act. The specific structure proposed for ohsrm in the School is shown in Figure 2.

Table 1: Proposed initial members of the School OHS Committee.

Person	Notes
Hasso Nibbe	
Head of School	the "Employer"
Postgraduate Student	<i>to be determined</i>
Andrew Rhys	
David Rye	ohsrn Coordinator
Safety Officer	Expert advisory role
Yvonne Witting	

4 Ohsrm Processes

Any employee who becomes aware of a hazard in the workplace, *regardless of where it occurs* (i.e. within their own workgroup, or elsewhere) must

- 1 Determine the appropriate Team Leader, and report identified hazards to that person;
- 2 In consultation with the appropriate Team Leader, and with employee(s) *directly affected* by the hazard;
 - 2.1 Identify hazards and hazardous jobs (use ohsrm form PART A);
 - 2.2 Prioritize each hazard (use ohsrm form PART A);
- 3 The Team Leader consults with the workgroup supervisor/manager, and possibly the employee(s) *directly affected* by the hazard to
 - 3.1 Assess the risk(s) from each hazard (use ohsrm form PART B);
 - 3.2 Determine suitable measures to control the risk(s) (use ohsrm form PART B);
 - 3.3 Allocate responsibility for implementing the control measure, and decide on the due dates for implementation and for first review;
- 4 Team leader provides copies of the PART A and PART B forms to the Committee;
- 5 The workgroup supervisor/manager is responsible for ensuring that the control measure(s) are implemented, completes the ohsrm review form (PART C) and provide copies of the completed forms to the ohsrm Committee;
- 6 The workgroup supervisor/manager is responsible for ensuring that the effectiveness of the control is reviewed periodically.

5 Ohsrm Timeline

We are required to *fully comply* with the legislation by *1 September 2002*.

I believe that we will comply if all workgroups have

- Identified all hazards and hazardous jobs in their workplace (ohsrn form PART A);
- Prioritized each identified hazard (ohsrn form PART A);
- Assessed the risk(s) from each hazard (ohsrn form PART B);
- Determined suitable measures to control the risk(s), and nominated dates for implementation and initial review (ohsrn form PART B);
- Written an Action Plan (ohsrn Action Plan form) for the workgroup

by this date.

David Rye, ohsrm Coordinator

21 August 2002.

as revised 2:00 pm, following the meeting.

