# SYDNEY NANOSCIENCE HUB (SNH)

## WORK HEALTH & SAFETY GOVERNANCE & MANAGEMENT STRUCTURE

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1 PURPOSE

This document provides an overview of the work health & safety (WHS) governance arrangements for the Australian Institute of Nanoscience and Technology (AINST).

2 UNIVERSITY SAFETY GOVERNANCE & MANAGEMENT

The University Work Health & Safety Policy 2012 details the arrangement for work health & safety (WHS) governance and management including accountability and responsibility for safety at all levels of the organisation.

2.1 WHS GOVERNANCE

Senate provides governance in relation to work health & safety compliance, with the support of the Senate Safety & Risk Management Sub-committee.

2.2 WHS MANAGEMENT

WHS is managed in accordance with the University’s organisational structure with the University Executive (UE) as the primary management committee, supported by the UE WHS Committee.

3 AINST WHS GOVERNANCE & MANAGEMENT STRUCTURE

The Sydney Nanoscience Hub (SNH) is a state of the art multidisciplinary University-wide centre established for Nanoscience research, complete with precision laboratories, cleanrooms, and electron microscope suites. The management of the facility is through the Australian Institute for Nanoscale Science & Technology (AINST) Directorate, led by the Director for AINST and reporting through the AINST Board (chaired by the DVC-R) to UE.

3.1 AINST WHS GOVERNANCE

Governance is provided by the University Executive (UE) committee with representation from across the University’s divisions. This committee provides governance for all aspects of the operation of the AINST, including WHS.

3.2 AINST WHS MANAGEMENT

Within the AINST, WHS for the SNH is managed by the SNH Operations Committee under the direction of the Chief Operating Officer, who reports to the AINST Director and the AINST Board.

3.3 AINST CHIEF OPERATING OFFICER

The AINST Chief Operating Officer is responsible for developing strategic business and operational plans for the SNH, including implementation of the University’s Safety Management System.
Key safety activities

- Establish an SNH Safety Plan including WHS goals and performance targets
- Obtain regular reports from all operational areas
- Ensure a coordinated approach to the management of occupants wellbeing and health & safety
- Monitoring work health and safety performance.

The SNH Operations Committee meets monthly.

3.4 SNH OPERATIONS COMMITTEE

The SNH Operations Committee is responsible for coordinating the operations of the SNH, including supporting the AINST Chief Operating Officer in implementing the Universities Safety Management System.

The SNH Operations Committee reports to the AINST Director and is chaired by the AINST Chief Operating Officer. Committee membership includes the Building Manager and a senior representative from each operational area.

Membership

- AINST Chief Operating Officer (Chair)
- SNH Building Manager
- Core Facilities Representative
- Nominated Representative from Research Laboratories
- SNH Health & Safety Representative (if nominated)

Work health & safety activities

- Coordinate implementation of the University Safety Management System within operational areas
- Plan and monitor progress towards achieving goals and meeting WHS performance targets
- Establish and monitor the SNH Emergency Control Organisation
- Organise appropriate first aid cover for SNH
- Obtain regular reports from each operational area
- Review WHS Action plans for each operational area
- Consider the health & safety implications of new projects, facility changes and major purchases
- Establish and implement a workplace inspection program
- Promote the reporting of hazards and incidents
- Monitor hazard and incident reporting to identify emerging trends
- Monitor the response to incidents and hazards to ensure that identified hazards are eliminated or controlled as far as reasonably practicable.
The SNH Operations Committee meets monthly.

3.5 OPERATIONAL AREAS & INDIVIDUAL RESEARCH GROUPS

- Implement the University Safety Management System within their area of control
- Develop a local WHS Action plan, including specific WHS goals
- Carry out risk assessments and develop safe work procedures for high risk activities
- Carry out regular workplace inspections (as directed by the SNH Operations Committee)
- Respond to hazard/incident reports
- Consider health and safety aspect of new projects, purchases
- Works collaboratively with other operational areas.

**AINST WHS Governance Structure**

![AINST WHS Governance Structure Diagram]

Figure 1 - AINST WHS governance & management structure
4 SAFETY MANAGEMENT SYSTEM MODEL

The University Safety Management System (SMS) has multiple layers including policy, management standards, common processes and procedures, performance standards for specific operational risk, and local processes and procedures implemented by faculties, schools, professional service units (PSU) and other centralised departments to facilitate implementation.

Our SMS is based on AS/NZS 4801: Occupational health and safety management systems – Specifications with guidance for use. It acknowledges that a genuine commitment to safety, quality safety planning, implementation at all levels of the organisation, regular monitoring of performance, and periodic system reviews are all required to ensure a cycle of continuous improvement (Figure 1).

