Today’s Aims

• Demonstrate UWA’s commitment to safety
• Impart safety knowledge to you
• Introduce key safety personnel in our areas
• Ensure your time at UWA is a safe, productive and an enjoyable experience
Topics To Be Covered Today

• General safety information
  – UWA safety policy
  – Some specific policies
  – Employee Assistance Program
  – Other work locations

• Safety Personnel
  – Head of School/Director
  – Building Wardens
  – First Aid Officers
  – Safety Representative
  – Safety Officers

• Emergency Procedures

• Specific workplace procedures and requirements
Occupational Safety and Health Policy

Commitment:

provision of a safe and healthy work environment for employees, students, contractors and visitors is not just a moral and legal responsibility but also a prerequisite for it to achieve its primary mission of conducting teaching, research and scholarship at the highest international standards.
Occupational Safety and Health Policy cont.

‘Duty of Care’

• Do not put yourself or others at risk
• Follow all safety policies & procedures
• Report all known or observed incidents, injuries & hazards
Policies, Procedures and Guidelines


- Safety Management
- Incident and Emergency Procedures
- Waste Management
- Hazard Management
  - Chemical
  - Physical
  - Ergonomic
Safety Management Structure

Head of School
Liang Cheng

Health & Safety Rep
Manuel Palacios

A/CRE Safety Officer
Lisa Melvin

Director of COFS
Mark Cassidy

COFS Safety Officer
Lisa Melvin

Supervisors

Students
Staff
Visitors
Smoking Policy

http://www.safety.uwa.edu.au/policies/smoking

Smoking is prohibited in:

➢ All University controlled buildings
➢ Major thoroughfares and pathways
➢ Within 5m of access points to buildings such as doors, windows, near air-conditioning vents & ducts
➢ Substantially enclosed courtyards
➢ All University vehicles and boats

Underpinning principle being that non-smokers shall, as far as is practicable, not be subjected to smoke inhalation
Safety and Health
Issue Resolution Process

**Issue develops**

- Notify immediate supervisor
- Issue unresolved
- S&H Rep and HOS/Director notified
- Issue unresolved
- Safety and Health Office notified
- Issue unresolved
- Referred to the University Safety Committee
- Issue unresolved
- WorkSafe WA may be notified if there is a risk of imminent injury or harm
Hazard Report Forms

- An official means of documenting a hazard (where injury has not occurred)
- Helps to prevent possible incident or injury resulting from the hazard
- Can be filled in by anyone - staff, student or visitor
- If you report a hazard then you may receive a $20 gift voucher
Incident Report Forms

http://www.safety.uwa.edu.au/forms/incident

• MUST be completed when an incident of any description has occurred. Injury does not have to have happened

• The first page (Part 1) must be filled in and given to your supervisor WITHIN 1 WORKING DAY of the incident. The supervisor must sign and fax to Safety & Health office IMMEDIATELY and notify the S&H Rep within 1 working day

• The Investigation (Part 2) is to be completed by the supervisor or School Safety Officer or S&H Rep or a combination within 5 working days. This then has to be forwarded to the Safety and Health office as soon as completed
Workers Compensation


• A policy outlining workers compensation is available on the Safety and Health Office website

• We hope you will never need this policy
Employees Assistance Program

http://www.safety.uwa.edu.au/policies/eap

- Counselling is available from PPC Worldwide and UWA Student Services for staff members. Staff are entitled to 6 free sessions per year.

- Counselling is available from UWA Student Services for undergraduate and postgraduate students.

- Persons who utilise the EAP are assured that discussions with the service provider will remain confidential.
The EAP provides assistance for issues such as:

- trauma and critical incidents
- grief and bereavement
- alcohol and substance misuse
- relationships and family issues
- financial and legal problems
- health and lifestyle issues
- coping with organisational change
- difficulties in relationships with work colleagues
- coaching and mentoring for managers and supervisors
- stress with work
- harassment
- career issues
- concerns about children
- emotional stress
- mediation
Equity and Diversity Services UWA

http://www.equity.uwa.edu.au/

- Equity and Diversity Services promotes and supports UWA's vision to provide an equitable and inclusive environment for all staff, students and the broader community.

- Individual staff or students seeking advice about the University equity and diversity policy, or who wish to discuss a matter of concern that may fall within policy or the law, should initially make contact with an Equity and Diversity Adviser.

