

Risk Assessment



Reference No: UOW15525 Status: Draft Date Created: 25/10/2024

Form Details

Form Updated Details

Last Updated: 31/10/2024 Version No: 0

Initial Details

Faculty/Division Human Resources Division **Confidential**
Unit Workplace Health and Safety Unit
Work Activity UOW Transformation
Location Multiple Campuses
Building Multiple **Room**
Specific Location Organisation wide

Is this risk assessment related to the purchase of an item or service? Yes No

Please enter the Purchase Order Number

Risk Type

General Mental Health Office Maintenance
 Research Teaching Field Work Manual Handling
 Hazardous Substances BioSafety Travel Radiation

Developer/s

Name	Position	Main Contact
Darren Smith	Senior Manager, P&C Business Par	<input checked="" type="checkbox"/>
Victoria Everson	Wellbeing Health and Safety Advi	<input type="checkbox"/>
Lisa Simmons	Executive Manager, Faculty Resea	<input type="checkbox"/>

Approver/s

Name	Position	Date Approved
Katharine Coroneos	Chief People & Culture Officer	
Adele McKenzie	Faculty Executive Manager	

Referenced Documentation

Type	Description	Filename
	Psychosocial risk assessment	
Codes of Practice	Code of Practice: Managing psychosocial hazards at work	
Other	Reducing the psychosocial risks of workplace change	

Mental Health Risk Assessment Activity Details

Date of Activity 23/10/2024

Mental Health Risk Assessment Description UOW transformation to achieve financial stability after experiencing \$35M drop in revenue in 2024 and further expected in 2025.

Mental Health Risk Assessment Location

Mental Health Risk Assessment Location Description

Institution-wide.

Mental Health Risk Assessment will occur at more than one location Yes No

Provide details on the multiple locations

Transformation will impact all areas of the University including teaching and research for both academic and professional staff.

Potential Hazards and might be encountered

- Demands
- Support
- Relationships
- Role
- Change

Assessment of Hazards

Hazard	Description of Hazard	Current Controls	Consequence	Likelihood	Risk Score
1	Change	As listed in UOW Workplace Mental Health Risk Assessment	Major (Medical treatment)	Possible (May occur at some time)	Medium
2	Support	As listed in UOW Workplace Mental Health Risk Assessment	Major (Medical treatment)	Possible (May occur at some time)	Medium
3	Demands	As listed in UOW Workplace Mental Health Risk Assessment	Major (Medical treatment)	Possible (May occur at some time)	Medium
4	Relationship	As listed in UOW Workplace Mental Health Risk Assessment	Major (Medical treatment)	Possible (May occur at some time)	Medium
5	Role	As listed in UOW Workplace Mental Health Risk Assessment	Major (Medical treatment)	Possible (May occur at some time)	Medium

Is there a safe work procedure available in place for this activity?

Yes

No

Risk Control

Hazard	Control Type	Control Description	Person Responsible	Target Date	Date Completed
1	Administration	Transformation Hub is available and updated regularly on the UOW intranet providing information on change to staff.	Lorna Farrar	23/10/2024	23/10/2024
1	Administration	A survey on perceptions of change will be distributed to affected staff during the first phase of consultation.	Adele McKenzie	04/11/2024	
1	Administration	A survey on perceptions of change will be distributed to affected staff during the consultation phase 2.	Adele McKenzie	03/12/2024	
2	Administration	Provision of onsite counselling support for staff impacted by the proposed change. This is in addition to the existing employee support available by TELUS Health. Onsite support will be weekly and ramped up and down depending on the key points of the change process and demand.	Darren Smith	24/10/2024	24/10/2024
2	Administration	Provision of Mindarma resilience and mindfulness coaching tool for staff.	Darren Smith	24/10/2024	24/10/2024
1	Administration	Managers of staff directly impacted by the change process and supporting roles (eg P&C Business Partners) have been briefed on the change and consultation requirements.	Adele McKenzie	04/11/2024	
1	Administration	Managers of directly impacted staff personally communicate the proposed change and how this is relevant to their role and purpose to staff. These managers are also supported by P&C Business Partners and professional support/tools.	Adele McKenzie	04/11/2024	
1	Administration	Feedback process is in place, communicated/encouraged by managers and responded to where appropriate.	Adele McKenzie	25/10/2024	

1	Administration	Staff are provided with an opportunity to participate in the agreed change process through consultation sessions, meetings or discussions on change implementation.	Adele McKenzie	20/12/2024
1	Administration	Staff impacted by change are identified and consulted on changes that will affect them.	Adele McKenzie	16/12/2024
3	Administration	Managers are provided information to recognise and respond to early warning signs of work distress and low morale (eg unplanned absences, increased conflict, withdrawal, and deteriorating work performance) and how to report these psychosocial hazards. Managers and supervisors regularly check in on the well-being of the staff that report to them and provide information to support networks.	Adele McKenzie	04/11/2024
2	Administration	Change Leader will discuss with the WHS Unit any impacted staff that are currently away from work or on return to work plans so that communication on any impact is communicated clearly.	Adele McKenzie	03/12/2024
1	Administration	Regular updates provided by VC and UOW Executive to communicate change, and seek feedback about issues related to change.	Mitchell Haney	20/12/2024
2	Administration	Provision of outplacement counselling and financial advice for impacted staff.	Adele McKenzie	20/12/2024
1	Administration	Staff reminded of the need to report psychosocial hazards to their supervisor, Safe@Work Committee representative, union or WHS Unit.	Darren Smith	01/12/2024
1	Administration	Those not directly impacted by the change are provided with support materials and tools to care for themselves as well as others.	Katharine Coroneos	20/12/2024
1	Administration	Additional WHS Committee meetings are scheduled with key UOW Transformation Leaders to ensure psychosocial risks are managed and controls are consulted on.	Darren Smith	20/12/2024
1	Administration	Develop further FAQs on how the University will ensure a psychosocial safe workplace during the change process.	Darren Smith	04/11/2024
1	Administration	Continue the 'Values in Action' framework including the consultation stage so that the University can have an agreed set of values, and behaviours to assist all of the UOW community when engaging with each other throughout the change processes.	Alison Bourke	20/12/2024
2	Administration	Provide peer support mechanisms for staff. This includes reenacting the UOW Peer Support Program, buddy systems, and other peer support groups.	Katharine Coroneos	20/12/2024
2	Administration	Referral to appropriate medical treatment providers for staff that exhibit signs of psychological illness or injury.	Darren Smith	31/01/2025
3	Redesign	Managers and supervisors are provided with information that workloads for staff during the change process are reasonable. They also implement flexible work arrangements, workforce planning, and temporary staffing solutions when necessary.	Adele McKenzie	04/11/2024
2	Administration	Further awareness of mental health awareness training available to staff to help identify and provide referrals to colleagues in psychological distress.	Darren Smith	04/11/2024
5	Administration	Ensure any changes to roles are made clear via updating of position descriptions in consultation with staff. Support is provided to staff whose roles may change during or after the completion of the change process.	Katharine Coroneos	31/01/2025

1	Administration	Navigating change LinkedIn Learning resources are provided to all staff to prepare and adjust to impending change	Alison Bourke	24/10/2024	22/10/2024
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