Health, Safety & Wellbeing

Endeavour Risk Assessment Workshop

April 2026

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi-wurrung and Bunurong peoples (Burnley, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

In making this Acknowledgment of Country we commit to respectful and responsible conduct towards all others according to the Traditional lores of this land, particularly at times of formal ceremony.

Agenda

1. **What is Health, Safety & Wellbeing (HSW)**
   - Introduction
   - Roles and responsibilities
   - Line of fire
2. **Risk Management**
   - Definitions
   - Hierarchy of Control
   - Hazard Identification
   - Risk Management Process
3. **Risk Assessment Review**
   - FEIT HSW Resources
   - Cluster contact details
   - Drop-in Session
4. **Key HSW Information**
   - HSW Takeaways

What is Health, Safety & Wellbeing (HSW)

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Topic 1

What is HSW?

The Health Safety & Wellbeing of our whole Community is a cornerstone of what we do within FEIT.

- **Health –** management of risk associated with occupational exposure to health hazards such as **stress, fatigue, noise, radiation, lasers, asbestos, silica etc**. Health hazards are usually cumulative and impact occurs over time.

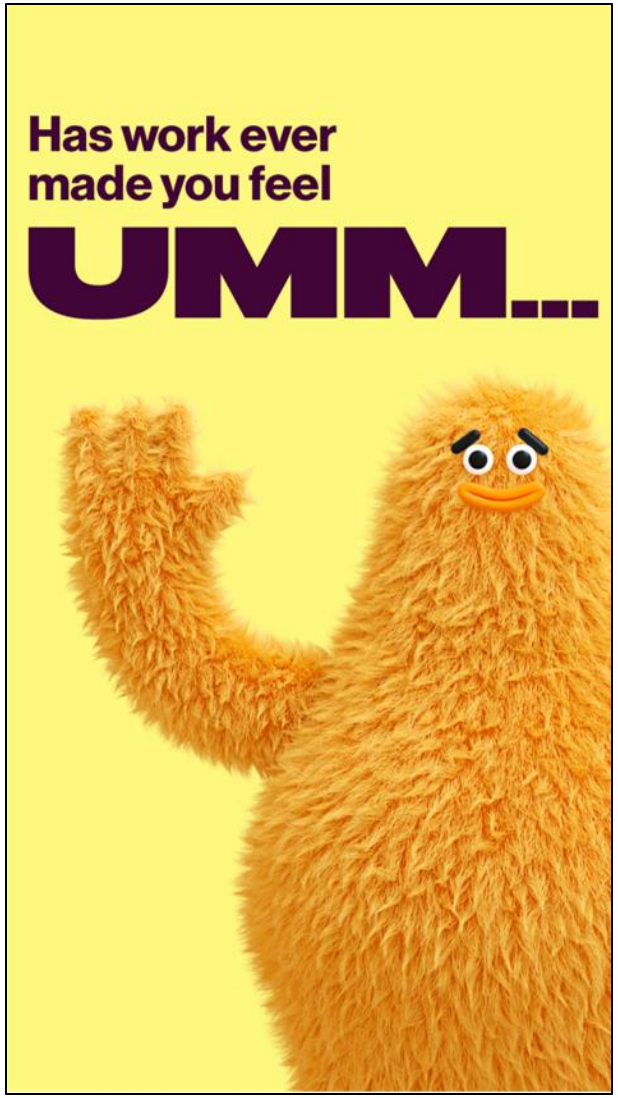
- **Safety –** management of risks associated with occupational exposure to safety hazards such as **plant and equipment, electricity, chemicals, slips trips and falls etc**. Safety hazards are usually acute, and impact can be seen immediately.

- **Wellbeing –** FEIT endeavors to create an environment of teaching, learning and research, within which every member of our community is afforded the opportunity to:
  - realise their own potential;
  - cope with the normal stresses of life;
  - work productively and fruitfully; and
  - make a contribution to FEIT and UOM community.

