

2 Be Safe Notepad Guidance.

Safety is a top priority at UNSW. All staff and students have an obligation and responsibility to ensure their own safety, as well as the safety of those around them. Every task and every workspace can pose a potential risk to personnel, property, or environment. As part of our commitment, we are introducing a self-risk assessment tool the '2 Be Safe' notepad. This tool will enable everyone to quickly consider & review any hazards and risks prior to starting a task. Regularly engaging with '2 Be Safe' promotes proactive safety behaviours that supports safe environments and conditions for everyone at UNSW.

What is '2 Be Safe'?

The 2 Be Safe Checklist is a single page checklist that can be completed within 2 minutes, it is an assessment process which is a simple and effective way to help increase personal awareness and reduce the risk of an incident occurring.

This self-risk assessment involves giving a personal rating to the level of risk associated with the identified hazard. Once a risk is identified, ad-hoc controls can then be put in place to help eliminate or reduce the risk to an acceptable level.

How does a '2 Be Safe' notepad reduce workplace risks?

The "2 Be Safe" notepad reduces workplace risk by introducing a proactive safety culture whereby individuals are prompted to identify and assess potential hazards and risks before undertaking tasks. Regular use of the "2 Be Safe" notepad can increase awareness, collaboration, and a safety conscious culture amongst team members. Ultimately, this approach can help prevent accidents and injuries by addressing risks before they escalate, creating a safer work environment.

A simple 2-minute evaluation may reveal potential risks before starting work. This will not affect your work efficiency and productivity, but it will help you avoid unnecessary incidents, injuries or near misses.

When do you need to complete a '2 Be Safe' Checklist?

The top 13 critical hazards across UNSW are detailed in the pages on the '2 Be Safe' notepad. The activities which involve these critical hazards have the biggest potential to harm our people, which could lead to serious injuries and even fatalities. A '2 Be Safe' checklist is required to be completed before any high-risk activities/tasks.

It is highly recommended that new employees complete a checklist before starting any task, or during a task where there is a change of conditions, to help familiarize themselves with the potential hazards and safety requirements here at UNSW.

For general work, we recommend completing the checklist once a week. Check with your supervisor and lab manager to find out if you need to complete the checklist more frequently.

UNSW Security is available 24 hours a day, 7 days a week and is located at Gate 2, on High Street. You can contact Security at any time on 9385 6000 or in the event of an emergency on 9385 6666.

Help Points

'Help Points' have been strategically placed across UNSW campuses to help ensure your safety. Help Points provide a direct link to the Security Services Control Room. To activate a Help Point, hold your finger down on the red button until you are connected to Security Services.

Find the Help Points located on campus: [Help Points](#)

Emergency Procedures

View and familiarise yourself with UNSW's emergency procedures: [UNSW Emergency Procedures](#)

SafeZone app

In the event of an emergency, the SafeZone app allows you to quickly share your location and details with the University Security team who will be able to get the right assistance to you.

To learn more or to download the SafeZone app, please visit unsw.edu.au/safezone.

Emergency Procedures

In an emergency, call Security

9385 6666 (Ext: 56666)



State your name or zID and location on campus

Rapid response can be initiated by utilising 'Help Points' located on campus.

Staff and students are automatically registered to receive an SMS alert when emergency situations arise.

Visit our security website for more details



The top 13 critical hazards across UNSW are detailed in the pages on the '2 Be Safe' notepad. The activities which involve the critical hazards have the biggest potential to harm our people, which could lead to serious injuries and even fatalities.

Identifying and managing critical hazards is crucial, review and familiar yourself with the critical hazards. If your task involves these hazards, ensure effective risk assessments, appropriate and adequate control measures, and emergency response plans are implemented to minimize the impact of critical hazards

A '2 Be Safe' checklist is required to be completed before any high-risk activities/tasks that involve critical hazards and risks.

Critical Hazards

A critical hazard refers to a type of danger in occupational health and safety that, if not properly managed, can lead to severe harm, significant consequences, or fatalities.

Here are some common critical hazards in UNSW workspaces.



Psychosocial

Work and situations that may cause a stress response which in turn can lead to psychological or physical harm.



Slips, trips & falls

Slip, trip and ultimately fall from any height, can result in short to long-term injuries, even death.



Hazardous Chemicals

Substance, mixture, or article that can cause adverse health effects or environmental issues



Electrical and power

Contact electricity directly or indirectly which may cause death, shock, or other injury.



Hazardous Biological materials / substances

Any organic substances which present a threat to the health of people and other organisms



Temperature/Hot /Cold Work

Includes high/low ambient temperatures, all forms of hot works and extreme cold/cryogenic work and heat producing works.



Ionising Radiation

The type of radiation that has sufficient energy that it can damage DNA as it passes through the tissues of the body.



Field Work

Fieldwork is any work, study or research authorised by UNSW and conducted by workers and others at a location off site.



