

SCHOOL OF PSYCHOLOGY SAFETY & HEALTH MANAGEMENT PLAN
SAFETY & HEALTH REPOSIBILITIES SCHEDULE
v 1.1 March 2006

Procedure	Recurrence	Details	Responsibility
Staff Consultation on S&H Issues	Monthly	Safety & Health issues a standing item on monthly Staff Meeting Agenda	HOS
Safety Inductions	On commencement	Safety Induction Checklist to be completed, signed and placed on file within one month of new staff, postgraduate students, or visitors of more than one month duration commencing in the School	S&H Rep
Training	On commencement & Ongoing	Training requirements should be ascertained on commencement and reviewed where equipment or procedures change.	Relevant Supervisor
Hazard Report Forms	Ongoing	A Hazard Report Form should be completed as soon as hazards are identified and forwarded to the School Manager. Identification of hazards should be addressed during annual safety audit by auditor(s).	Relevant Supervisor
Electrical Equipment Testing	Ongoing	Each item of electrical equipment in the School is required to be tested for safety on a regular basis.	School Manager
Emergency Exit Checks	Monthly	All emergency exits and exit routes should be kept clear at all times.	Building / Fire Warden
First Aid Provisions Check	Quarterly	First Aid boxes should be checked periodically to ensure that the basic inventory and any special requirements are stocked and current. Check sheet to be dated and signed off by responsible First Aid Officer.	First Aid Officer
Workplace Safety Inspections	Annually	There is a requirement under UWA Responsibilities and Accountability for supervisors to carry out regular workplace inspections. S&H Reps should be invited to attend. Relevant checklists to be completed as per the S&H Schedule and held by School Manager.	School Manager / S&H Rep
School Risk Health & Safety Committee Meetings	Quarterly	Committee to review Incident Reports, Safety Plan, Safety Risk Management Plan, and general safety issues raised by staff and students.	Chair RHSC
Fire Warden Training	Annually	New fire wardens to undertake training through the Safety & Health Office	Building / Fire Warden
Fire Drill	Six-monthly	Fire drill for the Main Psychology Building, Robin Winkler Clinic, Sanders and Child Study Centre	S&H Office
Review of School Safety Plan	Annually	A School Safety Plan, including Risk Management Schedule should be reviewed annually and acted on throughout the year.	Chair RHSC



THE UNIVERSITY OF
WESTERN AUSTRALIA

SAFETY & HEALTH RISK CONTROL SCHEDULE

SCHOOL OF PSYCHOLOGY

Work sector: Date prepared: 20/03/06 Name: Craig Clark								
Assigned Priority	Work zone/location	Task/Activity/ Work process	Hazard	Control measure	Control deadline	Person responsible for implementation	If delayed, state reason	If delayed, state new deadline
#1	School of Psychology	Engagement with clinic clients and research participants	Risk to minors and other vulnerable groups under School custodianship for research or clinical purposes	Establish guidelines and procedures by which persons engaged in School-related activities with minors or other vulnerable groups are required to hold or obtain a current police clearance before being permitted to conduct those activities without appropriate supervision.	Similar policy and procedures already in place with respect to Mental Health Service clients. Extension to all persons dealing with other vulnerable groups (e.g. children engaged in research) to be raised with SPBC and staff for resolution in 2006.	HOS, School Manager	Signed:	
#2	School of Psychology	Student placement	Risk posed by failure to ensure that students on placement are provided with adequate health and safety induction	Inclusion of OHS induction requirement in External Supervision Contract, with students to sign off on compliance within two weeks of commencement of placement	Amendment of contract already implemented. HOS to have coordinators of placement units ensure that compliance is checked and signed off by student within designated period	HOS, Coordinators of Placement Units	Signed:	
#3	School of Psychology / Robin Winkler Clinic	Client management in Robin Winkler Clinic	Risk to Robin Winkler Clinic staff and students associated with potentially violent clients	Alarm system with response procedures, student and staff induction, and periodic testing	Already implemented. Director of Clinic responsible for regular testing and periodic evaluation	School Manager, Clinic Director	Signed:	

#4	School of Psychology	School-related activities conducted at non-secure locations off-campus	Risk of assault or deprivation of liberty for staff or students engaged in School-related activities (e.g. therapy, research) in private homes or other non-secure premises off-campus	Recommendations are that we (i) require where practicable that School-related activities are conducted on campus or other secure premises; (ii) establish protocols for notification of School-related activities at non-secure locations; (iii) establish guidelines making persons engaged in such activities aware of their responsibility to take all reasonable measures to minimize risk to themselves; (iv) ensure that the foregoing is included in induction procedures for staff and students.	For resolution in 2006	HOS, School Manager	Signed:	
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SAFETY & HEALTH RISK MANAGEMENT PLAN