Roles and Responsibilities

Role	Health & Safety Responsibilities	Note
Student	Must take reasonable care of own health and safety and that of other personnel who may be affected by their conduct.	Must follow instructions as outlined.
Supervisor/Co-Supervisor or **Subject Coordinator**	Responsible for health and safety of student & project works. This includes providing appropriate information, instruction, training or supervision of students work on and off campus.	Responsibility cannot be delegated, but others ('Nominated Representative') can be asked to provide support/ monitoring of student works on campus.
Supervisor/Co-Supervisor's **'nominated representative'** or **Demonstrator**	To assist Supervisor / Subject Coordinator with teaching, support of student works. Provision of information, instruction, training or supervision as directed by Supervisor. Maintain a duty of care to intervene, if necessary, to correct unsafe acts or behaviours.	Supervisor/Subject Coordinator remains responsible for health and safety of student & project works. Arrangements are to be documented e.g. Position description of Demonstrator, or risk assessment etc. Safety instruction from nominated representative must be adhered to by all Students.
Local Facility Supervisors e.g. Workshop, Technical, Lab, Warehouse Staff etc.	To ensure the safe operations of the facility they manage. Managing the scheduling and approval of access to the space. Maintain a duty of care to intervene, if necessary, to correct unsafe acts or behaviours.	Safety instruction from Local Facility Managers must be adhered to by all Students.

Feeling unsure… STOP & SPEAK UP!



Risk Management

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Topic 2

Definitions

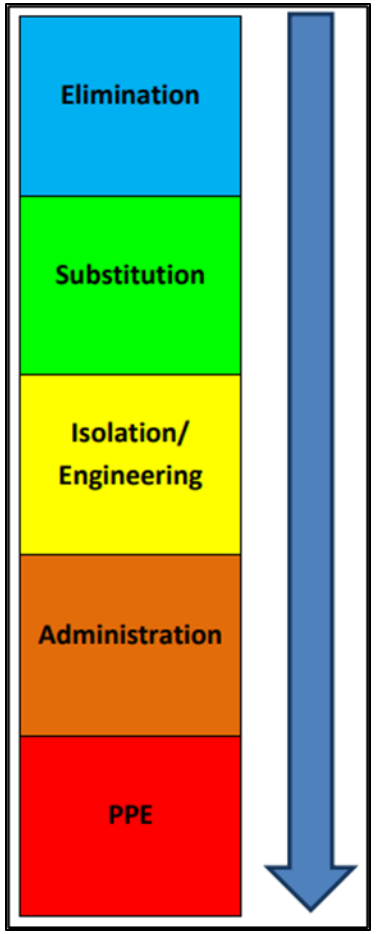
Hazard: A situation or thing that has the **potential to harm** to a person, the environment, or to property. A hazard is something currently, or may in future be, in the work environment.

Risk: The **possibility and likelihood** that harm (death, injury or illness) might occur when being exposed to a hazard.

Hierarchy of Control: The Hierarchy of Control describes the ranking of methods for controlling risks from the **highest level of protection and reliability to the lowest**. A control is an action, item, work process or system of work that aims to eliminate or reduce a hazard or risk.

Hierarchy of Control

The **Hierarchy of Control** should always be followed when implementing risk controls. It ranks methods for controlling risks from the highest level of protection and reliability to the lowest. A control is an action, item, work process or system of work that aims to **eliminate or reduce** a hazard or risk.



- **Elimination –** remove the hazard, e.g., eliminating a requirement to carry out the task, use of a piece of equipment, or utilise of a chemical.
- **Substitution –** Substitute the hazard for something safer, e.g., replace a potentially harmful chemical or material with one that is less hazardous.
- **Isolation/Engineering controls –** Isolating people from a hazard with a physical barrier, e.g., machine guarding and guard rails, and barriers or interlocks. Adding the use of equipment to a process, e.g., fume cupboards, lifting aides, or trolleys to move heavy items.
- **Administration controls –** Administrative controls that provide direction, e.g., signage, procedures and processes, standard operating procedures and instructions, and training.
- **Personal Protective Equipment (PPE) –** Safety boots, lab coats, gloves, safety glasses, masks, and respiratory protection.