Diving / Marine

Working in or around a body of water



Working at Heights

Perform tasks or activities in elevated locations, where there's a risk of falling from height and very serious and sometimes fatal injuries



Aviation

Operation of flying aircraft



Falling objects

Objects in the workplace, such as equipment, materials, tools, and debris that can fall onto someone and cause serious injury or even death



Confined Space

Enclosed or partially enclosed space that is not designed to be occupied by a person

The Hierarchy of Controls

- Outlines the effective controls in decreasing order
- Provides an explanation of the control

The Risk Matrix

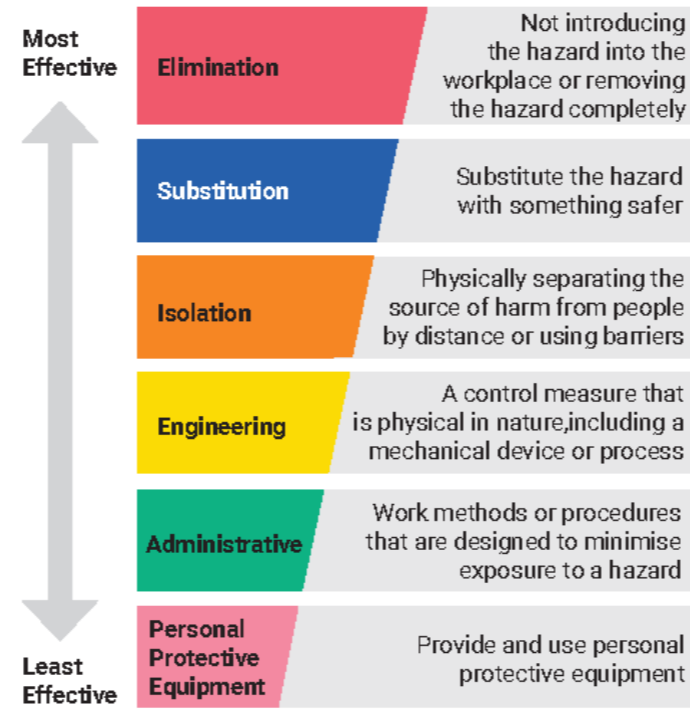
- Provides a guide for calculating likelihood and consequence of risk, and risk level

Both these tools will assist you in completing the 'hazards and controls' page

Hierarchy of Controls

The hierarchy of controls and risk matrix are provided assist you in completing the "hazards and controls" page.

These below control principles are represented in descending order of effectiveness.



Risk Matrix

The risk level is based on your answer for checklist questions or unusual local hazards (that are not included in RMF), for example, working with bad physical or mental conditions, or inadequate understanding of RMF & SWP.

		Consequences				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

- Severe:** Death or permanent disability to one or more persons
- Major:** Hospital admission required
- Moderate:** Medical treatment required
- Minor:** First aid required
- Insignificant:** Injuries not requiring first aid

2 Be Safe Checklist

The checklist requires the participant to complete their details and the details of the task to be completed.

The questions will help you to identify any relevant permits, procedures or training that must be in place before commencing your work, as well as confirm your mental and physical conditions. The user should then tick the boxes corresponding with the questions under the Yes/No/NA column.

Look around your workplace and identify unusual hazards.

Ad hoc Hazards & Controls

If you identify any hazards based on the checklist, you should NOT proceed with your tasks. Instead, be sure to contact your supervisor and wait until the question has been addressed.

If there are any unforeseen hazards to be controlled, please complete the below page listing the identified hazard and risk level in the red section.

Next fill out the associated controls to be implemented in the green section below.

Be Safe Checklist

Name _____ Supervisor _____

Date _____ Time _____

Task _____

Location _____

If the answer to any of the questions is "no", fill in the "hazards & controls" page	Y	N	N/A
Have I read and understood the Risk Management Form & Safe Work Procedures relevant to my work?			
Am I trained, competent and authorized to undertake the task?			
Do I have adequate and proper PPE for the task?			
Are all the hazards associated with the task identified and are appropriate controls in place?			
Are the correct tools and equipment available for the task and are in good condition?			
Am I aware of the emergency procedures?			
Am I mentally and physically fit to do the work?			
Are there any unexpected hazards in your work area?			

Hazards & Controls

Add any unforeseen hazards and controls which are not covered under your RMF/SWP

Hazards Assessed

Item	Identified Hazard	Risk level

Controls Implemented

Item	Controls	By whom

We encourage everyone at UNSW to Speak Up for Safety. the authority to step in and intervene in any unsafe work practices (hazard, or near miss), that could lead to an incident, in real-time, no matter who it is without fear of repercussion.

Create a hazard report or an incident report through the QR code or directly into our SALUS system.



Speak Up for Safety

You have the authority to Speak up and pause any safety hazards, near misses or incidents that you witness involving students, staff, contractors, and visitors that occur on any UNSW campus.

At UNSW, we encourage everyone to highlight positive safety behaviours to express gratitude and appreciation of our safety champions.



Scan the QR code to access Salus system and make a report or share a positive safety story.