



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

UOW LABORATORY SUPERVISOR RESPONSIBILITIES AND REQUIREMENTS

1. Purpose

This document provides guidance on the responsibilities of laboratory supervisors within the University of Wollongong, including the practical steps required to support safe laboratory operations, effective supervision, consultation, training, documentation and compliance with the UOW WHS Management System.

The [UOW Roles and Responsibilities Guidelines for WHS](#) defines laboratory supervisor responsibilities as the following:

- ensure laboratory work areas and equipment are safe and without risk to health and safety;
- ensure all hazards are identified, assessed, controlled and reported via SafetyNet;
- provide appropriate instruction, information, training and supervision to staff students and others to enable work to be carried out safely;
- implementing responsibilities under the [UOW Injury Management Program](#); and
- other responsibilities set out in WHS system documentation.

2. Scope

This guideline applies to all UOW personnel with supervisory responsibility for laboratories, laboratory users, students (including HDR candidates), equipment, or related activities conducted within UOW facilities, including Faculty, School, Institute and Research Centre environments.

3. Definitions

Definitions relevant to this guideline are to be read with the UOW WHS Management System, [UOW Laboratory Safety Guidelines](#) and related WHS system documentation.

Term	Definition
Competent person	A person who has the skills, knowledge, training, experience and, where required, authority to perform a task safely and in accordance with UOW requirements.
Equipment supervisor	A competent and authorised person assigned to manage specific equipment-related functions such as access, training, maintenance records, risk controls and user competency. This role supports but does not replace the laboratory supervisor's overall WHS accountability for the laboratory.
Hazard	A source or situation with the potential to cause injury, illness, damage or harm.
Laboratory	A UOW room, facility or work area where laboratory, research, teaching, testing, technical, workshop or related activities are conducted and where specific WHS controls may be required.
Laboratory supervisor	A person formally appointed or assigned responsibility for overseeing WHS arrangements within a laboratory, including supervision, risk controls, training, access arrangements, equipment oversight, incident escalation, consultation and recordkeeping.
Laboratory user	Any staff member, student, higher degree research candidate, visitor, contractor or other authorised person who enters or undertakes work, study, research, teaching or technical activities in a laboratory.

Manager	The Head of School, Research Institute Director, Facility Manager or other authorised person with responsibility for appointing laboratory supervisors, allocating resources and resolving escalated WHS matters.
Plant	Machinery, equipment, appliances, container, implement or tool, including any component or fitting, used in a laboratory or related workplace.
Risk	The likelihood that harm will occur from exposure to a hazard and the potential consequence of that harm.
Risk assessment	A systematic process to identify hazards, assess risks and determine controls required to eliminate or minimise risk so far as is reasonably practicable.
Safe Work Procedure	A documented instruction that describes how to complete a task, activity or equipment operation safely, including hazards, controls, personal protective equipment, training requirements and emergency actions where relevant.
SafetyNet	UOW's authorised system for recording and managing WHS processes such as risk assessments, safe work procedures, hazards, incidents, inspections, and corrective actions.
Supervision	The level of oversight, instruction, support, and monitoring required to ensure work is carried out safely, based on the hazards, complexity of the work, and the competence of the laboratory user.

4. Roles, responsibilities and requirements

The guidance below supports managers, laboratory supervisors, and laboratory users to fulfil their designated roles and responsibilities and meet applicable UOW and legislative requirements.

4.1. Appointment and management responsibilities

Heads of School, Research Institute Directors, Facility Managers and other managers responsible for laboratory operations must:

- ensure each laboratory has an appropriately appointed supervisor;
- provide the authority, resources and support required to perform the role;
- ensure suitable interim arrangements are established during extended absences or vacancies;
- resolve disputes concerning responsibility for laboratories, equipment or shared spaces;
- support the escalation and correction of unresolved WHS issues;
- monitor whether laboratory supervision arrangements remain effective; and
- restrict or suspend laboratory activities where suitable supervision or critical risk controls cannot be maintained.

