

Level 3 OHS Committee

Committee Member role: SWP's



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division Medicine		School/ Divisional Unit School of Medical Sciences		
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Role

Review of safe work procedures.

Reporting

The position reports to the level 3 occupational health and safety committee constituted in the School of Medical Sciences.

Responsibilities

1. To be the point of contact within the School to receive information pertaining to safe work procedures.
2. To be the point of contact, in collaboration with the OHS Coordinator for the School, for members of the School seeking advice on safe work procedures.
3. To be familiar with the UNSW Safe Work Procedure, the Safe Work Procedure form and the guide to writing safe work procedures.
4. To be familiar with the approval process for risk assessments and safe work procedures in the School of Medical Sciences
5. To contribute to the administrative review of safe work procedures, checking that they are compliant with the OHS procedures and on the correct forms.
6. To assist the OHS coordinator in collecting the completed safe work procedures for inclusion of information on the risk and hazard register.
7. To share information and liaise with the Chemical Safety Supervisor, Radiation Safety Supervisor or Biological Safety Supervisor, where appropriate.
8. To be able to direct enquiries on safe work procedures to appropriate sources of information.
9. To assist in maintaining an awareness of the need for safe work procedures within the School.

Supporting resources

Procedures, forms, information sheets and legislation links that support safe work procedures can be accessed from the UNSW OHS&WC web site at:

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html

The procedures can be accessed from:

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html

The forms can be accessed from:

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_forms_checklists.html