

HS658



Local Area Responsibility Matrix

This form should be completed a school/unit/centre level. Each task should be assigned to an individual and that person signs the document to demonstrate that they are aware of their responsibility, authority and accountability as outlined in:

HS336 Health and Safety (HS) Responsibility, Authority and Accountability Procedure

Delete any section that is not relevant.

Large schools may choose to have one school-level responsibility matrix with each department within the school having their own separate responsibility matrix.

HS Responsibility / Authority	Accountability	Title, Personnel, Signature and date
<p>Risk Management / Process Control:</p> <p>Establish and maintain the School / Unit hazard and risk register.</p> <p>Reference: HS Hazard and Risk Register Template</p>	<p>Standing item on HS consultation committee meeting agenda or direct report to Head of School/Unit/Centre</p>	
<p>Corrective Action:</p> <p>Maintain the HS corrective actions register through the on-line reporting system</p> <p>Reference: Corrective Actions Procedure</p>	<p>Incomplete corrective actions will be notified to the Head of School for further action.</p> <p>Standing item on HS consultation committee meeting agenda</p>	
<p>Emergency Response Organisation:</p> <p>The Chief Warden for the School / Unit / Centre is:</p> <p>Must maintain and display a current list of the emergency response team including floor wardens and first aid officers.</p>	<p>Standing item on HS consultation committee meeting agenda Workplace inspection reports to the HS consultation committee</p>	<p>Chief warden:</p> <p>Check first aid kits:</p> <p>Eye wash and safety shower test:</p>

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<ul style="list-style-type: none"> • Organise the re-stocking of First aid kits • Monitor that Fire extinguishers have been tested • Testing of the eye wash and safety showers <p>Reference: UNSW Emergency Procedures</p>		<p>Check fire extinguishers:</p>
<p>Safety Supervisors:</p> <p>Biological Safety Supervisor is: Chemical Safety Supervisor is: Radiation Safety Supervisor is:</p> <p>Reference: Specific HS Hazards</p>	<p>Regular reporting to Head of School / Unit</p>	
<p>HS Documents and Records:</p> <p>Maintain HS Document and Record Control Register.</p> <ul style="list-style-type: none"> • Maintain training registers, RAs and SWPs, Document control register • Maintain a list of equipment custodians • Maintain an equipment//ITM schedule • Maintain a record of Pre- purchasing checklists • Maintaining a record of users of radiation within the research group <p>Reference: Document Control Procedure Records Procedure</p>		
<p>Purchasing:</p> <p>Monitor that HS pre- purchase checklists (HS633) are completed for those goods and services that may pose HS risks.</p>		

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Reference: HS Purchasing Guideline		
<p>HS Training:</p> <p>Maintain the work unit's HS training needs analysis and competency profile</p> <ul style="list-style-type: none"> • Induct new staff /students • Maintain Induction records • Maintain training registers <p>Reference: HS Training Procedure</p>	<p>Tracking via the HS training plan and records</p> <p>Standing item on HS consultation committee meeting agenda</p>	
<p>Inspection, Testing and Monitoring:</p> <p>Develop and monitor ITM schedules (as per ITM procedure). Monitor that inspection and testing occurs in accordance with schedule.</p> <ul style="list-style-type: none"> • Maintain a register of inspection reports, servicing history and certifications for Fume cupboards and Biological Safety Cabinets <p>Reference: ITM Procedure</p>	<p>Standing item on HS consultation committee meeting agenda</p>	
<p>S8 Drugs register (if applicable)</p> <p>Ensure the drugs register is up-to-date and audited 6-monthly</p> <p>Reference: Schedule 8 & 9 Drugs of Addiction</p>	<p>Regular reporting to supervisor</p> <p>Workplace inspections</p>	

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<p>Biohazard register:</p> <p>Maintenance of biohazard register</p> <p>Reference: Biosafety Procedure</p>	<p>Regular reporting to supervisor</p> <p>Workplace inspections</p>	
<p>Chemical register:</p> <p>Maintenance of chemical register and keep SDS up-to-date</p> <p>Reference: Hazardous Substances and Dangerous Goods Procedure</p>	<p>Regular reporting to supervisor</p> <p>Workplace inspections</p>	
<p>Consultation:</p> <p>Represent unit/area on HS consultation committee</p> <p>Reference: Consultation Procedure</p>	<p>Attendance at HS consultation committee meetings</p> <p>Regular updates at local area meetings</p>	