Resolving an OHS Hazard or Issue

Identification of an OHS Hazard or Issue

The hazard poses an immediate risk to health & safety
- Take immediate action to remove or reduce the risk to health & safety
- Notify Supervisor or Manager immediately
- Urgent safety matters out-of-hours, or when a supervisor/manager is not available, report to University Security on ext 4555

Consult with relevant people to determine hazard/risk control strategies. If you are unable to determine suitable hazard/risk control strategies, refer the issue to the Head of Unit. Any difficulties with development of risk control strategies should be referred to the OHS Unit for guidance ext 3931

The hazard does not pose an immediate risk to health & safety
- Notify issue to Supervisor or Manager as soon as practical

Complete a Hazard/Incident Report Form via Safety Net

Implement action/s as appropriate.

Inform relevant OHS Workplace Advisory Committee of actions for extreme and high risk hazards.

Monitor solution and check that hazard/risk has been controlled.

OHS issue resolved?

Complete Yes No