4.2. Appointment and assignment of laboratory supervisors

Each laboratory must have a formally appointed laboratory supervisor. The relevant Head of School, Research Institute Director, Facility Manager or other authorised manager must confirm the appointment and record:

- the laboratory supervisor's name;
- laboratories covered;
- effective date, shared or overlapping responsibilities; and
- approving manager and interim or replacement arrangements where applicable.

The appointment and any changes must be reviewed and recorded using [Appointment and Assignment of Laboratory Supervisors](#) webform whenever the laboratory supervisor changes role, leaves UOW, takes an extended absence, or can no longer perform the responsibilities of the role.

4.3. Laboratory supervisor responsibilities

The laboratory supervisor is accountable for ensuring effective WHS arrangements are established, implemented, and monitored within the laboratory. This includes coordinating competent support, verifying that required controls and records are in place, addressing WHS risks and hazards, and escalating unresolved issues to the relevant manager.

Laboratory supervisors are expected to demonstrate WHS leadership by promoting positive safety behaviours, supporting consultation with laboratory users, verifying that risk controls are implemented and effective, and escalating unresolved WHS issues through the appropriate UOW channels.

Laboratory supervisors are expected to manage and review laboratory-user access permissions and, where authorised under the applicable local access process, grant, amend or remove access. They must ensure access remains appropriate to each user's role, induction, training, competency and authorised activities.

Laboratory supervisors are expected to stop work, restrict access or remove equipment from service where they reasonably believe continued activity presents an unacceptable risk.

4.4. Laboratory user responsibilities

Laboratory users must:

- complete required inductions and training before commencing work;
- follow approved risk controls, safe work procedures, local rules and reasonable instructions;
- use equipment only where authorised and competent to do so;
- use required personal protective equipment and safety controls correctly;
- report hazards, incidents, defective equipment and unsafe conditions promptly;
- maintain good housekeeping; and
- stop work and seek assistance where conditions are unsafe or outside their competence or authority.

4.5. Induction requirements

Laboratory supervisors and laboratory users must complete the required UOW, faculty, building, facility and/or local laboratory inductions before access to a laboratory is granted. Laboratory supervisors must verify that required induction and training have been completed and recorded before access is granted and must ensure that approval is obtained from the person authorised under the applicable faculty, school, institute or facility access process designated for that laboratory.

Refer to Section 5 and 6 of the [UOW Laboratory Safety Guidelines](#) and [UOW WHS Training Guidelines](#) for further guidance.

4.6. Training

Laboratory supervisors must complete the WHS training applicable to their management or supervisory role and any additional training required for the laboratory, equipment, activities and hazards they oversee. They must also ensure laboratory users complete all required training and are assessed as competent, where applicable, before undertaking work.

Training requirements must be determined in accordance with the [UOW WHS Training Guidelines](#) and must include:

- WHS training applicable to the person's management, supervisory or other assigned role;
- training identified for the laboratory's activities, substances, equipment and local hazards through applicable risk assessments, safe work procedures, approvals and local requirements;
- any additional training required by UOW documentation, legislation, licences, registrations, specialist approvals or other regulatory requirements; and
- refresher, reassessment or updated training required by the [UOW WHS Training Guidelines](#) or following changes to the person's role, laboratory, equipment, activities, hazards, risk controls or regulatory requirements.

Refer to the [UOW WHS Training Guidelines](#) for further guidance on identifying, completing, recording and reviewing training requirements.

4.7. Equipment and equipment training records

Laboratory supervisors, working with equipment supervisors, must ensure that appropriate records are maintained for equipment requiring formal management. Records should identify, as applicable:

- the equipment and its location;
- the responsible owner, laboratory supervisor or equipment supervisor;
- applicable risk assessments and safe work procedures;
- authorised or trained users;
- commissioning status;
- inspection, testing, calibration and maintenance requirements;
- scheduled and completed servicing;
- defects, restrictions and out-of-service status; and
- disposal or decommissioning.

