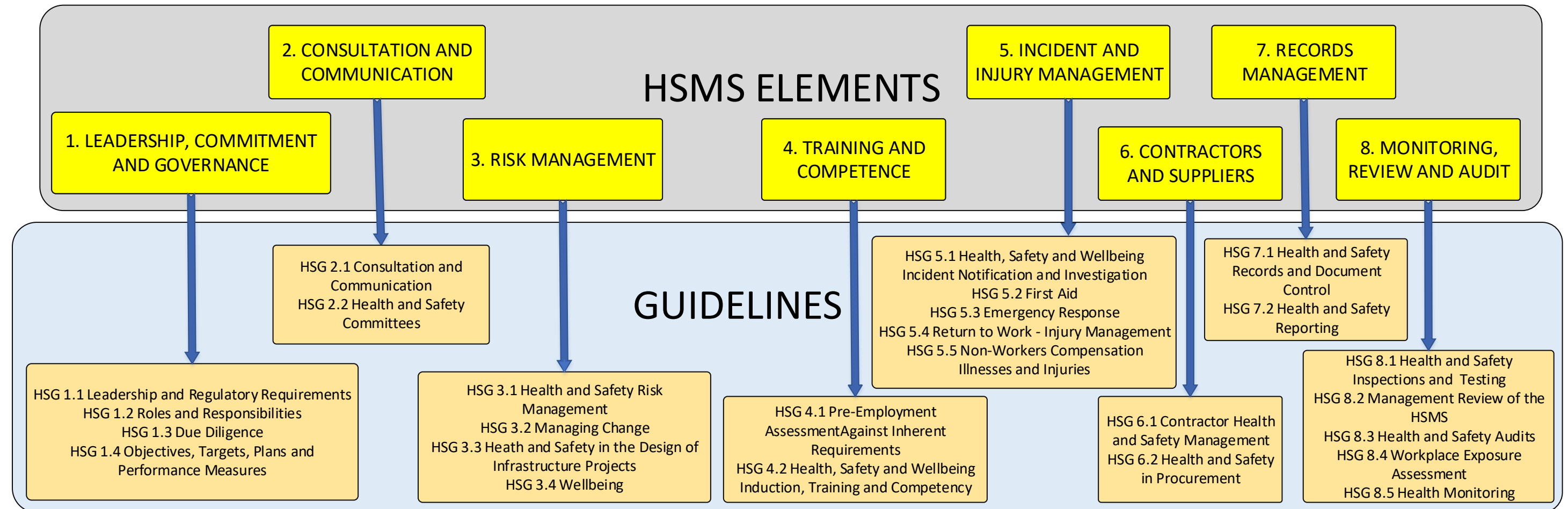# Health and Safety Management System Framework

This framework outlines the Health and Safety Management System Policy, Elements, related Guidelines, and requirements for managing Key Risk Areas at the University of Newcastle

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Work Health and Safety Policy

HSMS ELEMENTS

1. LEADERSHIP, COMMITMENT AND GOVERNANCE

2. CONSULTATION AND COMMUNICATION

3. RISK MANAGEMENT

4. TRAINING AND COMPETENCE

5. INCIDENT AND INJURY MANAGEMENT

6. CONTRACTORS AND SUPPLIERS

7. RECORDS MANAGEMENT

8. MONITORING, REVIEW AND AUDIT

GUIDELINES

HSG 1.1 Leadership and Regulatory Requirements
HSG 1.2 Roles and Responsibilities
HSG 1.3 Due Diligence
HSG 1.4 Objectives, Targets, Plans and Performance Measures

HSG 2.1 Consultation and Communication
HSG 2.2 Health and Safety Committees

HSG 3.1 Health and Safety Risk Management
HSG 3.2 Managing Change
HSG 3.3 Heath and Safety in the Design of Infrastructure Projects
HSG 3.4 Wellbeing

HSG 4.1 Pre-Employment AssessmentAgainst Inherent Requirements
HSG 4.2 Health, Safety and Wellbeing Induction, Training and Competency

HSG 5.1 Health, Safety and Wellbeing Incident Notification and Investigation
HSG 5.2 First Aid
HSG 5.3 Emergency Response
HSG 5.4 Return to Work - Injury Management
HSG 5.5 Non-Workers Compensation Illnesses and Injuries

HSG 6.1 Contractor Health and Safety Management
HSG 6.2 Health and Safety in Procurement

HSG 7.1 Health and Safety Records and Document Control
HSG 7.2 Health and Safety Reporting

HSG 8.1 Health and Safety Inspections and Testing
HSG 8.2 Management Review of the HSMS
HSG 8.3 Health and Safety Audits
HSG 8.4 Workplace Exposure Assessment
HSG 8.5 Health Monitoring

Key Risk Areas (KRAs) and Requirements

KRA 1: Hazards and risks related to Research and Teaching
KRA 1.1 Chemical Management
KRA 1.2 Biological Management
KRA 1.3 Fieldwork
KRA 1.4 Plant and Equipment
KRA 1.5 Personal Protective Equipment (PPE) & Clothing
KRA 1.6 Noise Management
KRA 1.7 Laboratory Safety
KRA 1.8 Gene Technology
KRA 1.9 Radiation Management
KRA 1.10 SCUBA & Water Based Activities
KRA 1.11 RPA (Drone) Operations
KRA 1.12 Standard Operating Procedures

KRA 2: Hazards and risks related to University Environment
KRA 2.1 Manual Handling and Ergonomics
KRA 2.2 Smoke-Free University Environments
KRA 2.3 Working from Home (RESCINDED NOV 2023)
KRA 2.4 Working Alone or in Isolated Situations
KRA 2.5 Travelling on University Business
KRA 2.6 Managing Behavioural Risks
KRA 2.7 Campus Environment
KRA 2.8 Supporting a Healthy University (RESCINDED NOV 2023)
KRA 2.9 Guidelines for Employee Assistance Program (EAP)
KRA 2.10 Animals on Campus
KRA 2.11 Identifiying and Managing Psychosocial Hazards in the Workplace
KRA 2.12 University Activities involving Working with Animals (PENDING)

KRA 3: Hazards and risks related to construction & maintenance activities
KRA 3.1 Working at Height
KRA 3.2 Working in Confined Spaces
KRA 3.3 Asbestos and Hazardous Materials Management
KRA 3.4 Excavation and Demolition
KRA 3.5 Hot Work
KRA 3.6 Electrical Safety and Isolation
KRA 3.7 Electrical Testing and Tagging
KRA 3.8 Overhead Travelling Cranes
KRA 3.9 Pallet Racking