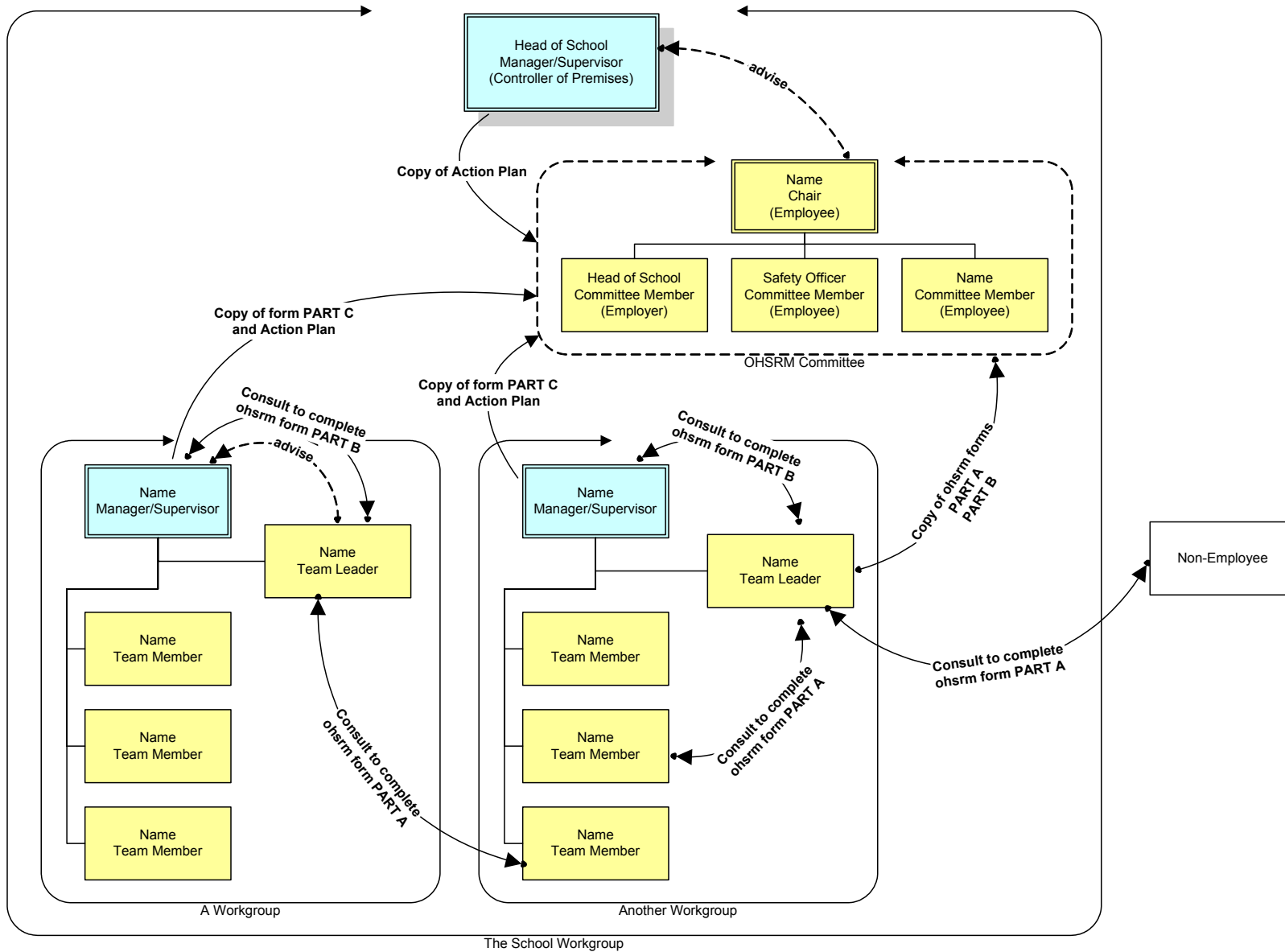


Figure 1: Generic ohsrm structure in the School, showing consultation and document flow.

Table 2: Proposed AMME school workgroups.

Workgroup	Supervisor/Manager	Team Leader	Notes
Functional Workgroups			
ACFR	Hugh Durrant-Whyte	?Chris Mifsud	Includes ACFR Admin, Mechatronics Lab
Administration	Robin Connell		Includes Attendants, Contract Staff
Bio-X	Dennis Bobyn		Advanced Bio-Materials, Biomedical, Biomechanics
CFD	Stephen Armfield		Also includes “Aero” CFD
Combustion	Assaad Masri	?Sten Stårner	
Design	Tong Liyong		FEARC, smart structures. Also includes non-ACFR UAVs, “Mech” design.
Manufacturing	Zhang Liangchi		
Materials	Mai Yiu-Wing	?Ye Lin ?Bruce Oliver	
Rheology	Roger Tanner	?Matti Keentock	
Workshops	Greg Cumberland		Mech and Aero main and student workshops
High-Risk Areas			
Flight Simulator	Peter Gibbens		Specific high-risk plant
SAE Project	Paul McHugh		Specific high-risk project.
Jabiru Project	? KC Wong	?Duncan Stengar	Specific high-risk project.
Wind Tunnels	Doug Auld		Specific high-risk plant. Includes all wind tunnels - high-speed tunnels, shock tube(s), Wooley.
Common Areas			
Building Facilities	FMO	none	Electrical switchboards, air conditioning and ventilation, lighting, etc
Common Areas	Paul McHugh	?Paul Briozzo ?Greg Elder ?	Shared teaching activities - theatres, tutorial rooms, teaching labs, open space.
Computer rooms	Doug Auld		All shared/teaching computer rooms. Includes server rooms.

