

Safety Role Appointment Form WHSC



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

The Head of Section must approve this form before new position holders can gain higher-level access in UQSafe such as privileges roles and incident/hazard system workflow.

Process

- Applicant completes this form and submit to the Head of Section for approval.
- Applicant sends the approved form to uqsafe@uq.edu.au for UQSafe system workflow & roles processing and to other Units if additional UQ systems access is required.

Step 1: Applicant to Complete

Applicant Name		UQ User ID	
Position Title			
Email		Phone	
Faculty, Institute, Division or Centre	<i>*Provide full name and acronym</i>		
Organisational Unit			
Head of Section			

What is your new safety role?

Select role that apply	Start Date	End Date
HSW Manager		
Work Health and Safety Coordinator (WHSC)		
Other roles (select from the list below):		
Certification Coordinator		
Field Trip Coordinator		
Permit Application Manager (Lab Applications view)		
Incident/hazard view and incident system workflow		

Are you replacing someone? If yes, who are you replacing?

Former position holder/s

In UQSafe you will have access to private information. Have you completed the mandatory UQ modules listed below?

Module	Completion Date
Staff Standards of Conduct	
Privacy at UQ	

Step 2: Head of Section Approval

I confirm that the above staff member has been appointed to the safety role indicated and requires access to relevant UQSafe roles and system workflow to fulfil the duties of this role.

Name and Signature	Approval Date

Step 3: Applicant to email form to HSW Division

Email: uqsafe@uq.edu.au

(Please cc your local HSW Manager)

Contact for more information.

(07) 3365 2365

Level 6, Building 69, St Lucia Campus
Health, Safety and Wellness Division

Step 4: HSW Division actions

UQSafe roles added:	Date
<ul style="list-style-type: none"><input type="checkbox"/> Certification Coordinator<input type="checkbox"/> Field Trip Coordinator<input type="checkbox"/> OHS Coordinator<input type="checkbox"/> OHS HiPo Coordinator<input type="checkbox"/> OHS Risk Assessment Business Administrator<input type="checkbox"/> OHS Risk Assessment Coordinator<input type="checkbox"/> Permit Application Manager (Lab Applications view)<input type="checkbox"/> Incident/hazard reporting workflow	
HSW Advisor name:	

Step 5: Applicant's actions

Send this form to P&F at archibus@uq.edu.au and ask to be added to **Health & Safety module** in Archibus. Health and Safety area in Archibus system the following information:

- The Health, Safety and Wellness dashboard
- Access to update safety staff (emergency wardens, first aid officers (including unpaid and paid first officers, safety coordinators) against the buildings their Org Units occupy.
- Access to view building emergency information including reports and evacuation diagrams.
- Hazardous rooms information.
- Building contacts and communications.

Training materials can be found on [this website](#). Responsibility for keeping the data up-to-date rests with the local area.

iAuditor (access only needed if you plan to undertake workplace inspections, or workstation assessments in the next few weeks)

Request access by emailing the following to hsw.audit@uq.edu.au noting "iAuditor access" in the subject bar:

- a) the name of the WHS Coordinator/Manager you are replacing (if applicable);
- b) the name of your Organisational Unit; and
- c) the name of your Faculty/Institute/Division/Centre.

You'll receive an automated email with a password, and your username is your UQ email. During 2024 UQ will be upgrading UQSafe to enable inspections to be completed within it instead of using iAuditor. We'll let you know when this happens.

Use [SafetyCulture \(iAuditor\)](#) to complete the following checklists:

- "UQ HSW – Annual Workplace Inspection Checklist", and
- "UQ HSW – WHSC – Ergonomic Workstation Checklist (Office Worker)"

Workday - Training, Licences, Certificates view access

Submit a 'Request Workday Security role' through the '[Create Request](#)' in Workday. The request type is called "Request Workday/Aurion Security assignment". Through this process, you should outline the appropriate Supervisory Organisation (org unit) you will require for the security role. This form can be uploaded to 'Files'. You can view the [instructions](#) once you have been added to the HSW Safety Network TEAMS group.



UniFi

All staff members have access to create requisitions and international travel requests in UniFi, however, additional UniFi access is required for Finance Officers, Budget Holders and Financial Delegates in order to enquire, create, update and approve financial transactions. If you require additional UniFi access, please submit an online request via [UniTask](#).

UQ Reportal

This system enables you to monitor the mandatory HSW training compliance in your org unit and check HSW training completion for individual staff and students. To utilise the UQ Reportal, you'll first need to apply for access using the [online form](#). Your supervisor or faculty/section head will be notified via email as soon as you have completed the application. Online training and more information about this system are accessible on [this website](#).

HSW Training

1. Complete online [Supervisor Work Health and Safety Responsibilities](#)
2. Please register via [Workday](#) for the following facilitator-led training:
 - [UQSafe System Training for Safety Coordinators](#)
 - [Computer Workstation Assessments for Safety Coordinators](#)