

WHS-PRO-002 WHS Risk Management Procedure

Appendix 1: JCU specific risk management strategies

Activity Type	Example	Applicable procedure	Riskware risk assessment	Additional requirements	Approval
Asbestos	Removal, refurbish or damage of any asset that contains asbestos material or asbestos containing material.	WHS-PRO-008 Asbestos Management Procedure	Not required	As detailed in the Asbestos Procedure: <ul style="list-style-type: none"> • SWMS • Asbestos removal control plan • Form 65 notification • Clearance certificate • Monitoring • Licensed asbestos removalist assessor (occupational hygienist) 	Permit process controlled by Estate Directorate
Administration	Working in an administration office, lectures	<i>No specific procedure – JCU template available (refer to additional requirements)</i>	Not required	WHS-PRO-CHK-002t Ergonomic Workstation Self-Assessment WHS-PRO-GUI-002u Seated Workstation Assessment Guideline WHS-PRO-GUI-002v Standing Workstation Setup Guideline WHS-PRO-GUI-002w Sit to Stand Workstation Information Guideline WHS-PRO-GUI-002x Ergonomic Equipment Purchasing Guideline WHS-PRO-GUI-002y Activity Based Work Guideline WHS-PRO-INFO-002z Daily Stretches Information Sheet WHS-PRO-GUI-002aa Laptop Setup Guide	Approval not required

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Biosafety	<ul style="list-style-type: none"> Genetically modified organisms Genetically modified animals and plants Materials derived from human sources Materials derived from animal sources, in particular those with potential for causing zoonotic infection Working with poisonous or venomous organisms Synthetic toxins/biologicals Working with microorganism 	WHS-PRO-009 Biosafety Procedure	Required	<p>As detailed in the Biosafety Procedure:</p> <ul style="list-style-type: none"> Complete a Biosafety Application 	JCU Biosafety Committee approval
Boating, diving and snorkelling	<p>Activities involving the use of a boat for research or teaching.</p> <p>Diving activities include SCUBA, free- diving / breath-holding and snorkelling.</p>	<p>WHS-PRO-016 Boating Procedure</p> <p>WHS-PRO-017 Diving Procedure</p> <p>Scientific Diving Operations Manual 2020</p> <p>Snorkelling Procedures for Large Groups</p>	Required	<p>Add the trip to the Field Trip module in Riskware.</p> <p>Add the trip to the Boating and Diving Register</p>	Boat/Dive Officer endorsement in addition to Line Manager approval
Construction work	Work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.	<i>No specific procedure – JCU template available (refer to additional requirements)</i>	<p>Not required for high-risk construction activities where a SWMS is used.</p> <p>Required for other construction work (refer to additional requirements column)</p>	<p>Completion of Safe Work Method Statement (SWMS) for high-risk construction activities is a legislated requirement. A SWMS is a type of risk assessment. Template WHS-PRO-SWMS-002a Safe Work Method Statement (SWMS) shall be used for all JCU SWMS's.</p> <p>Construction work that does not involve high risk construction activities still require a risk assessment to be conducted, for simple tasks a SLAM may be sufficient.</p>	Line Manager
Contractor Safety Management	Contractors engaged by JCU for the purpose of performing work or providing a service under a contractual agreement.	WHS-PRO-025 Contractor Safety Management Procedure	May be required depending on the nature of the work.	Risk management processes for managing contractors are detailed in the Contractor Safety Management Procedure.	JCU Representative (refer to the Contractor Safety Management Procedure for clarification)
Field trip	Trips for the purpose of work, study or research that are conducted by JCU staff /students off-campus	WHS-PRO-015 Field Trip Procedure	Required	Complete the Field Trip Module in Riskware	Line Manager

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Hazardous Manual Tasks	<ul style="list-style-type: none"> Retrieval of heavy animal specimens from a chest freezer Repetitive filling and carrying sandbags Carrying heavy backpacks for an extended duration on field trips. 	<i>No specific procedure</i>	Not required as JCU has a specific tool for this type of hazard	WHS-PRO-TEM-002e Manual Task Risk Assessment WHS-PRO-GUI-002bb Manual Handling Principles	Line Manager
Ionising radiation	<ul style="list-style-type: none"> Use of an x-ray apparatus Use of a substance that is considered radioactive under the Radiation Safety Regulation 	WHS-PRO-014 Ionising Radiation Procedure	Not required	As detailed in the Ionising Radiation Procedure: <ul style="list-style-type: none"> Possession Licensee Radiation Safety Officer Radiation Safety Plan Approval to Acquire Certification Inspection of facility/ apparatus User training Monitoring 	JCU Radiation Safety Committee and Divisional Management
Placements	Student work placement as part of a JCU course requirement	WHS-PRO-028 Student Placement Procedure	Not required	As detailed in the Student Placement Procedure a Risk Profiling Tool and Risk Assessment Template has been developed to manage placements.	Placement Coordinator
Plant and Equipment	<ul style="list-style-type: none"> Using plant/equipment where there is a risk of serious injury (e.g. cutting tools/machines) Modification to plant/equipment Second hand plant/equipment 	No specific procedure	Required	The following tool has been developed to assist JCU staff/students to identify risks associated with plant/equipment: WHS-PRO-TEM-002b WHS Plant & Equipment Checklist	Line Manager
Remotely piloted aircraft RPA (i.e. drones)	Included RPA operations (Under 2 kg RPA flown in standard Operating Conditions)	WHS-PRO-018 Remotely Piloted Aircraft Procedure	Not required (Managed external to JCU)	Not applicable	Managed under an externally contracted companies Remotely Piloted Aircraft Operator's Certificate (ReOC)
	Excluded RPA operations (Under 2 kg RPA flown in standard Operating Conditions)		Required - a general mission plans and risk assessment	Operator Accreditation (CASA) RPA registration (under JCU registration)	Remotely Piloted Aircraft System Administrator endorsement and Line Manager approval
	Under 250g RPA flown for education purposes only		Not required	Not applicable	No approval required
Research Projects	Any research projects conducted by JCU students / staff.	No specific procedure	Required	WHS-PRO-CHK-002e Research Project – WHS Requirements Checklist can be used to assist staff/students to identify risks, hazards and JCU specific requirements in relation to research activities.	Line Manager

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Scheduled Drugs and poisons	Schedule 4, 7, 8 and 9 have specific requirements to obtain, store and use	WHS-PRO-011 Drugs and Poisons Procedure	Required if the substance will be used in a novel way.	As detailed in the drugs and poisons procedure S4, S7 (list in Drugs and Poisons Procedure), S8 and S9 drugs and poisons have additional requirements. This includes: tracking, licences, audits, security and purchasing.	Divisional Management and nominated staff on Vice Chancellor Delegation or Drugs Officers

Table 1 JCU Specific Risk Management Strategies