



## Health and Safety Minor Works Process

Each year the University of Queensland (UQ) provides an allocation of funding for expenditure on health and safety related minor works to resolve identified hazards. Applications for funding will be considered for issues of non-compliance with health and safety legislation, Standards and regulations.

Access to the funds would not normally be approved for 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 work health and safety; or
- New work practices developed to reduce the risk of illness or injury.

### Review and Approval

The Director Health Safety and Wellness (HSW) and Associate Director Campus Operations, Property and Facilities Division (P&F) review all applications. The application form requires the requesting area to provide account details and must be signed by the relevant approvers prior to submission, with assessment completed by the local HSW Manager or Work Health and Safety Coordinator (WHSC). Endorsement from the relevant local Health and Safety Committee may be required.

### Transfer of funds

If the costs (full or partial) are approved to be drawn from the health and safety minor works fund, the approved request will be forwarded to P&F. They will transfer the approved funds to the Organisational Unit who are then required to complete the procurement as per relevant procurement procedures.

### Procurement of goods/services

The role of procurement rests with the applicant and is to occur in the appropriate manner adhering to UQ's Purchasing Policy (PPL 9.40.01 Purchasing) and associated procedures.

1. If the request relates to building fabric, structure or services (including any goods or services that are hard wired to the building) a work order must be raised with P&F using the nominated chart string. These works will be undertaken by either P&F Maintenance, or for larger works, P&F Construction.
2. If the request relates to goods or services not affecting the building fabric, structure or services, a requisition in UniFi using the chart string is to be raised.

### Terms and conditions

All funds are given in good faith and it is expected that all procurement is undertaken in accordance with UQ's purchasing policies and procedures. All funds transferred must be used for the specific health and safety purpose as per the application. For assurance purposes there may be a requirement to inspect the area and/or provide proof of purchase for the goods/service.

Where there are significant surpluses at the end of the project, these funds must be refunded to the fund.

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

### General enquiries

HSW Office Manager: Suzette Dwyer [hsw@uq.edu.au](mailto:hsw@uq.edu.au)

P&F HSW Minor Works Fund Administrator: Brooke Veliscek [b.veliscek@uq.edu.au](mailto:b.veliscek@uq.edu.au)



# HSW Minor Works Application

## Applicant details

Applicant Name		Application Date	
Position/Role		Contact Phone	
Organisational Unit		Contact Email	

## Hazard Details

### Location of hazard

Campus/Site:	
Location/Building:	
Area/Room:	
Organisational Unit:	

### Hazard Description



## HSW Manager / WHS Coordinator Assessment

Name		Contact Phone	
Position/Role		Contact Email	

### Recommended Corrective Actions (attach supporting documentation)

Risk Priority/Rating:		Risk Assessment ID#	
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## Funding Request

### Details of expenditure (attach quote)

Total expenditure	\$		
Organisational Unit contribution	%	\$	
Funding contribution requested	%	\$	

### School/Faculty/Organisational Unit Funding Approval

Approver Name		Role/Position	
Chart String Account		Amount \$	
Signature		Date	

## Form submission

Submit this form to the HSW Division for assessment.

Email: [hsw@uq.edu.au](mailto:hsw@uq.edu.au)



## HSW Division Assessment

Advisor Name		Contact Phone	
Position/Role		Contact Email	

### Recommendation

### HSW Approval

HSW funding amount approved:	\$		
Authorised by Director	Jim Carmichael (Director, HSW)		
Signature		Date	

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### HSW Office Manager Workflow

Forward to P&F for approval of fund transfer on date: \_\_\_\_\_