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1. General Policy Statement on Safety and Health Management

This School (CRE) and Centre (COFS) fully endorse the UWA OSH policy. This handbook supplements the main UWA policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff, students, contractors and visitors. To this end, information, instruction, training and supervision is provided as necessary. Responsibility is also accepted for the safety and health of other people who may be affected by the school/centre's activities, as far as reasonably practicable.

The allocation of safety-related duties, the particular arrangements made to implement this policy and the way in which the policy is to be monitored is set out below.

A copy of this statement is made available to all staff and students via the School's website (http://www.civil.uwa.edu.au/for/staff/health_and_safety_information_page).

The policy is kept up to date to take account of changes in the School/Centre's activities. To ensure this, the policy and the way in which it operates is reviewed when necessary and confirmed by the Head of School/Centre Director. Following each review, a copy of the policy is sent to the UWA Safety & Health Office (SHO).

Signed

Head of School
Andrew Deeks

Centre Director
Mark Cassidy

Dated: 29/04/09
2. The Organisation for Carrying Out the Policy

Ultimate responsibility for safety & health in the School/Centre lies with the Head of School/Centre Director. Successful management of safety and health can only be effectively achieved when the participation of staff at all levels in the school/centre is built into all its processes for identifying and controlling risk.

For routine safety and health matters the line of responsibility follows the normal managerial lines in the School/Centre.

All members of the school/centre have a responsibility to co-operate with their colleagues to achieve a safe and healthy workplace, and to take reasonable care of themselves and others. They are required to work in accordance with this policy and associated procedures.

Responsibilities extend beyond minimum compliance with statutory obligations; there is a responsibility to encourage good practice and due concern.

Whenever a member of this School/Centre notices a safety or health problem that he or she is not able to put right, it must immediately be reported to a person in authority.

To assist the Head of School/Centre Director in managing safety and health, there are key roles with specific duties as described below.

- Safety Officer
  The role of the Safety Officer is to assist the Head of School/Centre Director and Supervisors in fulfilling their safety responsibilities.

  *Current CRE Safety Officer:*
  John Jiang (School Manager), x7320
  *Current COFS Safety Officer*
  Lisa Melvin (Business Manager), x7318

- Area Safety Officer/Supervisor

  Supervisors are those who have responsibility for the control of other persons within a work area or part of a work area of a School/Centre. In addition to the general responsibilities, supervisors are also responsible for
  - ensuring that all staff supervised within their area are aware of their responsibility to work and act safely
• conducting regular safety inspections
• conducting and reporting incidents, injuries or near miss reports and/or investigations and ensuring corrective action is taken as necessary
• making training recommendations, as they see necessary, to the Head of School/Centre Director
• ensuring the proper induction of new staff, following University guidelines
• cooperating in the rehabilitation of injured employees
• cooperating in the implementation and administration of the University safety and health policies, procedures and guidelines

Current Supervisors/Area Safety Officers:
Christophe Gaudin (centrifuge areas), x7289
John Breen (electronics lab), x1625
Binaya Bhattarai (soils lab), x3521
Neil McIntosh (workshop), x3886
Jim Waters (structures labs), x3090
Arcady Dyskin (rock mechanics lab), x3987

• Safety and Health Representative
The functions of the Safety and Health Representative are, in the interests of safety and health in the School/Centre:
- to inspect the workplace or any part of it at such times agreed to by the Head of School/Centre Director and Safety Officers
- immediately, in the event of an accident, a dangerous occurrence, or a risk of imminent and serious injury to, or imminent and serious harm to the health of any person, to carry out an appropriate investigation in respect of the matter
- to keep informed on the safety and health information provided by the University in accordance with the Occupational Safety and Health Act, and to bring any relevant changes to the attention of the Safety Officers and the Head of School/Centre Director
• to report to the appropriate immediate supervisor any hazard or potential hazard to which any person is, or might be, exposed at the workplace that comes to his/her notice
• to refer any matters that he/she thinks should be considered to the School/Centre Safety Committee or the University Safety Committee
• to consult, cooperate and liaise with staff or students regarding matters concerning the safety, health and welfare of persons in the workplace

Current Safety Representative:
Bart Thompson, x3742

• Building Wardens
The role of the Building Warden is to coordinate emergency response throughout the building. In the case of a fire, the Building Warden coordinates the actions of the Fire Wardens and liaises with the Fire Department. On becoming aware of a potential emergency, the Building Warden shall determine the nature of the emergency and decide on and initiate the appropriate action.