SCHOOL OF PSYCHOLOGY

1. HAZARD IDENTIFIED Work Area, Task/Activity, Equipment, Procedures involved

Risk to minors and other vulnerable groups under School custodianship for research or clinical purposes

2. RISK ASSESSMENT

A) MEASURE OF CONSEQUENCE FOR PERSONAL INJURY

Potential major injury

Descriptor	Example Detail Description
Fatality	Death
Major injury	Extensive injuries, lost time injury >5 days , permanent disability (e.g. broken bones, major strains)
Minor injury	Medical treatment required, lost time injury from 1 – 5 days (e.g. minor strains)
First aid	First aid treatment where medical treatment not required (e.g. minor cuts and burns)
Negligible	Incident does not require medical treatment, property damage may have occurred

B) MEASURE OF LIKELIHOOD

Highly Unlikely

Descriptor	Description
Very likely	It is expected to occur at some time in the near future
Likely	Will probably occur in most circumstances
Occasionally	Might occur at some time
Unlikely	Could occur at some time
Highly unlikely	May occur in exceptional circumstances

C) MEASURE OF RISK

High risk

Likelihood (L)	Consequences (C)				
	Negligible	First aid	Minor	Major	Fatality
Very likely	H	H	E	E	E
Likely	M	H	H	E	E
Occasionally	L	M	H	E	E
Unlikely	L	L	M	H	E
Highly unlikely	L	L	M	H	H

E: extreme risk: Notify supervisor, Head of Department and Safety and Health Office as required. Immediate action required. **H: high risk:** Notify supervisor and Safety and Health Representative immediately. Action identified within 1 week. **M: moderate risk:** Notify supervisor and Safety and Health Representative. Take immediate action to minimise injury with remedial action identified within 2 weeks. **L: low risk:** Supervisor attention required. Remedial action identified within 1 month.

3. RISK CONTROL OPTIONS

Elimination

N/A

Substitution

N/A

Engineering

N/A

Administration

Establish guidelines and procedures by which persons engaged in School-related activities with minors or other vulnerable groups are required to hold or obtain a current police clearance before being permitted to conduct those activities without appropriate supervision.

Personal protective equipment

N/A

4. RISK MANAGEMENT SUMMARY

IDENTIFIED HAZARDS	RISK ASSESS'T (C) X (L)		RISK MEASURE	RECOMMENDED CONTROLS	FOLLOW UP (BY WHOM, BY WHEN)
Risk to minors and other vulnerable groups under School custodianship for research or clinical purposes	Major Injury	Highly Unlikely	High Risk	Establish guidelines and procedures by which persons engaged in School-related activities with minors or other vulnerable groups are required to hold or obtain a current police clearance before being permitted to conduct those activities without appropriate supervision.	HOS & School Manager: Similar policy and procedures already in place with respect to Mental Health Service clients. Extension to all persons dealing with other vulnerable groups (e.g. children engaged in research) to be raised with SPBC and staff for resolution in 2006.

Risk assessment undertaken by: Head of School, School Manager

Date: March 2006

Actions authorised by: HOS

Date: March 2006



SAFETY & HEALTH RISK MANAGEMENT PLAN

SCHOOL OF PSYCHOLOGY

1. HAZARD IDENTIFIED Work Area, Task/Activity, Equipment, Procedures involved

Risk posed by failure to ensure that students on placement are provided with adequate health and safety induction.

2. RISK ASSESSMENT

A) MEASURE OF CONSEQUENCE FOR PERSONAL INJURY

Potential major injury (including lost time through psychological trauma > 5 days).

Descriptor	Example Detail Description
Fatality	Death
Major injury	Extensive injuries, lost time injury >5 days , permanent disability (e.g. broken bones, major strains)
Minor injury	Medical treatment required, lost time injury from 1 – 5 days (e.g. minor strains)
First aid	First aid treatment where medical treatment not required (e.g. minor cuts and burns)
Negligible	Incident does not require medical treatment, property damage may have occurred

B) MEASURE OF LIKELIHOOD

Unlikely to Highly Unlikely. Difficult to generalize here due to the diversity of placement environments but incidence is reasonably assumed to be below "occasional", with moderate to high risk environments (e.g. psychiatric and penal institutions) having correspondingly more stringent precautions in place.