4.8. Laboratory supervision

Laboratory supervisors are accountable for overseeing laboratory activities, users, equipment, WHS requirements and ensuring the required form of supervision takes place. To determine the form of supervision required (direct, periodic or minimal) the following factors are considered:

- complexity of the assigned tasks;
- risks associated with those tasks; and
- competency of the individual or team to perform the task.

The form of supervision required is outlined in the [UOW Roles and Responsibilities for Workplace Health and Safety](#).

Laboratory supervisors are responsible for:

- Providing a level of supervision appropriate to the hazards and complexity of the work, the competence and experience of the laboratory user, and the controls documented in relevant risk assessments and safe work procedures;
- Ensuring laboratory supervision responsibilities are not delegated to students;
- Providing appropriate instruction, information, PPE, training and supervision to all laboratory users to ensure safe work; and
- Ensuring hazards are identified, assessed and controlled throughout laboratory activities.

Specific operational tasks may be assigned to competent and authorised staff; however, the laboratory supervisor remains accountable for verifying that appropriate supervision, risk controls and operational arrangements are in place.

Further information can be found in the [UOW Laboratory Safety Guidelines](#).

4.9. Equipment supervisors

The laboratory supervisor is accountable for ensuring that appropriate arrangements exist for the safe management of equipment located or used within the laboratory. An equipment supervisor may be appointed to manage designated equipment-specific functions; however, this does not transfer the laboratory supervisor's overall accountability for laboratory WHS arrangements.

The equipment supervisor must support the laboratory supervisor by:

- ensuring equipment is risk assessed, safe, fit for purpose and maintained in accordance with applicable requirements;
- coordinating required training and restricting equipment use to competent and authorised users;
- maintaining current risk assessments, safe work procedures, training records, maintenance information and other required equipment documentation;
- identifying and acting on unsafe or defective equipment in accordance with [Section 14.7 – Unsafe or defective equipment](#);
- reporting equipment-related risks, defects, concerns and non-compliance to the laboratory supervisor promptly;
- providing the laboratory supervisor with sufficient information to verify that equipment risks and corrective actions are appropriately managed; and
- limiting access to specialist equipment to authorised and competent users in accordance with local access arrangements and funding conditions.

4.10. Absence, handover and replacement of laboratory supervisor responsibilities

Laboratory supervisors must notify the relevant Head of School, Research Institute Director, Facility Manager or other authorised manager where they will be unable to perform the role for an extended period of 4 weeks or more or will permanently cease responsibility for the laboratory.

Appropriate interim or replacement arrangements must be formally documented before the absence or change takes effect. The handover must address, as applicable:

- current laboratory users and access permissions;
- outstanding hazards, incidents and corrective actions;

- current risk assessments and safe work procedures;
- equipment, plant and maintenance obligations;
- hazardous chemical and waste arrangements;
- emergency contacts and unattended experiments;
- specialist approvals and regulatory requirements; and
- records and key contacts.

Where suitable supervision cannot be maintained, affected activities or laboratory access must be restricted until an appropriate arrangement is approved.

4.11. After-hours access and working alone

UOW laboratories and facilities may require controlled access arrangements. Laboratory Supervisors are responsible for ensuring that swipe card access, key access, after-hours access and any local access requirements are established, communicated and managed in accordance with relevant UOW access, working alone and after-hours requirements.

Where laboratory work is proposed outside normal hours or when working alone, a risk assessment must be completed, and any required approvals obtained before the activity commences. Laboratory supervisors must review proposed working-alone or after-hours arrangements and ensure approval is obtained from the authorised approver under the applicable UOW and local process before the activity commences.

Laboratory supervisors are responsible for:

- Understanding, communicating and ensuring access arrangements for controlled areas are appropriate and arranged in accordance with local procedures;
- Confirming and communicating normal working hours locally;
- Ensuring working-alone and after-hours activities are covered by a suitable risk assessment and are authorised in accordance with applicable UOW and local requirements before the work commences;
- Ensuring students and staff working after hours follow relevant UOW and local facility access requirements; and
- Access permissions must be reviewed and removed or amended when a person changes role, ceases work in the laboratory, no longer meets training requirements, breaches access conditions, or is no longer authorised to undertake the relevant activities.

