**WORK HEALTH AND SAFETY**

Artists undertaking public art commissions through the Tasmanian Government Arts Site Scheme and the Corporate Art Scheme will need to fulfil their responsibilities to ensure that they implement their projects to comply with the Work Health and Safety Act 2012 (Tas) and the Work Health and Safety Regulations 2012 (Tas) (collectively 'the Act’).

For any works completed on the commission site, including installation, you are responsible to ensure your own safety, the safety of those with whom you work and others who may also be on-site during the installation stage. This is your Duty of Care and is a requirement of your engagement.

To ensure risks are appropriately managed during any works completed on the commission site you must prepare a **Risk Assessment (RA)** document prior to commencing that work**.**

The RA is a tool that sets out your work activities in a logical sequence, identifies hazards (that may exist and describes the control measures you will undertake to reduce the risk of harm to yourself and others. Work Health and Safety Regulations require that your RA must:

* Identify reasonably foreseeable hazards that could give rise to risks to health and safety
* Describe the control measures to eliminate risks to health and safety so far as is reasonably practicable
* If it is not reasonably practicable to eliminate risks to health and safety — minimise those risks so far as is reasonably practicable (using the hierarchy of controls as described below)
* Describe how the control measures are to be implemented, monitored and reviewed so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health or safety.

The Act provides a structure (called the hierarchy of controls) to minimise risk where the risk cannot be entirely eliminated. The hierarchy of controls involves the following steps (with the most effective being to eliminate the risk and the least effective being to ensure provision of suitable personal protective equipment); ***eliminating*** the risk entirely by removing it, ***substituting or modifying*** (in whole or in part) the hazard by replacing it with something less dangerous, ***isolating*** the hazard by physically removing it or cordoning it off from any person exposed to it, implementing ***engineering controls***for example redesigning a machine by adding safeguards. If a risk remains after this process, ***administrative controls*** can be used to further minimise the remaining risk, for example limiting the time you are exposed to a potential hazard and using ***personal protective equipment*** such as wearing gloves, earplugs, eye protection and high-vis vests*.*

You will be advised, via Arts Tasmania representatives, of any known or likely risks associated with any works completed on the commission site via the Scope of Work Risk Assessment. However, it is your responsibility as the Artist to identify (and document) risks associated these works. You will then need to identify and document your control measures to adequately manage those risks. As you develop the Detailed Design Package, you may need to consult with the project architect, the building user, the site manager or other members of the infrastructure project team with regards to these risks. In order to comply with the Act, these parties are required to provide you with this information. If you have any difficulties with accessing this information, please contact your Arts Tasmania representative.

The WorkSafe Tasmania website, [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au), has links to the legislation and a range of Codes of Practice which are practical guides to achieving the standards of health, safety and welfare required by law and which could help you understand and prepare your RA. Where you require advice on meeting your legal obligations, please consider discussing your project with a [WorkSafe Tasmania Health, Safety and Wellbeing Advisor](http://worksafe.tas.gov.au/safety/advisors). This is a free service.

The RA provides evidence of how you will manage the health and safety of yourself, anyone you subcontract and others at the commission site. You have the right and you should be provided with a RA or similar document from sub-contractors you engage as, under the Act, you have a responsibility to ensure that their work practices are also safe. If you subcontract any workers at the commission site, this must be documented on your RA and the Clearance to Work Certificate.

The RA must be submitted as part of the detailed design presentation package (DDP). Acknowledging that installation risk issues may not be completely known when preparing your DDP, you will be required to review these prior to proceeding with the installation stage.

Below is a template to help you develop your own RA. It is important that you develop the RA to meet your own specific circumstance and to independently consider the potential risks that may affect you or others. Artists are not required to use the template and may submit a plan in your own format provided that it meets the minimum requirements specified in the Act outlined above.

An important component of your RA is the Clearance to Work Certificate (CTWC). Arts Tasmania will provide this form for you to complete and submit with your RA. It is akin to a ‘cover sheet’ for your RA which must be signed by you and by an Arts Tasmania representative **before** you can commence work on site. You will not be authorised to proceed to these stages of your commission until the CTWC has been signed by an Arts Tasmania representative.

Work must be performed in accordance with the submitted RA. The RA must be kept and be available for inspection until all work has been completed and the ‘Hand back’ section of CTWC has been completed and returned to you by the Arts Tasmania representative. If the RA is revised, all versions should be retained. There are specific record-keeping requirements in the WHS Regulations for some hazards, such as hazardous chemicals. If such hazards have been identified in your RA, you must keep the relevant records for the time specified.

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| **PROJECT NAME** |  |
| **ARTIST NAME** |  |
| **DATE PREPARED** |  |

**RISK ASSESSMENT TEMPLATE**

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| **Critical steps in this job**List the work tasks in a logical order. | **Potential hazard**Identify the hazards and risks that may cause harm to workers or the public. | **Safety control**Describe what will be done to control the risk. I.e., What will you do to make the activity as safe as possible? | **Responsibility**Who is responsible for implementing and monitoring the controls? |
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| **This RA has been developed in consultation and has been read, understood and signed by all workers undertaking work tasks outlined.**  |
| **Print Names:** | **Signatures:** | **Dates:** |
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