Descriptor	Description
Very likely	It is expected to occur at some time in the near future
Likely	Will probably occur in most circumstances
Occasionally	Might occur at some time
Unlikely	Could occur at some time
Highly unlikely	May occur in exceptional circumstances

C) MEASURE OF RISK

High risk

Likelihood (L)	Consequences (C)				
	Negligible	First aid	Minor	Major	Fatality
Very likely	H	H	E	E	E
Likely	M	H	H	E	E
Occasionally	L	M	H	E	E
Unlikely	L	L	M	H	E
Highly unlikely	L	L	M	H	H

E: extreme risk: Notify supervisor, Head of Department and Safety and Health Office as required. Immediate action required. **H: high risk:** Notify supervisor and Safety and Health Representative immediately. Action identified within 1 week. **M: moderate risk:** Notify supervisor and Safety and Health Representative. Take immediate action to minimise injury with remedial action identified within 2 weeks. **L: low risk:** Supervisor attention required. Remedial action identified within 1 month.

3. RISK CONTROL OPTIONS

Elimination

N/A (placement is an integral part of training in applied areas of psychology)

Substitution

N/A

Engineering

N/A

Administration

The External Supervision Contract to be amended to emphasise the responsibility of the placement organization to provide OSH induction, and for the students involved to avail themselves of same; i.e.

Please note that, in signing this contract, the Supervisor(s) and Clinical Trainee warrant that the Trainee has, to the degree possible, been made aware of the security, emergency and safety procedures applicable in the workplace(s) in which they are to be supervised.

Students to sign off on compliance within two weeks of commencement of placement.

Personal protective equipment

N/A

4. RISK MANAGEMENT SUMMARY

IDENTIFIED HAZARDS	RISK ASSESS'T (C) X (L)		RISK MEASURE	RECOMMENDED CONTROLS	FOLLOW UP (BY WHOM, BY WHEN)
Risk posed by failure to ensure that students on placement are provided with adequate health and safety induction	Major Injury	Unlikely/ Highly Unlikely	High Risk	Inclusion of OHS induction requirement in External Supervision Contract, with students to sign off on compliance within two weeks of commencement of placement.	Amendment of contract already implemented. HOS to have coordinators of placement units ensure that compliance is checked and signed off by student within designated period.

Risk assessment undertaken by: Head of School, School Manager

Date: March 2006

Actions authorised by: HOS

Date: March 2006



SAFETY & HEALTH RISK MANAGEMENT PLAN

SCHOOL OF PSYCHOLOGY

1. HAZARD IDENTIFIED Work Area, Task/Activity, Equipment, Procedures involved

Risk to Robin Winkler Clinic staff and students associated with potentially violent clients.

2. RISK ASSESSMENT

A) MEASURE OF CONSEQUENCE FOR PERSONAL INJURY

Potential major injury (including lost time through psychological trauma > 5 days).

Descriptor	Example Detail Description
Fatality	Death
Major injury	Extensive injuries, lost time injury >5 days , permanent disability (e.g. broken bones, major strains)
Minor injury	Medical treatment required, lost time injury from 1 – 5 days (e.g. minor strains)
First aid	First aid treatment where medical treatment not required (e.g. minor cuts and burns)
Negligible	Incident does not require medical treatment, property damage may have occurred

B) MEASURE OF LIKELIHOOD

Highly unlikely. Clients are not more disposed to violence than non-clients but are more likely to be in an agitated state.

Descriptor	Description
Very likely	It is expected to occur at some time in the near future
Likely	Will probably occur in most circumstances
Occasionally	Might occur at some time
Unlikely	Could occur at some time
Highly unlikely	May occur in exceptional circumstances

C) MEASURE OF RISK

High risk

Likelihood (L)	Consequences (C)				
	Negligible	First aid	Minor	Major	Fatality
Very likely	H	H	E	E	E
Likely	M	H	H	E	E
Occasionally	L	M	H	E	E
Unlikely	L	L	M	H	E
Highly unlikely	L	L	M	H	H

E: extreme risk: Notify supervisor, Head of Department and Safety and Health Office as required. Immediate action required. **H: high risk:** Notify supervisor and Safety and Health Representative immediately. Action identified within 1 week. **M: moderate risk:** Notify supervisor and Safety and Health Representative. Take immediate action to minimise injury with remedial action identified within 2 weeks. **L: low risk:** Supervisor attention required. Remedial action identified within 1 month.

3. RISK CONTROL OPTIONS

Elimination

N/A (risk is intrinsic to service provision)

Substitution

N/A

Engineering

All therapy rooms and reception to be equipped with wireless "panic buttons" triggering alarms in each clinic building with staff responding by assembling in the Clinic reception area to evaluate the situation. The system to be tested on a regular basis.

Administration

Staff and students to be inducted with client management and emergency procedures detailed in the Clinic Handbook.