Current Building Warden:
John Jiang, x7320

• Fire Wardens
The Fire Wardens are responsible for the evacuation of individual workplaces or areas of a workplace. A Fire Warden, on becoming aware of an emergency, should implement the appropriate emergency procedures for their area.

Current Fire Wardens:
Claire Bearman, x1895
Aaron Groves, x3689
Wayne Galbraith x3788
Ivan Kenny, x7319
Eileen Rowles, x1142

- **Radiation Safety Officer**
  The role of the Radiation Safety Officer is to ensure that the school/centre complies with the Radiation Safety Act and its regulations involving the registration of premises and licensing of major radioisotope users.

  **Current Radiation Safety Officer:**
  Binaya Bhattarai, x3521

- **Chem Alert Officer**
  Ensure that all chemicals are managed according to their guidelines and that the UWA Chem Alert database is kept up-to-date. To also provide advice to other School/Centre members about the correct purchasing, storage and destruction of all chemicals that are brought into the School/Centre.

  **Current Chem Alert Officer:**
  Claire Bearman, x1895

- **First Aid Officers**
  The role of the First Aid Officers includes the performance of first aid when a situation arises where first aid is necessary; ensuring that the workplace has been provided with adequate first aid resources; to ensure that first aid can be provided for the hazards that are apparent within the workplace; and maintaining first aid equipment in a satisfactory and usable condition.

  **Current First Aid Officers:**
  Alex Duff, x3689
  Don Herley, x3089
  Kristin Hunt, x1895
  Monica Mackman, x3094
  Sharon Tan, x7359

**Duty of Care**

For any event during which a School/Centre member has responsibility for the safety and health of others, that School/Centre member has a responsibility to familiarise themselves and those within their care with the basic safety arrangements, for instance, the locations of fire extinguishers and emergency exits.

### 3. The Arrangements for Safety and Health

#### 3.1 Reporting & Investigating Safety or Health Issues

A member of the School/Centre noticing a safety or health issue that they are unable to resolve themselves is to immediately notify someone in authority, following the University’s, "resolving safety issues" policy.

An Incident form must be filled in and signed by the appropriate Supervisor as soon as possible (the form may be found at [http://www.safety.uwa.edu.au/__data/page/9678/Incident_Report_Form.pdf](http://www.safety.uwa.edu.au/__data/page/9678/Incident_Report_Form.pdf)).

A hazard report form is to be filled in by any personnel to notify of a potential hazard, which can be found at [http://www.safety.uwa.edu.au/forms/hazard_report_form](http://www.safety.uwa.edu.au/forms/hazard_report_form).

This is then passed on to the Safety and Health Representative and is faxed to the Safety and Health Office. The Representative carries out an investigation together with the Safety Officers.
The School/Centre Safety Committee receives a copy of the form and reviews the need for any changes in the area where the incident occurred.

3.2 Consultation for Safety and Health

All members of the School/Centre are encouraged to raise concerns about safety and health with their manager or supervisor. Additional formal consultation takes place through the School/Centre Safety Committee.

The membership of the School/Centre Safety Committee consists of the Safety Officers, the Safety and Health Representative, a Student Representative, and those people with specific responsibilities for aspects of safety and health indicated in the policy.

The Committee is chaired by the Safety Representative, and meets at least twice each year. Minutes of meetings are made available to all members of School/Centre staff via the Intranet, and also via a newsletter sent to all staff and postgraduate students by email outlining the outcomes of each committee meeting. The newsletter is also put up on noticeboards for access by undergraduate students.

The primary role of the School/Centre Safety Committee is to advise the Head of School/Centre Director on the implementation of matters relating to safety and health in the local area. The Committee will cover the following:

- hazards reported and actions arising
- incident/injuries and lost time follow ups
- workers' compensation support (as necessary)
- safety related training (including inductions)
- workplace inspections and follow ups
- implementation of University, Faculty and School/Centre safety related policies, procedures, and guidelines
- safety budgets and funding
- promotion of a workplace safety culture
- preparing for workplace audits and submitting for recognition of achievements (eg UWA Safety Awards).

