

Faculty of Science & Health Risk Register Procedure

Version	1.0
TRIM file number	
Faculty of Science & Health	
Doc No. Short description	Procedure ensuring staff are aware of their legal obligations to maintain a risk register for their facility.
Relevant to	CSU staff, students and researchers
Authority	This Procedure has been approved by Dean, Faculty of Science & Health under the <i>Governance (Policy and Procedures) Rule 2005</i> of the Council and sections 20 and 32 of the <i>CSU Act</i> .
Responsible officer	Manager, University Laboratories
Responsible office	Faculty of Science & Health
Date introduced	2009
Date(s) modified	August 2011
Next scheduled review date	August 2014
Related University documents	CSU Occupational Health and Safety Policy CSU Risk Management Policy CSU Compliance Management procedure CSU Identifying Compliance Risk Guideline Risk Assessment Procedure
Related legislation	OHS Act 2000 and Regulation 2001
Key words	Policy, risk, register, Faculty of Science & Health, Facility, Laboratory, authorisation, compliance,

1. PURPOSE

In accordance with the CSU Occupational Health and Safety Policy, the CSU Risk Management Policy and the Occupational Health and Safety Act 2000 the Faculty of Science & Health (FSc) shall provide a safe and healthy environment for staff, students, visitors and contractors. Central to achieving this is that staff, students, visitors and contractors understand their duty of care responsibilities and the specialised risk associated with the FSc Facilities. One mechanism for achieving this is by ensuring occupational health and safety risks are assessed formally through a risk assessment (see Risk Assessment Procedure) and documented in a Risk Register for all FSc Facilities.

2. SCOPE

All activities conducted in FSc Facilities and off campus localities used for work, research or study (e.g. field sites and placement facilities).

3. PROCEDURE

In accordance with the [CSU Risk Management Policy](#), executives and managers of the university are responsible for incorporating risk management into standard management practices. Compliance management is used to implement this practice.

3.1 Compliance Management

The CSU [Compliance Management Procedure](#) requires a Risk Register to be kept by the schools, clinics and research centres. The FSc requires each school and / or facility to complete a risk register and revised in accordance with 3.2.

3.2 Risk Registers

The register must be developed in accordance with the [CSU Identifying Compliance Risk Guideline](#) and completed on the *Faculty of Science & Health Risk Register template* (available on the FSc Technical Service Centre webpage). The register shall include all risks identified in existing risk assessments for a school and / or facility.

The risk register shall be updated, at the time of, any new risk assessments being introduced.

The risk register shall be updated, at the time of, any changes being made to existing risk assessments e.g. changes to the identified hazards, level of risk or the risk controls.

Where compliance obligations cross multiple areas, coordination of compliance shall be managed through the Heads of School and or Centre Director to minimise unnecessary duplication.

CSU's [Legislative Guide](#) lists major legislative obligations and the responsible areas. Legislation and standards relating to keeping Biological and Chemical Registers can be accessed at FSc Technical Service Centre Website.

3.3 Reporting

The Head of School and / or Centre Director shall ensure the risk register is updated in accordance with 3.2 and submitted to the Dean annually.

If a risk is assessed as 'high' (see [CSU Identifying Compliance Risk Guideline](#)) it shall be immediately reported to the Vice Chancellor.

4 REFERENCES AND UNIVERSITY RELATED DOCUMENTS

CSU Occupational Health and Safety Policy

[CSU Risk Management Policy](#)

[CSU Compliance Management procedure](#)

[CSU Identifying Compliance Risk Guideline](#)

[Standard Risk Register Template](#)

Faculty of Science & Health Risk

Register template

5 Table of amendments

Version number	Date	Short description of amendment
1.0	August 2011	
	August 2011	Amended K Kent