- There is a poster listing Equity & Diversity Adviser’s at the entrance to the tearoom. Adviser details are also available online:
  http://www.equity.uwa.edu.au/welcome/advice_and_assistance/equity_and_diversity_adviser_scheme
School / Centre Safety Manual


- A copy of the manual is available in the tea room

- These policies are for your safety - if there is something you think should be added, please bring it to our attention
Work Site Specific Inductions

If working in conjunction with another department or institution, please follow their safety instructions. They are the experts in their field.
Just covered:

UWA Safety Policies & Procedures
Resolving Safety Issues
Hazard Reporting
Incident Reporting
Workers Compensation
Employees Assistance Program
Equity and Diversity
School / Centre Safety Manual
Site Specific Inductions

QUESTIONS??
Emergency Evacuation Procedures

- Make sure you know the quickest way out of the building

- Then find the next quickest way - the first path might be the path into danger
Emergency Evacuation Procedures cont.

• If YOU activate the alarm, YOU must meet with the Building Warden

• YOU are the one with the most information as to the situation
The University of Western Australia

EMERGENCY PROCEDURES

IF THE FIRE ALARM IN THIS BUILDING SOUNDS FOR ONE MINUTE WITHOUT INTERRUPTION, OR ON BEING TOLD TO EVACUATE THE BUILDING, FOLLOW THE EVACUATION PROCEDURE

<table>
<thead>
<tr>
<th>IN AN EMERGENCY</th>
<th>WHEN YOU DIAL 2222</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAL EMERGENCY NUMBER 2222</td>
<td>1. Request Emergency Service required.</td>
</tr>
</tbody>
</table>
|                   | 2. Advise
|                   | ✔ your name
|                   | ✔ location
|                   | ✔ telephone number
|                   | ✔ any other information requested. |

SAFETY PROCEDURES

FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF YOUR NEAREST EXIT AND THAT YOUR EXIT ROUTES ARE ALWAYS CLEAR OF RUBBISH AND FURNITURE

EVACUATION PROCEDURES

If in immediate danger
1. Direct all persons to leave the building via the nearest exit.
2. Secure premises and evacuate building via nearest exit.
3. Do not use lifts.
4. Move to your assembly area.
5. Do not re-enter until advised safe to do so.

FIRE PROCEDURES

IF SAFE TO DO SO...

Select correct Extinguisher
1. Remove from bracket
2. Carry to scene of fire
3. Pull pin
4. Squeeze handle
5. Direct agent at base of fire

BOMB THREAT PROCEDURES

1. Remain calm
2. Record exact wording of threat
3. Keep caller talking try to obtain as much
4. Ring Emergency Number 2222
5. Record details of caller voice and background noise
6. Await instructions from authorised persons

NB Do not hang up on caller!

EARTHQUAKE PROCEDURES

DO NOT RUN FROM BUILDING

1. Move away from windows and outside walls.
2. Do not attempt to use lifts.
3. Keep away from mirrors, light fittings, bookcases and other furniture which may fall or slide.
4. If possible, take cover under a desk from falling debris or move to an internal corner of a room and protect your face and head.

YOUR EVACUATION ASSEMBLY AREA IS

EMERGENCIES (All Hours) Ring 2222
EVACUATION PROCEDURES
LECTURE THEATRES & TUTORIAL ROOMS

On hearing the building’s fire alarm lecturers/tutors should:

- Immediately cease all activities (teaching/lecturing/studying)
- Direct occupants (students/visitors/staff) in an orderly fashion to the designated assembly area at ______
- Remain with the students at the assembly area until otherwise advised.

University Emergency Telephone Number
2222

Note: No person is to re-enter the building until the Building Warden has received the all-clear.
Emergency Assembly Points

Assembly point (footpath not the carpark!)

Assembly point (on oval)
Fire Extinguishers

• **DO NOT** use unless you are very confident that you’re not going to hurt yourself in the process

• Use caution when operating the carbon dioxide extinguishers, your hand could freeze to the nozzle

• Always point at the base of the fire

• Practical training in the use of fire extinguishers is periodically offered by the Safety and Health Office
Types of Fire Extinguishers

Three types available:

- Carbon dioxide, to be used on flammable liquids and electrical fires
- Water, to be used on paper, wood, textile and fabric fires
- Dry chemical powder, to be used on flammable liquids, flammable gases and electrical hazards
The use of the wrong type of extinguisher can be VERY dangerous.