Further information can be found in the [UOW Working Alone and After-Hours Work Guidelines](#).

4.12. Risk assessment

Laboratory supervisors must ensure laboratory activities are covered by suitable, approved and current risk assessments before work commences. A single assessment may cover recurring or substantially similar activities where the hazards, people, environment and controls are adequately addressed, including any planned after-hours work or working-alone arrangements. A risk assessment must be reviewed and, where necessary, revised when it is no longer valid or the controls are no longer effective.

Laboratory supervisors are responsible for:

- ensuring laboratory activities are covered by suitable risk assessments approved through SafetyNet before any laboratory activities commence;
- carefully reviewing risk assessments before approval;
- ensuring the hierarchy of controls is applied;
- ensuring selected controls are implemented, understood and remain effective;
- ensuring risk assessments are reviewed when equipment, processes, substances, personnel, the work environment or procedures change, or when new hazards are identified; and
- ensuring risk assessments are reviewed when monitoring, during an inspection or when an incident indicates that controls may no longer be adequate.

Further information can be found in the [UOW WHS Risk Management Guidelines](#).

4.13. Safe Work Procedures (SWP)

Laboratory supervisors must ensure current safe work procedures are available where the risk assessment, manufacturer's instructions, regulatory requirement or UOW process identifies that documented instructions are necessary for safe operation. This will generally include hazardous, higher-risk, technically complex or infrequently used equipment and processes.

Laboratory supervisors are responsible for:

- ensuring SWPs are developed, submitted, reviewed and approved through SafetyNet;
- ensuring SWPs are reviewed and updated when:
 - the task/activity changes;
 - a new hazard is identified;
 - an associated near miss, injury or illness occurs with the task/activity;
 - there is a change to legislation, standards or codes of practice; or
 - at a minimum of every 5 years;
- ensuring laboratory users are trained in, understand and follow applicable SWPs before using equipment;
- ensuring SWPs remain accessible to laboratory users at the point of use where appropriate; and
- ensuring that each SWP is reviewed and approved by appropriately authorised persons with sufficient knowledge of the equipment, activity and associated risks, in accordance with the SafetyNet approval process.

Refer to [UOW Development of Safe Work Procedures Guidelines](#) for further guidance.

4.14. Psychosocial Risk Management

Laboratory supervisors must take reasonable steps to identify and address psychosocial hazards arising from laboratory activities, work arrangements and the laboratory environment that may affect the health and safety of laboratory users. This includes consulting with affected users, identifying potential psychosocial risks associated with laboratory work, implementing reasonably practicable control measures within their area of responsibility and escalating issues outside their authority to the relevant manager or appropriate UOW process. Laboratory supervisors must report psychosocial

hazards and incidents through SafetyNet and ensure concerns are managed in accordance with applicable UOW procedures and requirements.

Further information on identifying and managing psychosocial hazards, available support services and UOW psychosocial risk management resources is available via the [UOW Psychosocial Safety](#) webpage.

4.15. Working with Hazardous Chemicals and Dangerous Goods

Where hazardous chemicals and dangerous goods are stored, handled or used, laboratory supervisors are responsible for:

- ensuring chemical purchases are made in accordance with the [UOW WHS Purchasing Guidelines](#);
- ensuring chemical risks are identified, assessed and controlled before work involving hazardous chemicals commences;
- ensuring laboratory users receive appropriate information, instruction, training and supervision in the safe handling, storage, labelling, spill response, disposal and use of workplace hazardous chemicals as part of relevant risk assessments which include all appropriate safety data sheets;
- ensuring an accurate inventory of workplace hazardous chemicals is maintained in ChemAlert;
- ensuring current Safety Data Sheets are available through ChemAlert and accessible to laboratory users;
- ensuring appropriate PPE is selected, available, used, maintained and replaced where required;
- determining whether any substances trigger health monitoring requirements;
- ensuring relevant users complete the [UOW Working with Hazardous Chemicals](#) training package; and
- ensuring dangerous goods and hazardous chemicals are transferred or transported between laboratories, buildings or campuses by trained and authorised persons, using suitable containers, packaging, segregation, labelling and handling equipment, in accordance with the relevant risk assessment and applicable UOW requirements.