Hazard Identification

Hazard:

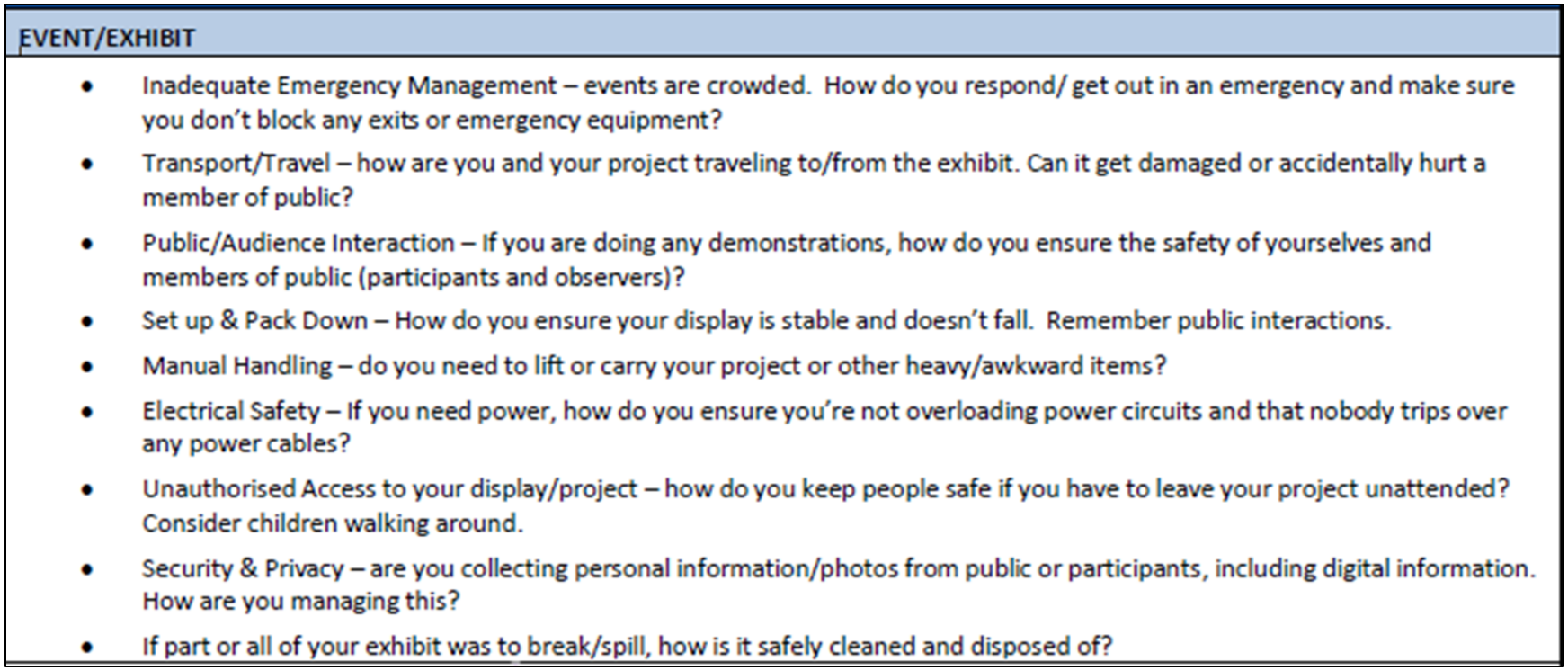
A situation or thing that has the **potential to harm** a person

A hazard is something currently, or may in **future** be, in the work environment that has the **potential to cause harm** to people.

Risk:

The **possibility** that harm (death, injury or illness) might occur when exposed to a hazard

Chance (or **likelihood**) that a hazard will cause harm to people.