3.3 Safety and Health Training

The immediate manager or supervisor ensures that all new members of staff are given a safety and health induction as soon as practicable, using the UWA guidance, Safety and Health Office checklist and the School/Centre checklist as a framework. Records of all inductions administered are kept.

Students performing laboratory work are given a safety and health induction course. All students are made aware of the student guide to safety and health produced by the Safety and Health Office.

The need for specialist training is identified by managers and supervisors, and all requests for such training directed to either the Head of School/Centre Director or the Safety and Health Office.

Members of the School/Centre are not expected to undertake any procedure for which they have not been adequately trained.

Current types of safety training include:
- Safety induction for students using the labs
- Manual handling course
3.4 Fire and Emergency Procedures – UWA Main Procedure

A map showing all fire exits, location of fire extinguishers and first aid kits can be found at http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page.

Assembly areas are located on the footpath next to the carpark of Fairway Entrance 3 (the back of the building) and on James Oval (the front of the building).

The general procedures for fire evacuation can be found at http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation.

The Building Warden is to notify the H&S committee of the results for each fire drill and the committee is to decide whether any policies or procedures need to be implemented to improve the results.

In the event of a chemical spill then there is a specialised chemical spill kit located on the ground floor near the workshop.

All soils lab staff must attend a safety radiation course.

3.5 Action in the Event of an Incident - First Aid Procedures - UWA Main Procedure

The map showing where all first aid kits are can be found at http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page.

The general first aid policy can be found at http://www.safety.uwa.edu.au/policies/first_aid. The summary is:

- Ensure your own safety in the situation
- Tend to the injured person(s) as required by first aid procedures
- If required, contact security on 2222 to get an ambulance to attend
- Assist the injured person to a medical centre/hospital for treatment by a doctor
- Remain with the injured person(s) until medical aid arrives or you have reached a medical centre/hospital.

3.6 Risk Assessments – UWA Main Procedure

There is a legal requirement to assess risks. Where these are found to be significant, the assessment must be written. It is the responsibility of managers and supervisors to satisfy themselves (while not necessarily examining every assessment) that risk assessments:

- are conducted;
- are completed to a consistent and reasonable standard;
- relate to the actual work being undertaken;
- are reviewed; and
- are supported by adequate and appropriately maintained records.
It is the responsibility of persons in control of areas or activities to ensure risk assessments are carried out. A general risk assessment form is available from the SHO website.

There are five principal steps in the process of carrying out a risk assessment. These are to:

1. Look for the hazards which could result in serious harm or affect several people.
2. Decide who might be harmed and how, thinking about people who may not be in the workplace all the time, e.g. cleaners, visitors and contractors.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings.
5. Review your assessment on a regular basis. For example:

If a laboratory procedure is carried out frequently the risk assessment only needs to be undertaken once. A single risk assessment will cover the procedure being repeated over and over again. However, sooner or later you will need to review your assessment in the light of changes in substances and procedures that could lead to new hazards.

In an office environment, changes may be made to the layout and/or introduction of new electrical equipment i.e. kettle, heaters.

You will want to consider these sorts of changes in their own right and do whatever you need to reduce the level of risk.

A risk management matrix for each area is to be completed annually and is also to be completed for each new task and equipment brought into the work area. The form can be found at http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page.

Once the risk management matrix has been completed then a Hazard Identification Record and Risk Control Record is to be completed by the Safety Representative or the Safety Officers. These forms can also be found at the above web link. A copy of these forms is to be kept on file.