Further information can be found in the [UOW Workplace Hazardous Chemicals and Dangerous Goods Guideline](#).

4.16. Emergency Responsibilities

Laboratory supervisors must ensure emergency arrangements are in place, communicated to all laboratory users, and reviewed as required. Before laboratory access is granted, users must receive and complete an induction covering relevant emergency procedures, with records maintained in accordance with Section 5.

Risk assessments must identify foreseeable emergencies and document appropriate response actions. Laboratory users must receive suitable emergency instruction and training. Emergency arrangements and risk assessments must align with applicable UOW emergency and laboratory safety procedures and be reviewed following significant changes, incidents, drills or control failures.

Further information is available from the [UOW Emergency Procedures](#) website and relevant [Campus Emergency Response Procedures](#).

4.17. Health monitoring

Where a risk assessment identifies possible exposure to a substance or process listed in the [UOW Air and Health Monitoring Guideline](#), the laboratory supervisor must identify the laboratory users who may be exposed, confirm the substance, task and exposure circumstances, and refer those users to the [UOW Wellbeing & Safety Unit](#) for assessment before the work commences or continues.

The laboratory supervisor must:

- verify before relevant work commences that health monitoring requirements have been considered in the applicable risk assessments;
- Obtain assistance regarding health monitoring as required by contacting Wellbeing & Safety Unit before the work commences;
- ensure affected laboratory users are referred to the UOW Wellbeing and Safety Unit for assessment and coordination of any required health monitoring;
- maintain confidentiality and restrict access to health information; and
- implement any workplace controls or restrictions advised through the authorised process.

Health monitoring must be arranged and managed in accordance with the [UOW Air and Health Monitoring Guideline](#).

4.18. Specialist approvals and regulated activities

Where laboratory activities involve biological materials, genetically modified organisms, radiation, lasers, Schedule 14 chemicals including carcinogens, controlled substances, animals, imported biological materials or other specialist hazards, laboratory supervisors must verify that all required specialist approvals, registrations, facility certifications and training are current before work begins.

Appointment as a laboratory supervisor does not replace the responsibilities or authority of specialist approval bodies, Facility Managers or other authorised role holders.

4.19. Purchasing

When goods, equipment or chemicals are purchased, leased or hired for laboratory use, WHS requirements must be identified and verified before the item is used. Laboratory supervisors must ensure items are suitable and fit for purpose, hazards are identified and risk assessed, required documentation is available, and laboratory users receive appropriate information, instruction and training before use.

Where an item may affect building services, ventilation, structural loading, utilities, containment, emergency systems or shared laboratory operations, relevant technical and facilities stakeholders must be consulted before purchase or commitment.

Laboratory supervisors are responsible for:

- ensuring WHS requirements are considered before goods, equipment or chemicals are purchased, leased or hired;
- ensuring purchased items are suitable, fit for purpose and compatible with the intended laboratory environment and activities;

- ensuring hazards associated with purchased items are identified, risk assessed and controlled before use;
- ensuring required documentation is available, including risk assessments, safety data sheets, safe work procedures, operating instructions, electrical certificates for electrical items and maintenance information where applicable;
- ensuring relevant users receive appropriate information, instruction and training before using new equipment, substances or processes; and
- ensuring WHS specifications, controls and safety requirements are verified upon receipt and before the item is introduced into service.

More information is available in the [UOW WHS Purchasing Guidelines](#).

4.20. Plant, commissioning and lifecycle management

Where equipment meets the definition of plant, laboratory supervisors must ensure it is commissioned before use and managed throughout its lifecycle in accordance with UOW requirements.