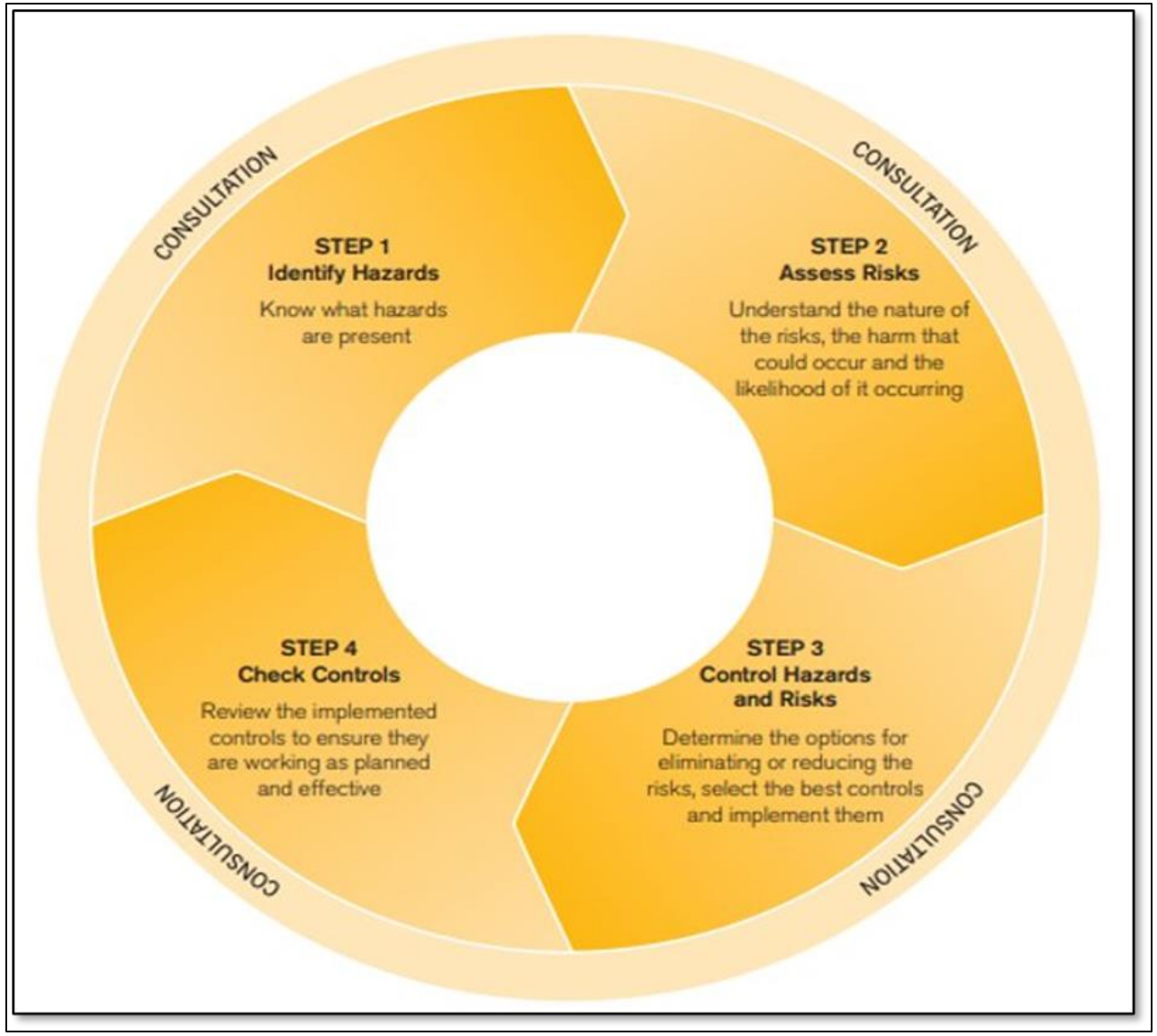


EVENT/EXHIBIT

- Inadequate Emergency Management – events are crowded. How do you respond/ get out in an emergency and make sure you don't block any exits or emergency equipment?
- Transport/Travel – how are you and your project traveling to/from the exhibit. Can it get damaged or accidentally hurt a member of public?
- Public/Audience Interaction – If you are doing any demonstrations, how do you ensure the safety of yourselves and members of public (participants and observers)?
- Set up & Pack Down – How do you ensure your display is stable and doesn't fall. Remember public interactions.
- Manual Handling – do you need to lift or carry your project or other heavy/awkward items?
- Electrical Safety – If you need power, how do you ensure you're not overloading power circuits and that nobody trips over any power cables?
- Unauthorised Access to your display/project – how do you keep people safe if you have to leave your project unattended? Consider children walking around.
- Security & Privacy – are you collecting personal information/photos from public or participants, including digital information. How are you managing this?
- If part or all of your exhibit was to break/spill, how is it safely cleaned and disposed of?