Current Risk Control Form (showing main hazards identified in the latest risk assessment):

<table>
<thead>
<tr>
<th>Work zone/location</th>
<th>Task/activity/work process</th>
<th>Hazard</th>
<th>Risk* rating</th>
<th>Control measure</th>
<th>Date implemented</th>
<th>Date of control review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil eng room G94 (soils lab)underground air use</td>
<td>pressure release</td>
<td>H</td>
<td>supply &amp; fit stop valves</td>
<td>Feb-07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil eng room G88 (soils lab)</td>
<td>water from benches on tests</td>
<td>electrocution</td>
<td>H</td>
<td>install guards</td>
<td>Feb-07</td>
<td></td>
</tr>
<tr>
<td>Civil eng workshop</td>
<td>metal work</td>
<td>cuts</td>
<td>M</td>
<td>supply &amp; fit blinds</td>
<td>Feb-07</td>
<td></td>
</tr>
<tr>
<td>Civil eng workshop</td>
<td>workshop welding bay</td>
<td>welding flash</td>
<td>H</td>
<td>put in welding screens &amp; provide PPE</td>
<td>1st May 06 Feb-07</td>
<td></td>
</tr>
<tr>
<td>Drum centrifuge</td>
<td>sample preparation</td>
<td>lifting</td>
<td>L</td>
<td>provide PPE &amp; observation</td>
<td>1st May 06 Feb-07</td>
<td></td>
</tr>
<tr>
<td>Drum centrifuge</td>
<td>machine inspection</td>
<td>trip/fall</td>
<td>H</td>
<td>design &amp; manufacture guard rail and put up safety signs</td>
<td>1st May 06 Feb-07</td>
<td></td>
</tr>
<tr>
<td>Civil eng room G72 (electronics lab)</td>
<td>soldering</td>
<td>lead oxide poisoning</td>
<td>E</td>
<td>better use of fume extraction &amp; use lead free solder</td>
<td>1st May 06 Feb-07</td>
<td></td>
</tr>
<tr>
<td>Civil eng room G72 (electronics lab)</td>
<td>testing electrical equipment</td>
<td>electrocution</td>
<td>H</td>
<td>make sure all safety switches are working &amp; proper staff training</td>
<td>1st May 06 Feb-07</td>
<td></td>
</tr>
<tr>
<td>Fieldwork</td>
<td>foundation testing</td>
<td>lifting</td>
<td>H</td>
<td>identify heavy objects, lift using multiple people using proper techniques or use lifting frame</td>
<td>Feb-07</td>
<td></td>
</tr>
<tr>
<td>Fieldwork</td>
<td>axial loading of foundations up to 20 tonnes</td>
<td>pinch points (getting fingers etc caught between 2 objects)</td>
<td>H</td>
<td>unload system prior to adjusting equipment near pinch points</td>
<td>Feb-07</td>
<td></td>
</tr>
<tr>
<td>Civil eng room G88 (soils lab)</td>
<td>X-ray</td>
<td>radiation leak</td>
<td>H</td>
<td>lead lining, interlock safety switches and monitoring</td>
<td>when x-ray was installed</td>
<td></td>
</tr>
</tbody>
</table>
3.7 **Smoking Policy**

The University is committed to ensuring that its staff, students, contractors and visitors are not exposed to tobacco smoke in its workplaces including its buildings and vehicles. In the interest of having a healthy workforce, staff who smoke are provided with assistance to quit smoking. Accordingly, managers and supervisors shall promote and ensure compliance with the Smoking Policy. The School/Centre follows the University’s smoking policy. The main no smoking areas are:

a) All University controlled buildings

b) Major thoroughfares and pathways

c) Within five metres of access points to buildings such as doors, windows, near air-conditioning vents and ducts

d) Substantially enclosed courtyards. e.g. Social Sciences and Arts building courtyards

e) All University vehicles and boats

f) Other areas designated as no smoking areas by signage

3.8 **Electrical Safety**

The following arrangements for electrical safety apply to all electrical equipment in use in the School/Centre, including personal items.

- Only electrical equipment that is properly installed and maintained is used in the School/Centre. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it is no longer used. This also applies to personal equipment held by staff, for example, a lamp, coffee percolator, overhead projector, etc. Items not bearing such a label, or where the date on the label has been passed, are withdrawn from use and given to the appropriate manager or supervisor.

- All portable appliances are regularly inspected, tested and tagged. All members of the School/Centre routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables. School/Centre equipment held off-site is included in these periodic inspections. The person signing the equipment out is responsible for bringing it into the University for inspection.

- Any item that becomes faulty is taken out of service and labelled and either discarded or sent for repair.

- Equipment and furniture is sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips are used to reduce the risk of tripping. The use of socket adaptors should be avoided wherever possible. Only powerboards are permitted.