Personal protective equipment

Additional personal security devices (e.g. whistle, pepper spray) to be carried at the discretion of the individual clinician.

4. RISK MANAGEMENT SUMMARY

IDENTIFIED HAZARDS	RISK ASSESS'T (C) X (L)		RISK MEASURE	RECOMMENDED CONTROLS	FOLLOW UP (BY WHOM, BY WHEN)
Risk to Robin Winkler Clinic staff and students associated with potentially violent clients	Major Injury	Highly Unlikely	High Risk	Alarm system with response procedures, student and staff induction, and periodic testing	Already Implemented. Director of Clinic responsible for regular testing and periodic evaluation.

Risk assessment undertaken by: School Manager, Clinic Director

Date: March 2006

Actions authorised by: HOS

Date: March 2006



SAFETY & HEALTH RISK MANAGEMENT PLAN

SCHOOL OF PSYCHOLOGY

1. HAZARD IDENTIFIED Work Area, Task/Activity, Equipment, Procedures involved

Risk of assault or deprivation of liberty for staff or students engaged in School-related activities (e.g. therapy, research) in private homes or other non-secure premises off-campus.

2. RISK ASSESSMENT

A) MEASURE OF CONSEQUENCE FOR PERSONAL INJURY

Potential major injury (including lost time through psychological trauma > 5 days).

Descriptor	Example Detail Description
Fatality	Death
Major injury	Extensive injuries, lost time injury >5 days , permanent disability (e.g. broken bones, major strains)
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First aid	First aid treatment where medical treatment not required (e.g. minor cuts and burns)
Negligible	Incident does not require medical treatment, property damage may have occurred

B) MEASURE OF LIKELIHOOD

Highly Unlikely. No reported incidents but identified as a significant concern by staff and students.

Descriptor	Description
Very likely	It is expected to occur at some time in the near future
Likely	Will probably occur in most circumstances
Occasionally	Might occur at some time
Unlikely	Could occur at some time
Highly unlikely	May occur in exceptional circumstances

C) MEASURE OF RISK

High risk

Likelihood (L)	Consequences (C)				
	Negligible	First aid	Minor	Major	Fatality
Very likely	H	H	E	E	E
Likely	M	H	H	E	E
Occasionally	L	M	H	E	E
Unlikely	L	L	M	H	E
Highly unlikely	L	L	M	H	H

E: extreme risk: Notify supervisor, Head of Department and Safety and Health Office as required. Immediate action required. **H: high risk:** Notify supervisor and Safety and Health Representative immediately. Action identified within 1 week. **M: moderate**

risk: Notify supervisor and Safety and Health Representative. Take immediate action to minimise injury with remedial action identified within 2 weeks. **L: low risk:** Supervisor attention required. Remedial action identified within 1 month.

3. RISK CONTROL OPTIONS

Elimination

N/A (activities undertaken in the field are an integral part of training in many areas, and the only practical approach in many research contexts)

Substitution

Require where practicable that School-related activities be conducted on campus or other secure premises.

Engineering

N/A

Administration

Establish protocols for notification of School-related activities at non-secure locations (e.g. message bank recordings). Establish guidelines making persons engaged in such activities aware of their responsibility to take all reasonable measures to minimize risk to themselves; (1) by ensuring that they are sufficiently familiar with the environment and circumstances in which those activities are to take place to make a reasonable assessment of risk; (2) by observing protocols established for notification of activity at non-secure locations; and (3) by carrying a charged and functioning mobile phone for emergency contact. The foregoing to be included in induction procedures for staff and students.

Personal protective equipment

The School to consider acquiring a number of PAYG mobile phones to be booked by persons engaged in School-related activities at non-secure locations.

4. RISK MANAGEMENT SUMMARY

IDENTIFIED HAZARDS	RISK ASSESS'T (C) X (L)		RISK MEASURE	RECOMMENDED CONTROLS	FOLLOW UP (BY WHOM, BY WHEN)
Risk of assault or deprivation of liberty for staff or students engaged in School-related activities (e.g. therapy, research) in private homes or other non-secure premises off-campus	Major Injury	Highly Unlikely	High Risk	Recommendations are that we (i) require where practicable that School-related activities are conducted on campus or other secure premises; (ii) establish protocols for notification of School-related activities at non-secure locations; (iii) establish guidelines making persons engaged in such activities aware of their responsibility to take all reasonable measures to minimize risk to themselves; (iv) ensure that the foregoing is included in induction procedures for staff and students.	HOS & School Manager to canvass options with SPBC and staff for resolution in 2006.

Risk assessment undertaken by: Head of School, School Manager

Date: March 2006

Actions authorised by: HOS

Date: March 2006