FIG 1: Endeavour Risk Assessment Form

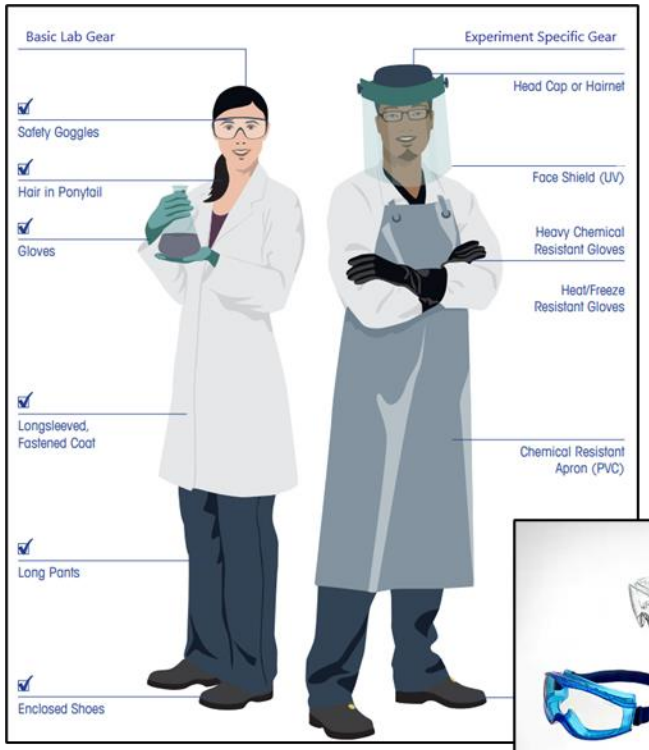
Risk Management Process



UoM Health & Safety – Risk Management: Risk Assessment Methodology Guidance

Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) is the lowest order control we have and the **least reliable**.
- PPE is a physical barrier designed to limit a person's exposure to a specific hazard. It is often referred to as the '**last line of defense**', as it is not controlling the source of the hazard.
- PPE relies upon the individual fitting **and** using it correctly, and **it must be appropriate for the task and hazard** you are trying to control.
- PPE comes in many forms and styles and not all PPE is equal, e.g., prescription glasses do not replace the need for safety glasses.
- It is vital that you adhere to all instructions and signage regarding the required PPE for the works you are doing, or the area you are entering.
- PPE must be certified to applicable Australian Standards.



Risk Assessment Review

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Topic 3

FEIT HSW SharePoint

The FEIT HSW SharePoint Page has been developed to be a 1st point of call for your HSW needs. Here you can find resources for:

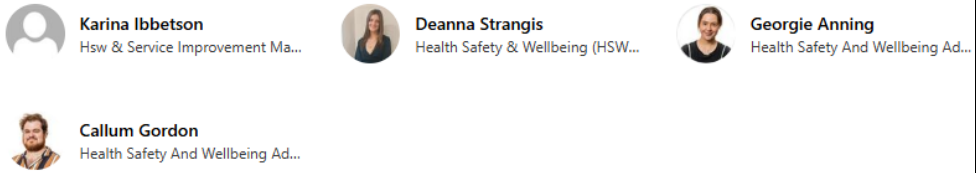
- Occupational Health and Hygiene
- General Safety Hazards & Risks you are likely to encounter within FEIT
- Wellbeing and Support Services
- Guidelines for Training and Inductions
- Reporting hazards and incidents
- Responding to an Emergency
- HSW News Articles

ABOUT US

The FEIT HSW team focuses on promoting a safe and healthy environment for students, staff, and visitors within the faculty. We provide guidance on safety protocols, manage risks associated with labs and equipment, and ensure compliance with health and safety regulations. Additionally, the team supports mental wellbeing by offering resources and initiatives aimed at reducing stress and promoting overall wellness within the faculty community.

