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**From:** Colgrave, Michelle (A&F, St. Lucia)  
**Sent:** Tuesday, 17 December 2024 3:40 PM  
**To:** A&F All Staff and Affiliates-DG

**Cc:** A&F Leadership Team-DG; Sterk, Anneke (HSE, Waite Campus) >; Robertson, Michael (Future Industries, Floreat)  
; FI Office

**Subject:** A&F Stop Work - Thursday 19th December

Dear A&F,

Due to a series of safety incidents over the past few weeks, including two incidents which have required individuals to be taken to hospital, we are implementing a **Stop Work** until key safety checks and risk assessments have been reviewed and verified.

Your health and safety is our highest priority, and this proactive measure is necessary to ensure everyone's safety moving forward.

What this means:

Effective **Thursday 19<sup>th</sup> December, all work (with the exception of critical tasks required to ensure the welfare of animals) must cease until Friday 20<sup>th</sup> December.** This applies to every A&F site, work location team and individual. If you have other reasons to be exempted from this Stop Work, please seek permission from your Research Director and negotiate when you will complete the tasks outlined below.

During this Stop Work, you will need to ensure the following steps are completed:

1. Current, approved risk assessments are in place for all work activities being undertaken, with no RIS records remaining in "draft" or "awaiting approval" in Donesafe.
2. You and all members of your project team have signed on to these risk assessments.
3. Any plant or equipment being used has a current plant risk assessment.
4. Work areas, plant and equipment have been visually inspected and checked for hazards or faults.
5. You have met with your team and reviewed and revised emergency response procedures, to ensure that you know what to do in case of an emergency, who your local first aid officers and fire wardens are, where emergency equipment such as fire extinguishers and first aid kits are located, where your emergency exits and assembly points are. <https://my.csiro.au/Working/Health-Safety/Safety/Emergency-management>
6. Your team leader or project leader has emailed your group leader to confirm that these steps are complete.

This is a mandatory review and sign-off process. Please ensure that your team takes immediate action to review all documentation and confirm compliance before resuming any work. When you have completed these steps (or if you already have), we ask you to take the time to help your colleagues, do a workplace inspection or simply take some time for your own wellbeing.

For clarity, if you have completed all necessary steps, then you can recommence work on Friday 20<sup>th</sup> December. We understand that this will be disruptive for your research planning immediately before the Christmas break, and I want to encourage you to consider delaying any research rather than increasing your hours/effort to complete planned activity.

We understand that many staff will be on leave at this time of year, and as such our expectation is that staff returning to work after leave will spend their first day back undertaking the activities outlined above.

If you have any questions, concerns, or require assistance in completing these steps, please contact Anneke Sterk, HSE Manager A&F, or your local HSE Advisor. Your Group Leaders will be working with you to support the above processes.

We know that taking a day out of your week at this very busy time may be difficult, but there is nothing more important than your safety.

Thank you for your cooperation and commitment.

For information on Risk and Emergency Management processes please refer to:

- <https://my.csiro.au/Working/Health-Safety/Risk-management>
- [Donesafe Guide - Release 2 - Risk Assessment and Control Module v3](#)
- [Video - How to create a RIS record?](#)
- [Video - What to do when your RIS record is in the Due for Review Stage.](#)
- [Video - HSE Inspection on a desktop/ laptop](#)
- <https://my.csiro.au/Working/Health-Safety/Safety/Emergency-management>

Kind regards,

**Prof Michelle Colgrave** FTSE

Deputy Director (Impact)  
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