**Refurbishment and Relocation Procedures**

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| **Employees/ Third Parties / Health and Safety**  **Representatives** | Understand and follow the requirements and processes set out in the Refurbishment and Relocation Policy. |
| **Supervisors/Managers** | Understand and apply the requirements and processes set out in the Refurbishment and Relocation Policy.  Ensure all staff are aware of the Refurbishment and Relocation  Policy. |
| **Human Resources Unit** | Develop and review the Refurbishment and Relocation policy. Advise on and promote the implementation of the  Refurbishment and Relocation Policy. |
| **Supervisors / Managers** | * Establish a Refurbishment and Relocation Group (RRG) of all stakeholders * Attend and/or have adequate representation at refurbishment and relocation meetings * Plan, communicate, monitor and evaluate refurbishment / relocation activities including pre and post occupancy inspections in consultation with staff, Work Health and Safety Representatives, and adjacent work groups * Implement risk control measures where risks have been identified * Implement strategies to minimise disruption to workflows and workplace hazards throughout the refurbishment / relocation process; and * Ensure effective communication to avoid disputes. |
| **Facilities Project Manager/s**  **Campus Manager/s** | * Develop a schedule of works * Attend and/or have adequate representation at refurbishment and relocation meetings * Liaise with managers/supervisors regarding business continuity and contingency plans * Liaise with manager/s, staff, Work Health and Safety Representatives, relevant unions and contractors on design and construction issues associated with the relocation / refurbishment * Participate in pre and post occupancy inspections; and * Assist with resolution of any related problems. |
| **Health and Safety Representatives** | * Work with staff and managers to identify risks associated with relocation/refurbishment issues * Attend and/or have adequate representation at refurbishment and relocation meetings * Assist managers and supervisors with health and safety issues ie ergonomics; practical design and layout, work space standards, ventilation and air conditioning * Participate in pre and post occupancy inspections; and * Liaise with managers/supervisors, HRU, Facilities Project Manager and staff throughout the refurbishment/relocation process. |
| **Staff Members / Third Parties** | * Attend meetings and cooperate with relevant activities associated with the refurbishment/relocation process * Participate in training and information sessions ie risk identification, strategies to minimise disruption to workplace activities * Comply with safety instructions * Liaise with managers/supervisor and other staff to promote equity and diversity and organizational culture; and * Contribute to design of work areas. |
| **Human Resources** | * Attend and/or have adequate representation at refurbishment and relocation meetings * Work with managers and Work Health and Safety Representatives to ensure a smooth transition of refurbishment and relocation takes place * Implement communication strategies as required; and * Provide assistance regarding WHS information ie workstation assessments, standards as required. |

**REFURBISHMENT AND RELOCATION PROCESS**