3.9 **Purchasing Policy**

All materials and equipment acquired by the School/Centre, or by individuals for use at work, comply with the standards, codes and regulations prescribed by law and University requirements. Any individual wishing to acquire material or equipment obtains all information necessary to enable a risk assessment to be undertaken in order to demonstrate compliance.
To ensure that the purchasing policy is followed, only School/Centre members who are authorised signatories approve acquisitions. The list of authorised signatories is revised annually and can be obtained from the Purchasing Officer. Any requisition forms that are for chemicals need to be approved by the Chem Alert Officer first. Requisitions for radiation items must be approved by the Radiation Officer first.

Link to UWA Purchasing Safety Procedure:
http://www.safety.uwa.edu.au/policies/purchasing_safety_procedures

3.10 Children

When children are brought onto university premises, they must be kept under immediate and close supervision of a parent or guardian at all times. They are not permitted in any workshop or laboratory where experimental or other work is being undertaken, or any other environment considered by the person in charge to be inappropriate.

3.11 Visitors and Contractors

Visitors to the School/Centre are asked to report to the School/Centre office. The member of the School/Centre who the visitor wishes to see will be telephoned and asked to meet their visitor at the office and accompany them during their time in the School/Centre. The University policy on visitor safety must be followed.

3.12 Services and Facilities

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of plant and equipment, by persons from outside the University needs to be adequately controlled to ensure the safety and health of members of the School/Centre. The University has a safety and health policy for contractors.

3.13 General Office Safety

For routine office activities, with low risk of injury, no formal assessment of the work is necessary. Non-routine office activities are assessed, and where any significant hazards are identified, the results of the assessment are recorded.

A copy of the office safety checklist is available from the SHO and individuals use this to check the safety of their own office accommodation. Problems identified are reported in the normal way.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office injuries. Next come the handling and lifting of goods, materials and equipment, followed by stepping on, or striking against things; falling objects; machinery; transport; and the use of hand tools. Training in safe handling and lifting is available for any staff likely to lift equipment with any regularity. The maintenance of high standards of general housekeeping in offices goes a long way to preventing injuries. Care is given to the general layout and storage of items to minimise the possible hazards. Particular attention is given to: the condition of floors and floor coverings; trailing leads; storage of items, particularly heavy ones, on shelves above shoulder height; safe methods of reaching up.

3.14 Safety off University Premises

Many School/Centre activities take place off University premises, including field trips and supervision in isolated areas. Staff and students have a responsibility to identify foreseeable risks and take appropriate action. Relevant aspects might include:

Field Trips - adequate competent supervision, including first aid training, appropriate protective clothing and sensible footwear, sufficient communications arrangements, availability of emergency equipment. Tutors responsible for fieldwork familiarise
themselves with the University guidance on fieldwork. For all field trips a risk assessment is produced.

Members of staff responsible for the placement of students familiarise themselves with the University guidance on placement of students.

All field trips must have a risk assessment completed and approved by the Supervisor and the Safety Representative. The risk assessments forms can be found at the School’s website at [http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page](http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page).

A more detailed version of the School/Centre’s offsite policy can also be found at [http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page](http://www.civil.uwa.edu.au/for/staff/administrative_information/health_and_safety_information_page).

3.15 Manual Handling

Manual handling is one of the most common and costly of workplace injuries. Manual handling involves the use of human effort to push, pull, carry, hold or restrain any object or animal. It does not just relate to the lifting of heavy objects.

UWA has a policy on manual handling which requires areas to undertake risk assessment of all manual handling hazards and implement strategies to reduce the level of risk. This includes but is not limited to the provision of training, and ongoing supervision of staff and students involved in manual handling activities. The School/Centre issues the following guidelines:

- Don’t undertake any manual handling task that you feel that they are unable to manage. If in doubt, do not do the task, but seek assistance. A safety first mentality should be adopted.

- Be aware of the risk factors – the safety of the general environment e.g. is it cluttered, is lighting adequate, are there any slip or trip hazards? The characteristics of the load e.g. heavy, awkward, difficult to grasp. Be mindful of your own ability e.g. fatigue, unwell, lacking in coordination.

- Where possible use assistive equipment, such as trolleys and lifting devices.