Figure 1: University Safety Management System Model – Cycle of continuous improvement

5 AINST IMPLEMENTATION OF THE SAFETY MANAGEMENT SYSTEM

The AINST is required to implement of the University's Safety Management System in relation to all AINST controlled activities, regardless of location. The AINST Chief Operating Officer is the delegated senior manager accountable for implementation. Currently only the SNH is a relevant location. Future locations will be managed with an analogue approach.

The specific responsibilities of individual staff members are detailed in the University Work Health & Safety Policy 2012.
5.1 ACTIVE AND VISIBLE SAFETY LEADERSHIP

Work health and safety is the standing first agenda item for all relevant management and team meetings within the AINST.

In addition, members of the AINST Directorate will regularly visit different parts of the SNH building and talk to staff and students informally about safety (one-on-one).

At team meetings where there is no specific agenda or issues to be discussed about safety, staff are encouraged to share a brief health or safety story. Something they have observed or experienced at work, at home or in the community.

5.2 SAFETY PLANNING

All operational areas will develop a local WHS Action Plan and report this to the SNH Operations Committee.

The SNH Operations Committee will review these and use the information to assist the AINST Chief Operating Officer to develop an SNH Safety Plan with relevant WHS goals and performance targets. This plan will be assessed by the AINST Directorate and submitted to the AINST board.

The SNH Operations Committee will ensure that the Plan is aligned with the Safety Health & Wellbeing Strategic Plan.

The plan will be formally reviewed and updated annually, and include the main objectives, activities and a timeline to be achieved over the year.

5.3 CONSULTATION AND PARTICIPATION

The primary mechanism for WHS consultation within specific operational areas or research groups is via direct dialog between the University supervisor and the workers that they provide direction to.

A secondary means of consultation is, where nominated, via the SNH's Health & Safety Representative (HSR) who forms part of the SNH Operations Committee.

Consultation about WHS issues that affect larger groups or the way SNH manages WHS as a whole is facilitated via the Advisory Groups and the membership structure of the SNH Operations Committee.

5.4 RISK MANAGEMENT

AINST is committed to the identification and management of high risk activities and facilities. High risk activities are subject to documented risk assessments and safe work procedures.
The provisions for the management of specific areas of operational risk are detailed in the SNH Safety and Operations Manual. All high risk locations and activities need to be identified and formally recorded.

### 5.4.1 RISK ASSESSMENTS & SAFE WORK PROCEDURES

Documented risk assessments and safe work procedures for high risk activities need to be developed, and reviewed annually by local area supervisors.

### 5.4.2 WORKPLACE INSPECTION PROGRAM

Regular workplace inspections are carried out as a proactive way of identifying any uncontrolled hazards at the SNH and initiate actions to prevent injuries and work related illnesses.

Inspections are carried out using checklists adapted from the University’s range of workplace inspection checklists. These completed records are kept in the appropriate WHS SharePoint site.

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<th>Area</th>
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Local area supervisors or the inspection team resolve obvious hazards immediately if appropriate, otherwise ongoing hazards requiring further assessment or planned action are recorded on RiskWare to ensure appropriate corrective actions are tracked and completed.

### 5.5 TRAINING AND INSTRUCTION

At a minimum all staff, students and affiliates working at the SNH will complete:

- The University WHS induction package
- SNH general induction
- Specific local induction in their workspace
- Staff who supervises other staff or students will complete the University WHS for managers and supervisor training.
Prior to being given swipe card access into laboratories, staff must have been given the specific induction into those laboratories, covering hazards, risk assessments and safe working procedures. The lab induction would normally be given by the laboratory area supervisor, and records of the inductions kept.

Individual training needs will be assessed by local supervisors using the University’s training needs analysis template.

All contractors will receive a site induction, and access to laboratories will be controlled by the signatory for access control. All contractors on site should report to the Building Manager or their delegate.

5.6  EMERGENCY MANAGEMENT

AINST is aligned with the University’s emergency management framework.

5.6.1  EMERGENCY CONTROL ORGANISATION (ECO)

Whilst the AINST Chief Operating Officer is responsible for appointing the SNH Building’s Chief Emergency Warden, this appointment will be incorporated into the SNH Building Manager role.

The SNH Building Manager is therefore responsible for developing and maintaining the SNH Building’s emergency procedures.

The SNH Building will conduct at least 2 emergency evacuation exercises per year.

5.6.2  FIRST AID ARRANGEMENTS

Identified AINST and ISS staff are trained as First Aid Officers.