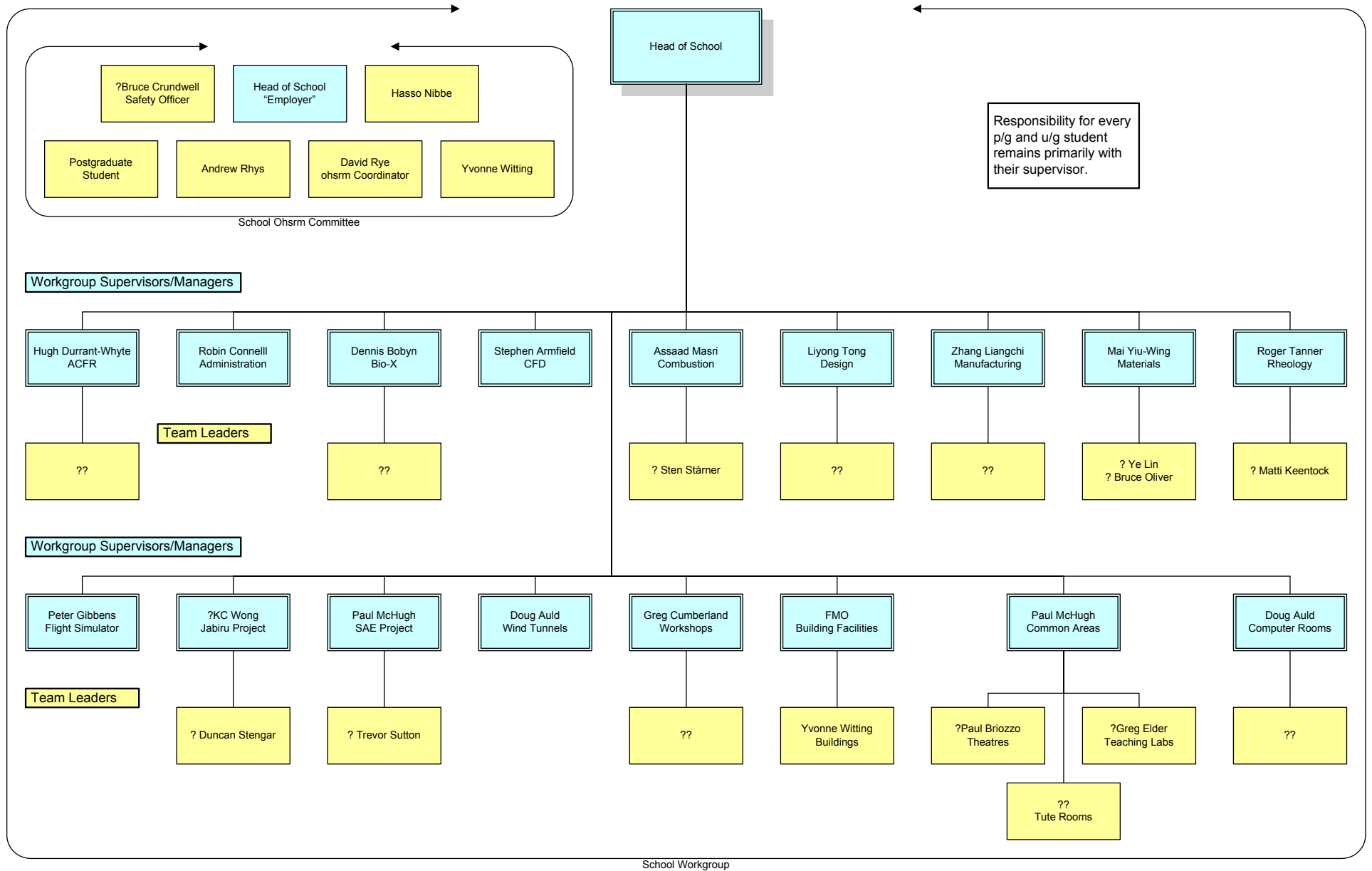


Figure 2: Proposed ohsrm structure in the School

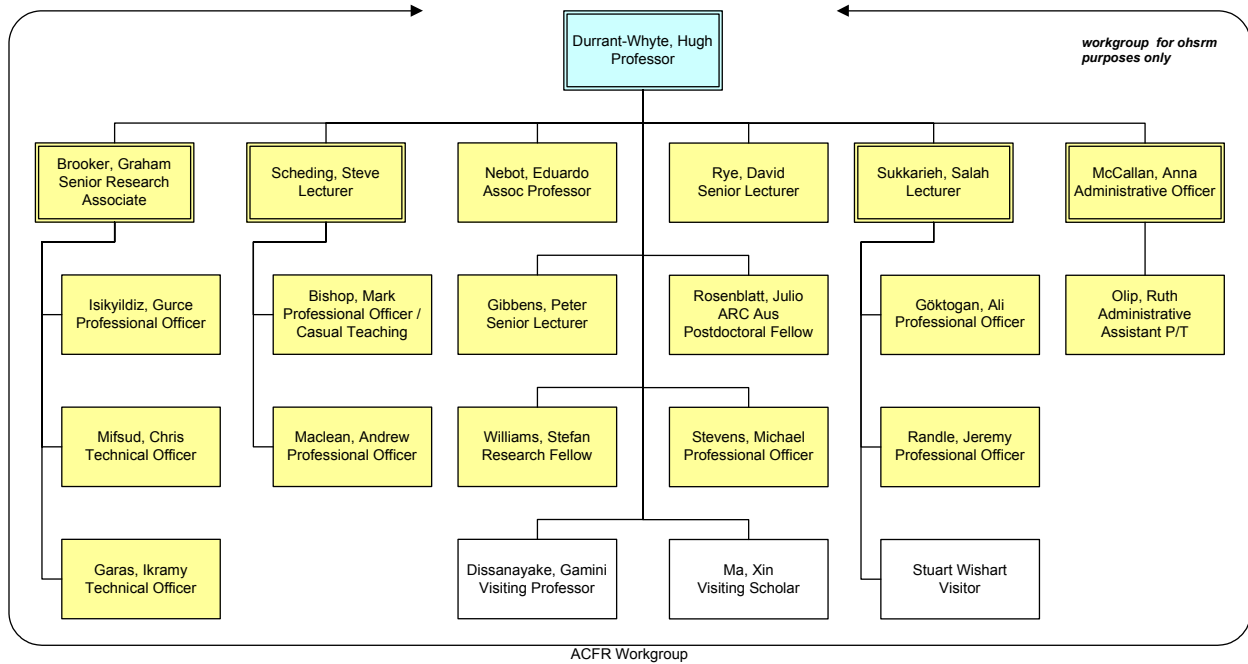