Laboratory supervisors are responsible for:

- obtaining competent advice, where necessary, to identify applicable commissioning, registration, inspection, maintenance and other lifecycle requirements;
- ensuring plant hazards and risks are identified, assessed and controlled throughout installation, commissioning, operation, maintenance, modification, relocation and disposal;
- verifying that installation checks, functional testing, control verification and formal authorisation are completed by competent and authorised persons before the plant is introduced or returned to service;
- ensuring maintenance, inspection, testing, calibration and servicing requirements are incorporated into local management arrangements;
- maintaining required lifecycle records, including commissioning records, manuals, maintenance schedules, inspection and testing records, training evidence and risk assessments; and
- ensuring modified, relocated or decommissioned plant is appropriately reviewed, risk assessed, recommissioned or formally removed from service, with unsafe or defective equipment managed in accordance with [Section 14.7 – Unsafe or defective equipment](#).

More information is available in the [UOW Plant Commissioning and Lifecycle Management Procedure](#).

4.21. Workshop repairs

Where local workshop staff are authorised and competent to undertake the required repair, the work must be requested and managed through the relevant workshop ticketing or work-request system.

4.22. Building or facilities issues

Building or facilities issues, such as power, plumbing, ventilation, extraction, gas services, doors or access systems, must be reported to the relevant contact depending on local arrangements or to IPD via ServiceNow. If the matter is urgent, call the IPD Service Centre on 4221 3217 during business hours, or UOW Security on 4221 4555 after hours.

4.23. Specialist servicing, calibration or warranty repairs

Specialist servicing, calibration, statutory inspections or warranty repairs must be arranged through an approved supplier, service provider or contractor and managed in accordance with relevant UOW requirements, including the UOW Contractor Safety requirements, [UOW Contractor WHS Guidelines](#), [UOW Plant Commissioning and Lifecycle Management Procedure](#), and relevant maintenance, inspection, testing, calibration and record-keeping requirements.

4.24. Contractor maintenance

Contractor maintenance must be arranged and managed through the [UOW Contractor WHS Guidelines](#). Before work begins, the responsible UOW representative must verify relevant prequalification, SitePass, access, induction, supervision, permit, isolation and local hazard-communication requirements. The laboratory supervisor must ensure laboratory-specific hazards and restrictions are communicated, and that completed work is appropriately checked before the equipment, or area is returned to use. Any unsafe or defective equipment must be managed in accordance with [Section 14.7 – Unsafe or defective equipment](#).

4.25. In-house maintenance

In-house maintenance must only be completed by a competent, authorised person in accordance with the [UOW Plant Commissioning and Lifecycle Management Procedure](#) and [UOW Workplace Safety Inspection Guidelines](#). Maintenance work must be recorded, checked and signed off before the equipment is returned to service, and records must be maintained as evidence of inspection, repair, testing, servicing or calibration where applicable. Unsafe or defective equipment must be managed in accordance with [Section 14.7 – Unsafe or defective equipment](#).

4.26. Unsafe or defective equipment

Unsafe or defective equipment, and equipment with overdue safety-critical maintenance, inspection, testing or calibration, must be removed from use, isolated or locked and tagged out where applicable, and clearly labelled. It must not be returned to service until the defect or overdue requirement has been addressed and a competent, authorised person has confirmed that it is safe to use. The issue must be reported in SafetyNet where it creates or indicates a WHS hazard, incident or required corrective action.

4.27. Laboratory housekeeping

Laboratory areas must be maintained in a clean, safe and orderly condition that supports safe work and emergency access.

Laboratory supervisors must:

- ensure laboratory spaces are maintained in a clean, safe and orderly condition;
- ensure access ways, emergency equipment, exits, work benches, storage areas and shared equipment are kept clear;
- ensure identified hazards are controlled promptly and reported through SafetyNet where required by the [UOW incident management and reporting guidelines](#);

- develop, communicate and maintain good housekeeping standards with laboratory users;
- arrange regular clean-ups with laboratory users as needed;
- ensure inspection follow-up actions are completed by their due date; and
- ensure local waste and e-waste arrangements are in place.

More information on laboratory housekeeping requirements can be found in the [UOW Laboratory Safety Guidelines](#).