The SNH has the following arrangements for supply and maintenance of First Aid kits for the building. First Aid kits are located in the SNH Research Wing at reception on level 2 and in the kitchen area on level 4. And in the SNH Teaching Wing, outside the Messel Lecture Theatre on level 3 next to the AED.

An automated external defibrillator (AED) is located in the SNH Teaching Wing, outside the Messel Lecture Theatre on level 3. This AED has been supplied and is maintained by the University’s Safety Health and Wellbeing unit.

Individual research groups are responsible for meeting any additional first aid needs arising from their specific work or student activities.

5.7  INCIDENT & HAZARD REPORTING AND MANAGEMENT

The AINST is committed to meeting the University’s incident reporting and management KPIs.
• Incidents and hazards are reported orally to the relevant area manager AND line manager, as soon as possible.
• Incidents and hazards and then submitted online using RiskWare within 24 hrs.
• The supervisor responsible for the person, activity or area will promptly investigate all matters and submit a proposed plan of action, via RiskWare, within 7 days of the initial report.

The SNH Operations Committee will promote and monitor reporting to identify trends and monitor responsiveness to ensure hazard elimination or control.

5.8 SUPPLIERS, CONTRACTORS AND PURCHASING

5.8.1 PURCHASING OF GOODS AND SERVICES

Acquisitions of goods and services must be in accordance with the University’s Procurement Policy. [http://sydney.edu.au/procurement_services/policies/procurement_policy.shtml](http://sydney.edu.au/procurement_services/policies/procurement_policy.shtml)


Specific SNH guidelines on how purchasing will be managed will be inserted here at a later date.

5.8.2 CONTRACTORS AND SUPPLIERS

Contractors are subject to the University’s WHS framework, which includes WHS inductions managed locally through CIS facility and technical services staff.

All contractors will undergo a building WHS induction with specific attention to laboratory and cleanroom access. Access may then be given, or it may be deemed that contractors should always report to the Building Services Manager or designate before work is undertaken in a laboratory or cleanroom.

6 MUTUAL ACCOUNTABILITY

The AINST will commit to working with its external partners to ensure the safety of all staff, students and affiliates.

External partners occupying space and operating within the SNH must work within the University’s WHS frameworks and are similarly accountable for the safety, health and wellbeing of their staff working in the SNH building.
6.1 RELATIONSHIP WITH CIS

Campus Infrastructure and Services (CIS) is dedicated to meeting the needs of the University community in regard to:

- Capital Works
- Corporate Services
- Events and Venue Management
- Facilities Management and Services
- Planning
- Property & Development

CIS provide services such as security, cleaning, waste removal, mail, mechanical, fire, hydraulic, electrical, lifts buildings, grounds, venue and events managements, capital projects, planning and sustainability and environmental initiatives. Further detail is provided in the CIS Service Catalogue [https://intranet.sydney.edu.au/contacts-connections/services/campus-infrastructure-services.html](https://intranet.sydney.edu.au/contacts-connections/services/campus-infrastructure-services.html). WHS system and processes are incorporated into the above activities. CIS works closely with Safety Health and Wellbeing to provide a balanced approach to WHS issues as they arise.
6.2 RELATIONSHIP WITH EDUCATION PORTFOLIO

General Teaching Space (GTS) is centrally managed teaching space that is available to all faculties. It is booked by the University timetable unit using the University timetable system. The office of the Deputy Vice-Chancellor (Education), DVC(E), has oversight of the GTS spaces through the Education Portfolio.

GTS teaching and learning spaces are subject to the same WHS management and governance structure that applies to other buildings across the University. This includes:

- Teaching spaces being listed in Archibus and RiskWare
- Training of ICT Staff as Emergency Wardens for Learning Hubs (when staffed)
- Provision of relevant WHS signage – in informal and formal spaces

More information on GTS processes and procedures can be found in the Management Model Guidelines for General Teaching Space (GTS) developed by the Education Portfolio. The document is available through the CIS Operational Readiness Team.

6.3 MANAGEMENT OF THE BUILT ENVIRONMENT

Campus Infrastructure & Services are responsible for the safety and operation within specification of the built environment, including safe design and maintenance.

The Building Services Manager will oversee a scheduled maintenance programme, as well as ensure the compliance of all infrastructure including pressure vessels, compressed gas storage and lifts and lifting apparatus.

7 MEASUREMENT AND EVALUATION

AINST will be regularly audited against the management standards.

8 REVIEW

This overview of WHS governance and management for the AINST is a living document that will be regularly review by the executive and updated as required, but at least once annually.
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