Figure 3: Proposed ACFR ohsrm workgroup.

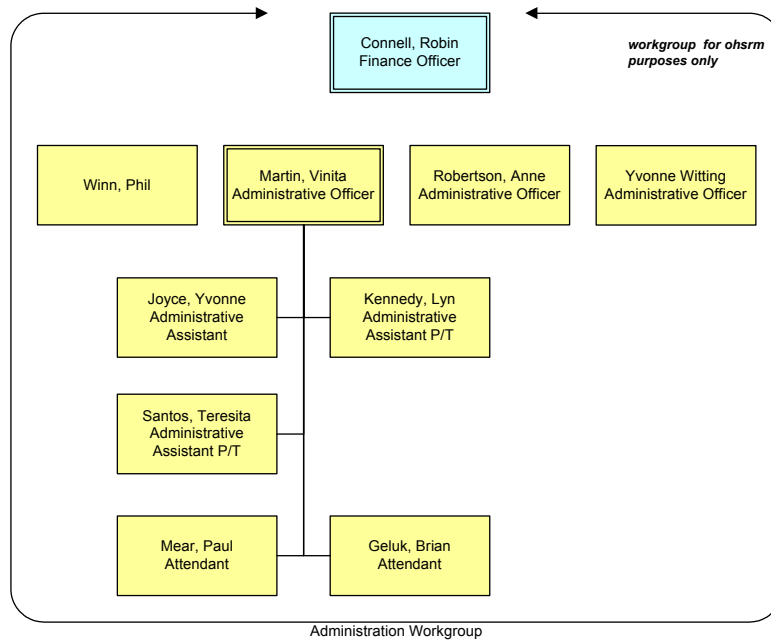


Figure 4: Proposed administration ohsrm workgroup.