Please do not use them unless you are VERY sure of what to do.
First Aid

- First aid kits are available in all of the labs, tea rooms and both the Civil and COFS admin offices
- Always seek first aid attention from a nominated first aid officer
- Field first aid kits are located in the School’s vehicles
- Remember to fill in the Incident/Injury report form
Key Safety People

School Safety Officer: Lisa Melvin (x7318), COFS Admin Office

Safety and Health Rep: Manuel Palacios (x3689), Soils Lab

Building Warden: Stephen Barwick (x3126), room 2.65

Fire Wardens: Claire Bearman (x1895), Soils Lab
Behnaz Abdollahzadeh (x1895), Soils Lab
Don Herley (x3089), Beam Centrifuge
Wayne Galbraith (x3788), Electronics Lab
Ivan Kenny (x7319), COFS Admin Office
Laurie McKeaig (x1341), IT Office
Ali Walker (x2446), Civil Admin Office

First Aid Officers: Nandish Balagere Venkatesh (x3049), Workshop
Alex Duff (x3689), Soils Lab/O-Tube
Khin Thida Seint (x1625), Electronics Lab
Don Herley (x3089), Beam Centrifuge
Bart Thompson (x3742), Drum Centrifuge
Manuel Palacios (x3689), Soils Lab
Jim Waters (x3090), Concrete/Structures Lab
Eileen Rowles (x1142), COFS admin office
Keith Russell (x1341), IT Office

Radiation Safety Officer: Binaya Bhattarai (x3521), Soils Lab, room G88

Postgrad Safety Rep: Amin Rishmanchian (x3141), room 196

ChemAlert Officer: Claire Bearman (x1895), Soils Lab
Just covered:

Emergency Procedures
Evacuation Assembly Points
Fire Extinguishers
First Aid
Safety Personnel

QUESTIONS??
Specific Work Place Hazards

• Each specific work area will have its own specific hazards and these should be discussed with you by your supervisor.

• Specific lab hazards are indicated by signage on laboratory &/or office doors.

• Specific inductions have to be completed for personnel (including all students, staff and visitors) who work in any of the lab areas. This is a prerequisite before keys are issued to those areas and before any work on your project can be started.
Specific Work Place Hazards cont.

Some broad issues will now be covered

- Screen based equipment (SBE)
- Radiation Safety
- Fieldwork Safety
- Lab and Hazardous Substances
- Machinery and equipment
- Vehicle usage
- PPE
- Electrical Safety
- Manual Handling
Specific Work Place Hazards cont.

Screen Based Equipment

- Ensure your computer is set up in the best possible way – both at work and at home
- Make sure you have a break every 20 minutes
- Have a stretch
- Be careful of screen glare due to window directly behind computer
- UWA Safety and Health Office can assist in workstation setup – will do workstation assessments if you have any medical issues or concerns
Specific Work Place Hazards cont.

Radiation Safety

Radiation Safety Officer: Binaya Bhattarai

- There is an x-ray in the Soil Lab (room G88)
- It's not a high risk and is in its own separate room which meets all required safety standards
- Radiation levels in the lab are checked routinely by the Safety and Health Office and staff wear radiation badges for periods of time to check levels to make sure there is no leak
- Only soils lab staff can use the x-ray machine
Specific Work Place Hazards cont.

Fieldwork Safety

- All people who undertake field work are required to submit a field work plan for approval by the HOS/Director at least one week before the trip (School Fieldwork Policy)
- If the use of a 4WD is required for off-road use, people must undertake the UWA 4WD course or similar course approved by UWA
- Use of any UWA vehicle requires the user to be conversant with the appropriate policy (Use of University Vehicles)
- Driving in remote locations is covered by UWA policy, and again people undertaking this work must be familiar with the policy (Driving in Remote Locations)
Specific Work Place Hazards cont.

Labs and Hazardous Substances

ChemAlert Officer: Claire Bearman

• Comprehensive Lab Safety is covered by a compulsory UWA one day course, which is completed by all soils lab staff

• All chemical purchases must go through the ChemAlert Officer for approval before anything is bought

• If you bring any chemicals into the building notify the ChemAlert Officer and provide a MSDS

What will be covered specifically in next few slides:

– Material Safety Data Sheets (MSDS)
– Chemical labelling
– Chemical spillage
– Waste disposal
What Is an MSDS?

- It is a document that contains all the information you would need on any particular chemical
  - Includes PPE required, storage, handling, lethal dose, safety hazards

- Can be obtained via ChemAlert database, from the supplier if you are purchasing the chemical from them for the first time, or upon request from the ChemAlert officer or the Safety and Health Office

- Hard copy should be kept in the laboratory where chemical is used
Labs and Hazardous Substances cont.

Labelling Chemicals

- Full information on chemical labels is required by WorkSafe WA
- Required for decanted chemicals
- Labels can be obtained from Safety and Health Reps or the School Safety Officer
- Labels can also be generated with ChemAlert
Chemical Hazard / Spill / Gas Leak

- Raise the alarm
- Ensure immediate safety of everyone
- Treatment of serious injuries takes precedence over containment and decontamination
- Evacuate immediate area
- Report to supervisor and safety personnel
- Restrict unnecessary movements
- Turn off air conditioning (gases, vapours)
- Barricade and label
- Clean up / decontaminate (two persons)
- Report incident
There are 2 chemical spill kits which can be used to clean up any chemical spill. They can be found in:

- Soils lab (G84)
- Workshop area

Please notify the Area Supervisor or ChemAlert Officer before you use them (if possible) or afterwards.

