

## HSE New and Updated Procedures Communication Poster

All procedures can be found on the JCU Policy Library

### HSE -PRO- 007 Field Trip Procedure - UPDATE

The intent of this procedure is to document and communicate JCU minimum work health and safety legal requirements for field trips. A change to the definition for **Field Trip and Field Trip Activities** now includes what a field trip does not include.



### HSE -PRO-009 Biosafety Procedure - UPDATE



JCU has specific requirements when conducting biosafety relevant research and teaching. The procedure outlines JCU's system for biosafety approvals for research projects and teaching practical classes, use of GMO, laboratory requirements, and the role of the Institutional Biosafety Committee (IBC). In the update a new form is included to be used for the mandatory assessment of a person to determine if they are "fit and proper" to access quarantine laboratories and materials. The updated biosafety application approval form includes additional detail regarding the genetically modified organisms being used in the project.

### HSE-PRO-010 HSE Consultation and Participation Procedure - NEW

This procedure provides guidance for fair and effective workplace representation and for collaborative consultation, cooperation and issue resolution in relation to work health and safety. Worker consultation and participation is an important part of JCU's strategy to eliminate and prevent occupational injury and illnesses.



### HSE-PRO-011 Work Health and Safety Risk Management Procedure - NEW



In the context of this Procedure, risk management means the identification of work health and safety hazards, the assessment of risks, eliminating or minimising the risk and review of implemented control measures.

### HSE-PRO-012 Health Management Procedure - NEW

The purpose of the procedure is to provide guidance to staff and supervisors about their roles responsibilities and requirements in managing a work and non-work related injury / illness within the workplace



### HSE-PRO-013 Laboratory Safety Procedure - NEW



The intent of JCU Laboratory Safety Procedure is to manage laboratory risks, while ensuring the health and safety of personnel and the environment, and the fulfilment of regulatory obligations. This procedure provides guidelines for all aspects of laboratory conduct. Safe Laboratory practice must comply with statutory obligations and relevant Australian / New Zealand Standards (AS/NZS 2243: Safety in Laboratories Series).

### HSE-PRO-015 Training and Competency Procedure - NEW

WHS training is a fundamental requirement for any workplace to achieve a safe working environment. The purpose of this procedure is to ensure a structured system for implementation of WHS training at the JCU. This procedure details the process and requirements to ensure all JCU employees have received appropriate WHS training and instructions, including mandatory WHS training such as Safety Inductions and Fire Evacuation Program (FEP).



### HSE-PRO-016 Health Engagement Procedure - NEW



The purpose of this procedure is to support JCU and its Workers identify and implement Health Engagement Initiatives and for Workers to participate in the management of their health and wellbeing

### HSE -PRO-018 Remotely Piloted Aircraft Procedure - NEW

Any JCU RPA Operation, regardless of its purpose, and regardless of the type, size or weight of the RPA used, must be authorised in accordance with this Procedure. Contact details regarding use of a RPA are provided within the procedure.



### HSE-PRO-019 Emergency Management Procedure - NEW

This procedure applies to all staff involved in emergency management and to JCU managed buildings with occupants (staff, students, contractors, JCU residents), volunteers, tenants, visitors, controlled entities, when responding to, and dealing with, a range of emergencies that may impact on JCU campuses, JCU remote sites, JCU residents and neighbouring businesses and residents.