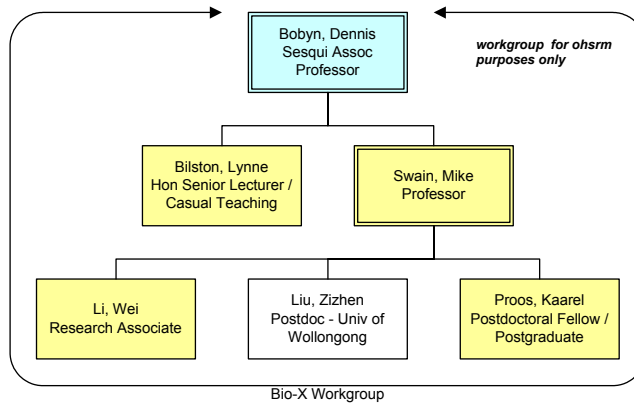


Figure 5: Proposed “bio-x” ohsrcm workgroup.

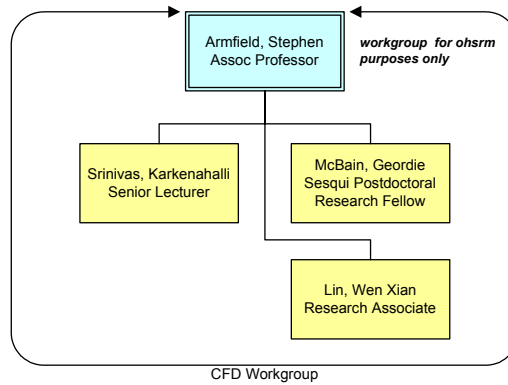


Figure 6: Proposed CFD ohsrcm workgroup.

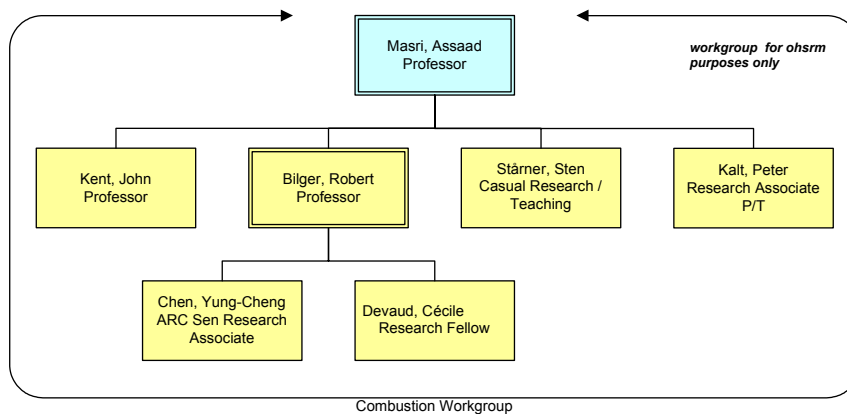


Figure 7: Proposed combustion ohsrcm workgroup.

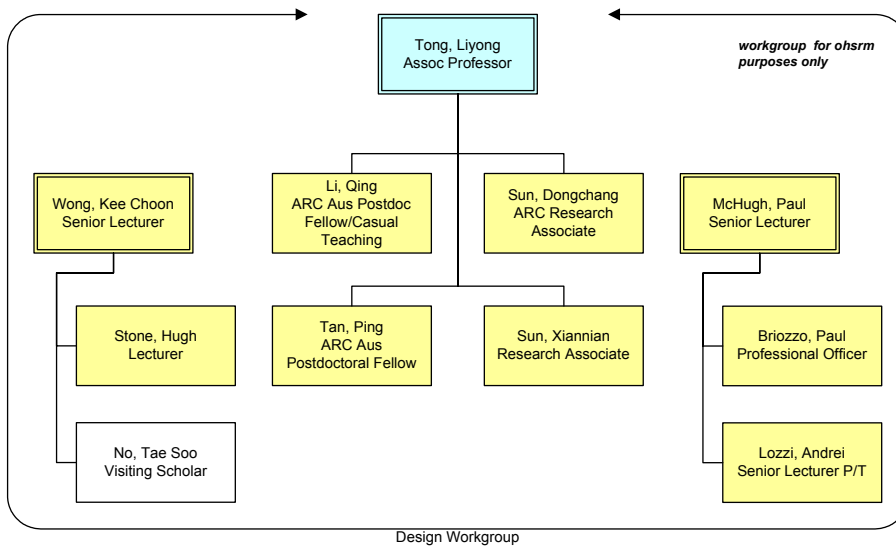


Figure 8: Proposed design ohsm workgroup.

