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| RESEARCH HEALTH AND SAFETY CHECKLIST  for OVERSEAS HAZARDOUS FACILITY |

For UTS researchers (including UTS enrolled research students) performing research work within an overseas organisation’s hazardous facility - that is, a laboratory, workshop or factory. It does not cover computer-only labs.

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| **Message from the DVC (Research) – Statement of Intent**  The purpose of the Overseas Research Facility Health and Safety Checklist is to help check that a ‘reasonable’ standard of health and safety care will be provided by a host organisation to the UTS researcher.  In promoting a culture of safety we expect that all staff and students experience a level of safety off-campus that is no less than what they would experience on-campus. We understand that health and safety standards differ from country to country, however UTS does not expect a researcher to work in an environment that they felt was unsafe even if it met the health and safety standards of that host country. Ultimately, UTS wants to be assured that our researchers are kept safe.  Before a UTS researcher travels overseas to undertake work in a hazardous facility, they must understand their health and safety rights and responsibilities. That is:   * UTS researcher is not expected to work in a dangerous environment. * UTS researcher will notify their faculty contact of any health and safety risks relating to research work in the overseas facility. * UTS researcher may assist the host organisation improve safety conditions if appropriate. * Faculty will provide UTS researcher with support to manage safety risks as required e.g. safety information and safety equipment to take overseas and inspection of potentially high-risk facilities. * Faculty contact person will be assigned to UTS researcher to provide help if any concerns about health and safety arise. Researcher is to contact this person as soon as possible if there they have any health and safety concern.   If UTS researcher is uncertain about the above, they must seek clarification from their supervisor. |

**BEFORE TRAVEL**

1. **TRAVELLING UTS RESEARCHER**

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| **UTS researcher contact details** | | | |
| Researcher name | |  | |
| Phone numbers | | Work: | Mobile: |
| Email address | |  | |
| **Research supervisor at UTS - HoS for undergraduate students** | | | |
| Name | |  | |
| Phone | |  | |
| **UTS faculty contact person e.g. Research Admin Officer** | | | |
| Name |  | | |
| Phone |  | | |
| **Research supervisor at the host organisation** | | | |
| Name and position | |  | |
| Phone | |  | |

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| **Research work to be performed within the host organisation** | | |
| Name of host organisation |  | |
| Type of hazardous facility | [ ] Laboratory | [ ] Factory |
| [ ] Workshop | [ ] Other (please specify): |
| Summary of researcher duties/activities |  | |

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| Does the work involve dealings with PC2-PC4 pathogens, GMOs, ionizing radiation sources or cytotoxins[[1]](#footnote-1) ? | Yes | No |
| *- If yes*, UTS Biosafety Committee will be notified prior to visit. | Yes | No |
| *- If yes,* I am familiar with safe work practices related to these research activities noted above. | Yes | No |
| - *If yes*, my UTS research supervisor has been notified so that inspection of facilities can be organised. | Yes | No |

Before departure, request the host organisation to confirm the following basic safety measures are in place. If you answer “No” to any of these then action must be taken to fix or the work cannot commence.

On arrival, perform a check yourself and report your findings to your supervisor.

| **HOST ORGANISATION HEALTH AND SAFETY CHECKLIST** | Check before departure | |  | Confirm  on arrival | |
| --- | --- | --- | --- | --- | --- |
| **INDUCTION AND TRAINING** |  |  |  |  |
| Workers are provided with safety inductions and training in safe work practices | Yes | No | Yes | No |
| **EMERGENCY MANAGEMENT** |  |  |  |  |
| My organisation has planned and communicated to workers what to do in an emergency | Yes | No | Yes | No |
| My organisation will request that hosted UTS personnel provide contact details of next of kin in case of emergency | Yes | No | Yes | No |
| **FIRST AID** |  |  |  |  |
| My organisation has a way to provide first aid to injured workers | Yes | No | Yes | No |
| **ACCIDENTS/INCIDENTS** |  |  |  |  |
| My organisation keeps a record of accidents/incidents and hazards | Yes | No | Yes | No |
| **WORK ENVIRONMENTS AND ACTIVITIES** |  |  |  |  |
| Health and safety risks associated with work practices are identified and controlled | Yes | No | Yes | No |
| Regular inspections of work environments are conducted to identify and control health and safety hazards | Yes | No | Yes | No |
| **INSURANCE** |  |  |  |  |
| Workers at my workplace are covered by insurance | Yes | No | Yes | No |

[Guidance notes on completing this checklist](https://www.uts.edu.au/sites/default/files/2017-09/checklist_guidance_1_0.pdf)

**Host Organisation Declaration: The above statements are true to the best of my knowledge.**

|  |  |
| --- | --- |
| Host organisation contact person name and position |  |
| Phone |  |
| Email |  |

**Next Steps:**

* If the host organisation answers negatively to any of these questions, then consideration must be given to appropriate actions to minimise risk.
* Obtain approval and a briefing on your health and safety rights and responsibilities - by your UTS Research Supervisor for staff, by ADR for research students.

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| --- | --- | --- | --- |
| Name of researcher |  | Signature and Date |  |

1. **UTS RESEARCH SUPERVISOR (or ADR for RESEARCH STUDENTS)**

* I approve this research work in the above facilities.
* I have briefed the researcher on their rights and responsibilities, as outlined in the DVC (Research) message above.
* The Associate Dean (Research) is aware of any dealings with those hazards governed by UTS Biosafety Committee that require further examination.
* I have assigned a faculty contact person to UTS researcher.

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| Name of Research Supervisor (or ADR) |  | Signature and Date |  |

Send a copy of this form to your faculty research office.

**WHEN OVERSEAS**

1. **UTS RESEARCHER**

* Complete the “Check on arrival” column in the Health and Safety Checklist above.
* Email back copy of results to your research supervisor to decide risk is managed to a level that is reasonably expected.
* If you are not comfortable with the health and safety measures provided or do not feel safe, then let your UTS faculty contact person know as soon as possible. You will not be expected to work in a situation that does not reasonably meet your host country’s standards.

**ON RETURN**

1. **UTS FACULTY CONTACT PERSON**

* Debrief with researcher to determine if any improvements can be made on the overseas research experience.

1. Hazards governed by UTS Biosafety Committee. <http://www.research.uts.edu.au/policies/restricted/biosafety/index.html> [↑](#footnote-ref-1)