4.28. Spills

Spill kits must be available and suitable for the substances and activities undertaken in the laboratory. Laboratory supervisors must ensure spill response procedures are clearly communicated, readily accessible and consistent with relevant risk assessments, Safety Data Sheets and UOW hazardous chemical requirements.

Laboratory supervisors must ensure users know how to respond to minor spills within their level of training and when to escalate a spill to emergency, security, facilities or specialist support. Hazardous, unknown, large or uncontrolled spills must only be managed by trained and competent persons. The area must be isolated immediately, reported in SafetyNet, and escalated to both the Wellbeing and Safety Unit for advice, coordination and follow-up where required, in accordance with relevant UOW procedures.

More information on managing spills can be found in the [UOW Spill Management and Response Guidelines](#).

Note: Some spills require specific response procedures and must not be managed using general spill arrangements alone. This includes spills involving highly hazardous or specialised substances and biological materials. Refer to the applicable specialist procedure:

Mercury: [UOW Mercury Spills Procedure](#)

Hydrofluoric acid: [UOW Hydrofluoric Acid Management Guidelines](#)

Biological spills: [UOW Biosafety Manual](#)

4.29. Hazardous waste

Hazardous waste must be segregated, labelled, stored and disposed of in accordance with the [UOW Hazardous Waste Disposal Guidelines](#). Waste containers must be suitable for the waste type, clearly labelled, securely closed and stored so they do not create additional risks. Laboratory supervisors must ensure that hazardous waste is not disposed of through general waste, sinks or drains unless specifically permitted, and that waste disposal arrangements, collection processes and required records are followed and maintained.

4.30. E-waste

Electronic waste must be disposed of in accordance with relevant [UOW Hazardous Waste Disposal Guidelines](#).

Laboratory supervisors must ensure unwanted electrical and electronic equipment is clearly identified, disconnected from services and stored in the designated local e-waste holding area so it cannot be reused or placed in general waste. Before collection or

disposal, the equipment must be decontaminated where it has been used with hazardous materials, University data must be securely removed by the authorised information technology process, and any UOW asset disposal approval and record updates must be completed. Batteries, lamps, refrigerants and other hazardous components must be identified and managed through the relevant specialist waste stream in accordance with the [UOW Hazardous Waste Disposal Guidelines](#).

4.31. Laboratory inspections

Laboratory inspections must be completed in accordance with the [UOW Workplace Safety Inspection Guidelines](#), with findings addressed and corrective actions followed through.

Laboratory supervisors are responsible for:

- being present for and actively participating in formal laboratory inspections, including discussing laboratory activities and controls, providing relevant records, assisting with verification of conditions and supporting the identification of findings and corrective actions;
- proactively preparing before each formal inspection to identify and address issues. SafetyNet has a workplace inspection checklist which can assist in preparing for the UOW inspection process; and
- ensuring findings and corrective actions arising from inspections are completed within the required timeframe and reviewed for effectiveness.

More information on laboratory inspection requirements can be found in the [UOW Workplace Safety Inspection Guidelines](#).

4.32. Hazard and incident reporting

Laboratory supervisors must ensure that hazards, incidents, injuries, near misses, and dangerous occurrences are reported in SafetyNet as soon as safe and reasonably practicable. Corrective actions must be developed in consultation with affected staff, students or relevant stakeholders and implemented to eliminate the risk of injury, or where this is not reasonably practicable, to eliminate risks so far as is reasonably practicable or, where elimination is not reasonably practicable, minimise risks so far as is reasonably practicable.

More information on the requirements for hazard and incident reporting can be found in the [UOW Incident Management and Reporting Guidelines](#).

Where a person is injured, becomes ill or may have been exposed to a laboratory hazard, the laboratory supervisor must stop the affected work, arrange first aid, and contact UOW Security or emergency services where urgent assistance is required.

The area or equipment must be preserved where it is safe to do so, and the event must be reported in SafetyNet as soon as safe and reasonably practicable, including the substance, equipment or activity involved, the nature and duration of any exposure, immediate controls applied and required corrective actions.