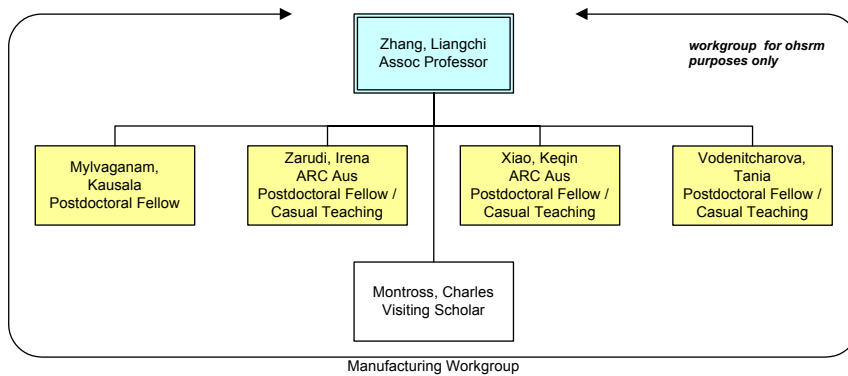


Figure 9: Proposed manufacturing ohsm workgroup.

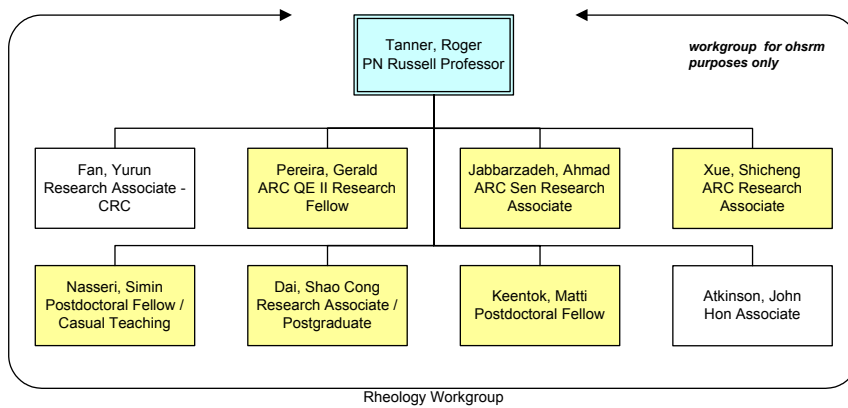


Figure 10: Proposed rheology ohsm workgroup.