And please remember to fill in the incident report form.
Labs and Hazardous Substances cont.

Waste Disposal

- Many waste chemicals cannot be disposed of down the sink. They should be treated or labeled fully and stored in an appropriate place to await disposal.

  **When in doubt ask someone** (Supervisor, ChemAlert officer, School Safety Officer, Safety and Health Office)

- The waste manifest can be obtained from your S&H Rep or Safety Officers.


- Dispose sharps (incl. razor blades) as per policy
Specific Work Place Hazards cont.

**Machinery and Equipment**

- No matter what you are asked to use in the course of your study, please ensure you are given full instructions for safe operation by your supervisor or by someone trained in the use of that particular item.

- If you see a yellow tag on a piece of equipment please do not try and use the equipment – it needs to be fixed and could be dangerous to use.

- Please note that high powered, fast-moving machinery or equipment is not permitted to be used after hours.
Specific Work Place Hazards cont.

Vehicle Use

• If you are going to be using them, please ensure you have the correct training and licenses

• Use of any UWA vehicle requires the user to be conversant with the appropriate policy (Use of University Vehicles [http://www.safety.uwa.edu.au/policies/use_of_university_vehicles])
Specific Work Place Hazards cont.

PPE (Personal Protective Equipment)

PPE includes:

- Gloves
- Safety glasses
  - must be worn in the workshop area at all times
- Fully enclosed footwear
  - must be worn in all the lab areas at all times
- Lab coats
- Ear protection

Please ensure your PPE is maintained and USED
Specific Work Place Hazards cont.

**Electrical Safety**

- Please try not to bring in electrical equipment from home
- All equipment MUST be inspected by FM/competent person before use
- Bar heaters are not permitted due to the fire risks
- All heaters must have 1 hour timers
- All electrical incidents must be reported to the UWA Technical Officer (Electrical) on 6488 2031 and the area supervisor, and a Confidential Incident/Injury form must be completed
Specific Work Place Hazards cont.

Manual Handling

- Assess the load you are about to lift
- Get help, or a trolley, if you need it
- Bend your knees and lift with your legs
- Keep your back in a neutral position (not straight)
- Keep the load close to your body
- Don’t twist while holding a heavy load
- Free course offered by Safety and Health Office
- Trolleys can be found in the labs or from the IT office and there is a forklift in the hangar area
Security

- Building is locked outside the hours of 7am to 6pm
- Please ensure you keep the doors locked if you are here outside these hours
- Personal items are not covered by UWA insurance for theft from offices
- Laptops are not covered by UWA insurance if they are not adequately locked down, either at work or at home
Working in Isolation/After hours

http://www.safety.uwa.edu.au/policies/isolation

Legislation requires:

(a) a means of communication available which will enable the employee to call for help in the event of an emergency; and

(b) a procedure for regular contact with the employee, and the employee is trained in the procedure.

A risk assessment should be done. The main points are to make sure that:

• A supervisor or work colleague is notified of expected work commencement and completion

• You undertake all personal security measures e.g. lock doors, walk in well lit areas. (You may request a security personal escort)

• There is someone else within close distance if operating lab equipment (NB high powered, fast-moving machinery or equipment is too hazardous for after hours use)

• A safety induction for that specific area to be done before any work is started
ID Cards

• If you are here outside of business hours, please carry your staff/student/visitor ID card. Security can ask for this at any time on their rounds.

• Staff or student cards are also the swipe card you need for after hours access into the building. It is also your library photocopy card.

• ID cards are available from Student Administration for staff and students.
Insurance

http://www.safety.uwa.edu.au/insurance

Relevant Insurance Policies:

• Corporate Travel Insurance
• Student Personal Accident Insurance
• Motor Vehicle Insurance (Uni owned vehicles)
• 457 Visa Insurance
• Industrial Special Risk Insurance (Uni Property)
• Transit Insurance
• Public Liability
Certificates and Qualifications

Do you need any specific training?

• Manual handling
• First Aid
• 4WD
• Lab Safety
• Anything else you can think of?

Discuss with your supervisor and make sure you provide a copy of certificates to School Safety Officer (needs to be kept on your staff file)
Final Thoughts

“DUTY OF CARE”

• Think about what you are about to do
• Develop good housekeeping habits
• Observe and be aware – if you spot a potential hazard, please inform your S&H Rep or Safety Officer
• In all areas at all times take notice of (and obey) all signs and directives – they are there for your safety
Just covered:

WAY TOO MUCH!!!

QUESTIONS?