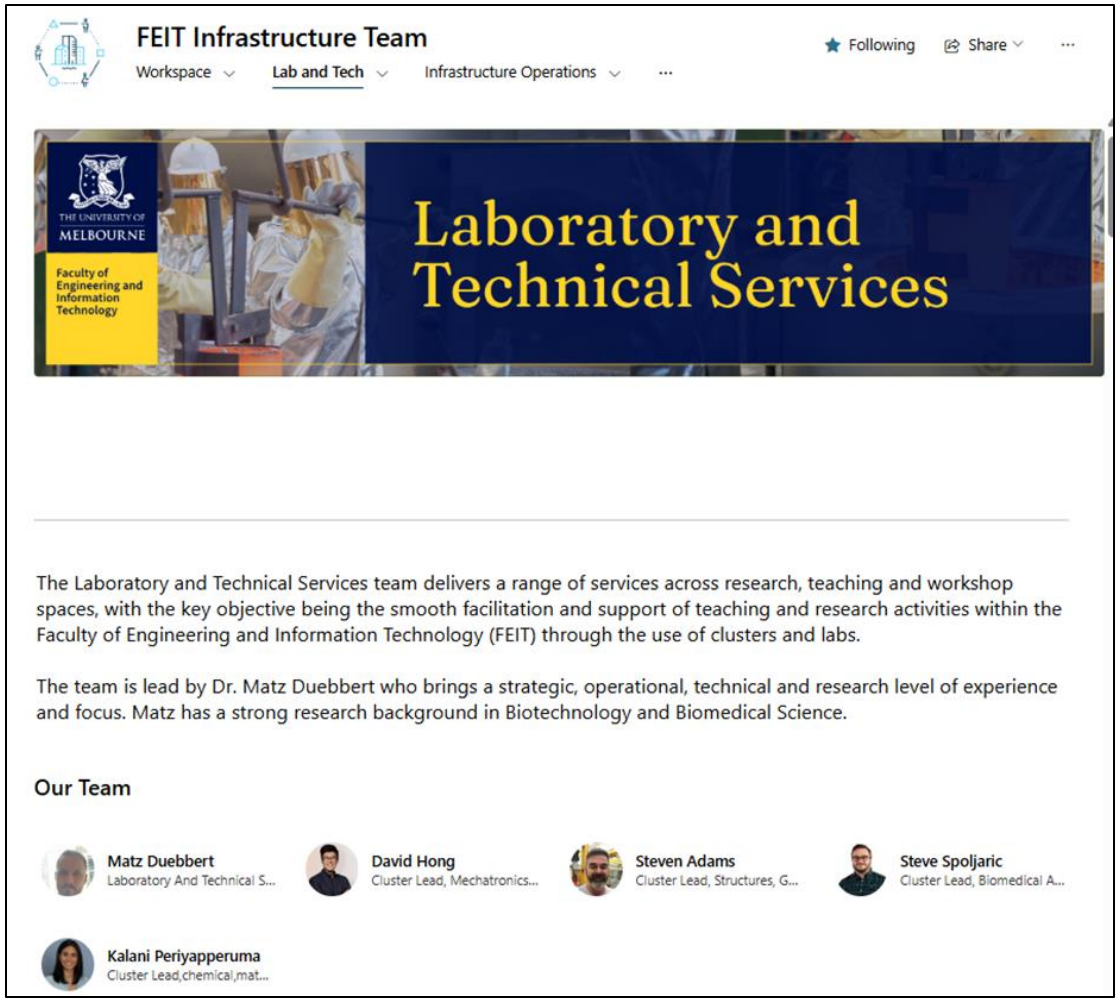
Please do not hesitate to contact us for any HSW enquiries via feit-hsw@unimelb.edu.au .

OUR TEAM



Lab Clusters

- **Chemical, Materials & Manufacturing**
  - FEIT-CMMLabCluster@unimelb.edu.au
- **Mechatronics, Electronics & Digital**
  - FEIT-CMMLabCluster@unimelb.edu.au
- **Structures, Geotechnical & Environmental**
  - FEIT-SGELabCluster@unimelb.edu.au
- **Biomedical & Bioengineering**
  - FEIT-BBLabCluster@unimelb.edu.au
- **Fluid Dynamics, Energy & Propulsion**
  - Matz.Duebbert@unimelb.edu.au



HSW Drop-in Session

- The FEIT HSW Team will hold a drop-in session for Endeavour groups
- Session is to provide advise on a **completed** risk assessment prior to submission

- Session details:
  - Monday 4th May, Melbourne Connect Mezzanine.
  - 10am – 5pm

- Email feit-hsw@unimelb.edu.au for any support or advice at any point

Key Takeaways

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Topic 4

Key Takeaways

- **Be aware of hazards and risks in your work *and* work area.**
- **Speak up on when something does look or feel right:**
  - report incidents and hazards as soon as possible to your Supervisor or the FEIT HSW Team
  - discuss any concerns or questions regarding HSW with your Supervisor or the FEIT HSW Team
- **Follow the rules, including safety direction of a Supervisor or other University Staff member.**
- **Reach out for help and assistance if you need it:**
  - Supervisor, peers, and the FEIT HSW Sharepoint
  - Lab Clusters
  - feit-hsw@unimelb.edu.au

The University of Melbourne (Australian University)
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