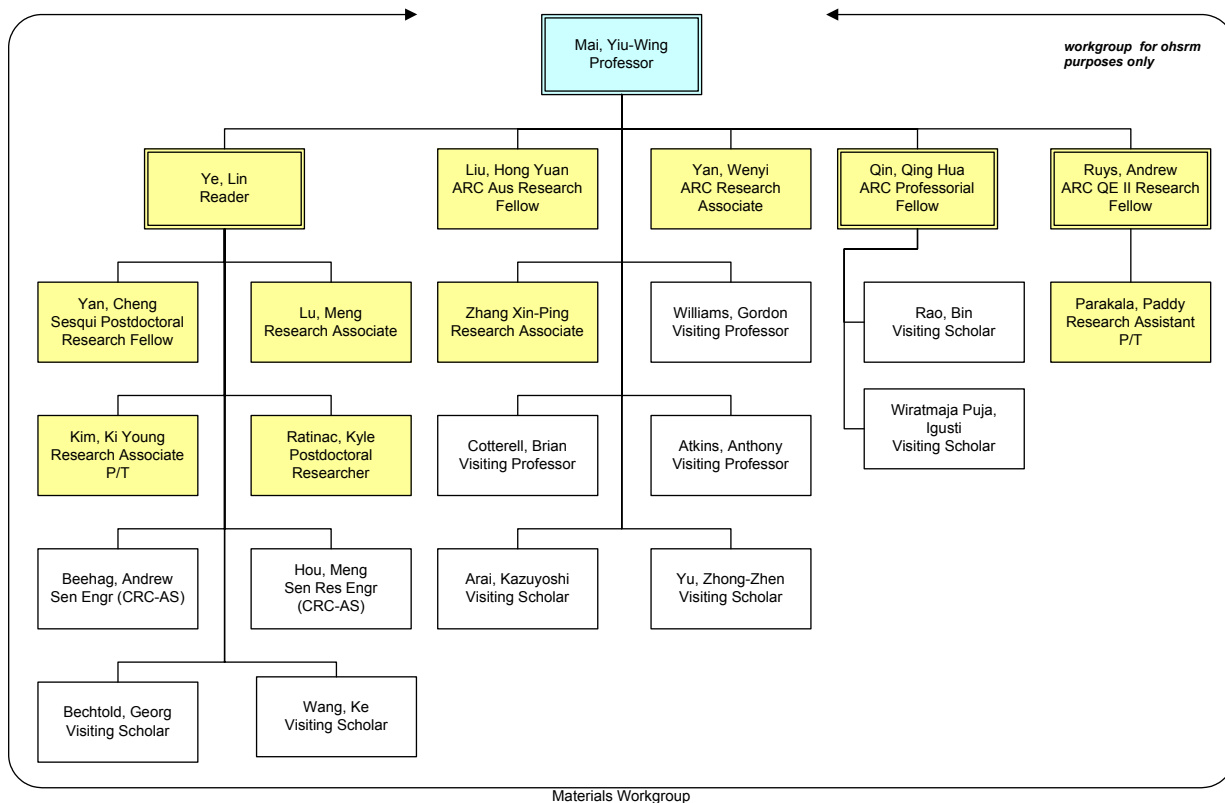


Figure 11: Proposed materials ohsrm workgroup.

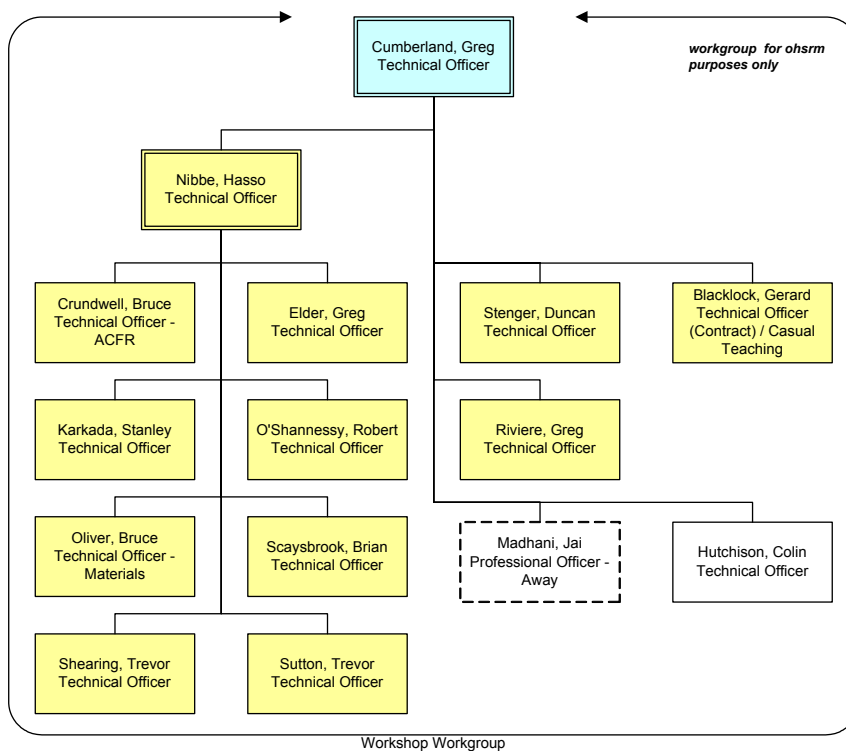


Figure 12: Proposed workshop ohsrm workgroup.