

Occupational Health & Safety Unit

(Phone 52365)

The OH&S Hazard Report Funding Request form is to be used to submit requests for funding of OH&S Hazard Reports.

Each year the University provides \$400,000 to the Occupational Health and Safety Unit for expenditure on OH&S related minor works. This fund is made available by the Bursar as a component of the University Improvement Fund.

Requests must comply with the requirements of the University Improvement Fund. Where possible, applicants should take into consideration the timeframe of departmental & faculty OH&S committee approval and submission to the Associate Director, Occupational Health and Safety to be included in the budget for the commencement of the next expenditure year.

OH&S Minor works funding will be considered for issues of non-compliance with Occupational Health and Safety Legislation, Standards and Regulations.

Consideration will be given to providing funding assistance for completion of OH&S Projects where a significant commitment of funds has already been made by the University, Faculty or Department.

Access to the funds would not normally be approved for OH&S issues arising from planned re-fit, new construction, regular maintenance, or new design as these costs should have been included at the project design stage.

Contributions for special circumstances may be considered. Assistance may be available where situations have developed that could not have been foreseen such as:

- Changes to Legislation or Regulations relating to Occupational Health and Safety
- New work practices being developed to reduce the risk of illness or injury.

All works must be able to be carried within an agreed timeframe to ensure there are no funding carryovers into the following year.

Procedure

When a Hazard Report has been submitted, the Associate Director will consider, after obtaining a quote or additional information, how much OH&S will be willing to submit towards costs.

If the costs are to be fully covered by OH&S, then the request will be passed onto Property and facilities for action. If the costs are to be split or OH&S consider the request to be unsuitable for funding, OH&S will send a form requesting a cost code. This is to be signed by the relevant approvers for that particular faculty/centre. This may mean approval from OH&S Committees first.

This should be sent back to OH&S for action. You will be notified of decisions associated with the original hazard request.

Identified Hazards Report Form

- Accidents, incidents and injuries should be reported on a the injury, illness & online incident report form.
- If the matter is urgent, telephone the OH&S Unit on 52365 or Security on 53333.

The following section is to be filled out by the person identifying the hazard, then submitted to your Workplace Health and Safety Officer for action before being submitted to the OH&S Unit.

Reported by: _____ Phone: _____ Email _____@uq.edu.au

Building and room No. or area: _____ Is this a lab? Y*/N

Hazard _____

(include sketch or further information on back of form or photo if applicable). *Attach PF306 if this is a lab area

Have accidents been caused by this hazard? Yes No Don't know

If yes, give details _____

Any corrective action recommended/taken _____

Signature _____ Date _____

Workplace Health and Safety Officer:

Action taken

_____ Action by: _____ Date _____

Signature of WHSO _____ Date _____

OHS Unit

File, no action required

WCC, P&F Funded

OHS Fully Funded

Other funding (see attached form)

OHS Advisor: _____

OHS Authorisation: _____

(Circle)

1 – URGENT; 2 – Semi-Urgent (2 working days); 3 – Non-Urgent – (5 working days); 4 – Programmed; 5 - Agreed

Scanned to WCC, WHSO, Originator

Job No: _____



IDENTIFIED HAZARD FUNDING REQUEST FORM

OHS Advice/Quotes and Recommendation:

OHS Funding Recommendation:

OHS Funding Amount: _____

School/Faculty Approval:

On the above advice, I approve the funding of the hazard identified.

Cost Centre: _____ Amount: _____

Signed: _____ Name: _____

Position: _____ Date: _____

**Please forward this form and the Hazard Report form to:
Associate Director, Occupational Health and Safety Unit, Level 5, Gordon Greenwood Building**