The relevant manager and UOW Wellbeing & Safety Unit must be notified when medical assessment, health monitoring, workers compensation, injury management or regulatory notification may be required.

More information on the injury reporting requirements can be found in the [UOW Incident Management and Reporting Guidelines](#).

4.33. Communication and consultation

Laboratory supervisors must consult with affected laboratory users on WHS matters that may affect their health, safety or welfare, including proposed changes to laboratory activities, equipment, processes, work practices or control measures.

Consultation must use methods appropriate to the people affected and the significance of the matter. Methods may include laboratory-user meetings, safety meetings, direct discussions, email consultation and the UOW consultation forums.

Outcomes from laboratory supervisor or safety meetings that affect laboratory users must be communicated to those users in a timely manner. WHS issues that cannot be resolved locally must be escalated to the relevant manager and through the applicable UOW consultation and issue-resolution arrangements, including the relevant Safe@Work, School or unit safety committee, where appropriate.

Further information on UOW Consultation Arrangements can be found in the [WHS Consultation Statement](#).

4.34. Injury management and return to work

Laboratory supervisors must support the UOW injury management and return to work process by providing relevant workplace information, assisting with suitable duties or workplace modifications within their authority, implementing agreed controls and maintaining appropriate confidentiality.

Laboratory supervisors are responsible for:

- ensuring an injured or ill worker receives, or is referred to, first aid and/or medical assessment appropriate to the injury, illness and severity. If there is uncertainty about the seriousness of an injury, illness or exposure, the person must be referred for appropriate first aid or medical assessment;
- ensuring the relevant Hazard and Incident Report is completed and raised in SafetyNet as soon as possible, including corrective actions, risk assessment information and control measures used;
- providing relevant workplace information to support injury management and return-to-work planning; and
- implementing agreed workplace adjustments, controls, training or suitable duties that have been approved through the injury management process and are within their authority.

Further information on injury management can be found at [UOW Injury Management Program](#).

4.35. Monitoring, review and records

Laboratory supervisors must ensure that risk assessments, safe work procedures, inspection outcomes, training records, hazards, incidents and corrective actions are periodically reviewed to identify recurring issues and improve local WHS performance.

Reviews must also occur following significant changes (including those to personnel, product or process), serious or recurring incidents, inspection findings, control failures, changes in responsible personnel or where records indicate recurring non-compliance.

Laboratory supervisors must ensure evidence of relevant inductions, training, approvals, inspections, corrective actions, equipment maintenance and health-monitoring

arrangements is maintained in the authorised UOW system or approved local record repository. Records must be accessible to authorised persons and retained, protected and disposed of in accordance with UOW records-management and privacy requirements.

Further information can be found in the [UOW WHS Records Handling Guidelines](#).

4.36. References

[UOW Roles and Responsibilities for WHS](#)

[UOW Laboratory Safety Guidelines](#)

[UOW Workplace Safety Inspection Guidelines](#)

[UOW Incident Management and Reporting Guidelines](#)

[UOW WHS Purchasing Guidelines](#)

[UOW Plant Commissioning and Lifecycle Management Procedure](#)

[UOW Injury Management Program](#)

[UOW Working Alone and After Hours Work Guideline](#)

[UOW Workplace Hazardous Chemicals and Dangerous Goods Guideline](#)

[UOW Air and Health Monitoring Guidelines](#)

[UOW Hazardous Waste Disposal Guidelines](#)

[UOW Contractor WHS Guidelines](#)

[UOW Biosafety Manual](#)

[UOW WHS Training Guidelines](#)

[UOW WHS Risk Management Guidelines](#)

[UOW Development of Safe Work Procedures Guidelines](#)

[UOW Spill Management and Response Guidelines](#)

[UOW Mercury Spills Procedure](#)

[UOW Hydrofluoric Acid Management Guidelines](#)

[UOW WHS Records Handling Guidelines](#)

4.37. Version Control Table

Version Control	Date Released	Approved By	Change Log
1	October 2026	Associate Director WSU	Document created