



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 prioritised based on a risk assessment, with a focus on addressing issues of non-compliance with regards to health and safety legislation, regulations, codes, and standards.

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. Funding may not also be approved where procurement process has not been followed. 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
- new work practices developed to reduce the risk of illness or injury.

Review and approval

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

Funds

If the application for funds (full or partial) has undergone all relevant approvals, the approved application will be forwarded to the requester.

The requester will then raise the requisition in UniFi for the expense, in line with relevant procurement requirements. The requestor will apply the costs in UniFi directly to the minor works fund (8430192-01-126-41) and include the relevant FFT. For dual-funding applications, the requisition will be split between the chart strings as per the agreed contributions set out in the application.

The approved funding request and relevant quote need to be attached to the requisition.

Procurement of goods/services

The role of procurement rests with the applicant and is to occur in the appropriate manner adhering to UQ's [Procurement Policy](#) and associated procedures.

1. If the request relates to building fabric, structure or services (including any plant 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 P&F.
2. If the request relates to plant 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 procurement policies and procedures. All funds approved 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, this surplus 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

P&F HSW Minor Works Fund Administrator: Brooke Veliscek 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

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HSW Manager / WHS Coordinator Assessment

Name		Contact Phone	
Position/Role		Contact Email	

Recommended Corrective Actions (attach supporting documentation)

Risk Priority/Rating:		Risk Assessment ID#	

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 to the [HSW Division](#) for assessment.



HSW Division Assessment

Advisor Name		Contact Phone	
Position/Role		Contact Email	

Recommendation

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HSW Approval

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

HSW Office Manager Workflow

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

P&F Approval

Approver Name		Role/Position	
Chart String Account	8430192-01-126-41	Amount \$	
Signature		Date	