- Always use correct manual handling technique – keep the spine neutral, bend with the knees using semi squat and avoid twisting, flexing forward with the spine, or sideways leaning of the spine.

Assistance with manual handling risk assessment and training in manual handling technique is provided by the Safety and Health Office, phone ext 2784. Staff are encouraged to phone if they have concerns.


3.16 Safety in the Use of Computer Workstations

School/Centre members are encouraged to refer to the UWA brochure “Working Comfortably with Computers” and to note that the same principles of adopting correct posture at the computer applies to lap tops, as well as to desk-based computer monitors.

Most people do have difficulty checking whether they have correct posture when set up at a computer, even after reading a pamphlet! If School/Centre members need assistance, or if at any
time they start to develop symptoms, they are instructed to contact the Occupational Therapist in the Safety and Health office.

3.17 Working Alone

Where colleagues work after normal hours, they adhere with the policy on working in isolation. This can be found at http://www.safety.uwa.edu.au/policies/isolation.

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 request security personal escort as required.
- To make sure that there is someone else within close distance if operating lab equipment
- A safety induction for that specific area to be done before any work is started.

3.18 Working from Home on UWA Business

Approval for working at home must be obtained in writing from the supervisor and the Head of School/Centre Director. A copy of this approval is to be kept on the particular staff member’s personnel file.

Where staff have approval to work from home on a regular and ongoing basis, their manager or supervisor ensure that they have received all pertinent information concerning safety and health and the management of sensitive University information.

The same duty of care applies to staff that work at home on University business, as when they work on-site.

Staff who work from home on a regular basis undertake a self-assessment of their working environment in accordance with the UWA working from home policy.

It is the managers and supervisors responsibility to ensure that a formal written agreement is in place to delineate who has responsibility for costs and equipment required to support the working from home arrangement. Reference is made to the UWA Working From Home policy where necessary.

The Senior Occupational Therapist in the UWA Safety and Health Office is available to provide assessment of home based workplace environments in the event that there are any concerns.

3.19 Safety in Workshops and Laboratories

It is the duty of supervisory academic and technical staff to familiarise themselves with the safety and health legislation and Codes of Practice which are relevant to the work being undertaken in their area of responsibility and to ensure that other members of staff and students comply with these requirements.

As part of their day-to-day responsibilities they ensure that:

- safe methods of working exist and are implemented;
- staff, students and others under their supervision are instructed in safe working practices;
- new staff, students and visitors working within their School/Centre are given instruction in safe working practices;
- regular safety inspections are made;
• positive, corrective action is taken where necessary to ensure the safety and health of all staff, students and others;

• all plant, machinery and equipment in the area in which they work is adequately guarded, regularly maintained and in safe working order;

• all reasonable practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the area in which they work;

• appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the School/Centre in which they work;

• toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

• they monitor the standard of safety and health throughout the unit in which they work, encourage staff, students and others to achieve the highest possible standards of safety and health and discipline those who consistently fail to consider their own well-being or the safety and health of others;

• all signs used meet the statutory requirements;

• they report, as appropriate, any safety and health concerns to the appropriate person in authority.

• They follow the Working Alone policy (3.17 of this manual).

All work is conducted in accordance with the University’s Occupational Safety and Health Policy and any specific Codes of Practice relating to particular activities and industry specific standards.

3.20 Safety of Equipment

Where equipment related to safety and health, particularly personal protective equipment, is provided by the School/Centre, there is a duty to ensure the equipment is appropriate for the intended use, clean, properly maintained and properly stored. The University guidance on personal protective equipment is followed.

4. Monitoring of the Procedures

Day to day monitoring of compliance with the procedures described in this document is the responsibility of all those with managerial responsibility. Managers use reports of injury, near misses and sickness linked to work to determine whether existing arrangements require modification.

Monitoring the effectiveness of the policy is carried out by way of planned School/Centre inspections. These follow the University policy on inspecting the workplace.

The workplace inspections are to be done twice a year by the area supervisor. The areas to be inspected include the electronics workshop, soils laboratory, centrifuge areas, workshop and structures area. The forms to be used can be found at http://www.civil.uwa.edu.au/for/staff/health_and_safety_information_page/forms.
APPENDICIES