

This guidance is an extract of the relevant responsibilities for supervisors from the University HSW Procedure for [Workplace Monitoring](#). The responsibilities listed below apply to supervisors in all areas of the University where it has control of the workplace or work process. Where supervisors require advice on how to meet these requirements in their workplaces, they should contact hswteam@adelaide.edu.au.

Process: Safety observations (Hazard Reports) in areas undertaking low and high risk work

- Inform and encourage your workers to report any hazards or unsafe practice and health and safety problems immediately so that risks can be managed before an incident occurs.
- Ensure that when notification of a hazard or unsafe practice is advised/reported, appropriate action is taken to eliminate or control any risk in consultation with relevant workers.

Process: Control monitoring (Supervision)

Applicable to workplaces undertaking one or more tasks where the “inherent” risk rating has been assessed as “high” or “very high”. (The Inherent risk is the risk before the implementation of control measures.)

Monitor (see definitions):

- that the workplace (see definitions) environment is without risks to health and safety, so far as is reasonably practicable (see definitions);
- that the workers you supervise, are following safe systems of work (e.g. the control measures documented in risk assessments and safe operating procedures, including wearing Personal Protective Equipment (PPE) where applicable);
- the safe storage of plant/equipment and hazardous substances;
- the safe access to facilities including access to emergency equipment (e.g. spill kits and safety showers),

Through:

- adhoc/planned checks; and/or
- conversations with workers; and/or
- observation of workers; and/or where applicable
- review of experimental set ups.
(Note: This monitoring is in addition to Section 5 of this process “Safety Review”.)
- Ensure safety issues are reported using the on-line Report a safety issue

Optional:

Where a formal monitoring process would assist in ensuring that controls are being implemented

- Complete a documented signed record of specific control checks. (The frequency would depend on the level of risk/potential rate of change in the area. e.g. It may be beneficial for areas with regularly changing set-ups to conduct a weekly check or for an activity where there has been a notifiable incident to revisit the area on a regular basis to check that revised control measures are being implemented.)

HSW Advice	Supervisors – Workplace Monitoring	Effective Date:	August 2022	Version 1.0
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