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1. **General Policy Statement on Safety and Health Management**

This School fully endorses 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’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 will be made available to all staff and students via the School’s website.

The policy will be kept up to date to take account of changes in the School’s activities. To ensure this, the policy and the way in which it has operated will be reviewed when necessary and confirmed by the Head of School. Following review, a copy of the policy will be sent to the UWA Safety & Health Office (SHO).

Signed

Head of School

Dated:
2. The Organisation for Carrying Out the Policy

Ultimate responsibility for safety & health in the School lies with the Head of School. Successful management of safety and health can only be effectively achieved when the participation of staff at all levels in the school 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.

All members of the school 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 notices a safety or health problem that he or she is not able to put right, it must immediately be reported a person in authority.

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

- School Safety Officer: Chari Pattiaratchi (acting)
- Building (Fire) Wardens: Lorraine Dorn, Ruth Gongora-Mesas
- Radiation Safety Officer: Dianne Krikke
- First Aiders: Lorraine Dorn, Dianne Krikke
- Hydraulics Laboratory supervisor: Marco Ghisalberti
- Environmental Research Laboratory supervisor: Anya Waite
- Geophysical Fluid Dynamics Laboratory supervisor: Greg Ivey
- Glider Laboratory supervisor: Chari Pattiaratchi

Duty of Care

For any event for which you have responsibility for the safety and health of others, you should familiarise yourself and those within your care with basic domestic safety arrangements, for instance, location of fire extinguishers and emergency exits. This
3.1 Reporting & Investigating Safety or Health Issues
A member of the School noticing a safety or health problem that they are not able to put right themselves should immediately tell someone in authority, following the University’s, “resolving safety issues” policy.

3.2 Consultation for Safety and Health
All members of the School are encouraged to raise concerns about safety and health with appropriate managers or supervisors. Additional formal consultation will take place through the School Safety Committee. The School safety committee is part of the fortnightly School meetings and a safety and health is included as a standing agenda item on School meetings.

The membership of the School Safety Committee shall consist of the Head of School, School Safety Officer, Safety and Health Representatives, Student Representative, and those people with specific responsibilities for aspects of safety and health indicated in the policy.

The primary role of the School Safety Committee is to advise the Head of School on the implementation of matters relating to safety and health in the local area. This will be achieved by:

(i) Consideration of reports on such matters as accidents and other incidents, safety inspections, and reports from those with delegated safety duties;
(ii) Assisting in the development of safety rules and safe systems of work;
(iii) Advising on the safety content of information and training for staff and students;
(iv) Monitoring of this policy.

3.3 Safety and Health Training
New Staff.
The immediate manager or supervisor will ensure that all new members of staff are inducted for safety and health as soon as practicable, by using the UWA guidance, Safety and Health Office checklist and School checklist as a framework. Records of induction should be kept.

New students will be informed about the same points as part of their introduction to the School. Students should also be made aware of the student guide to safety and health produced by the SHO. Part-time students will be briefed by their course tutor and supported by written briefing materials.

The need for specialist training should be identified by managers and supervisors, and all requests for such training should be directed to either the Head of School or the SHO.

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

3.4 Fire and Emergency Procedures – UWA Main Procedure
If the fire alarm sounds in either the SESE building or the ENCM building then the building should be to be evacuated and no one should enter the building until authorised to do so.
Leave the building in an orderly fashion without delay and assemble at the Maths Courtyard (for SESE building evacuation) or Fairway Entrance 3 Carpark (for ENCM building evacuation). Follow the instructions of fire wardens or emergency service personnel. Do not re-enter the building until instructed to do so.

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

A fire alarm is activated from either a fire detector or a break glass unit.

<table>
<thead>
<tr>
<th>ALARM TONES</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert Tone (1 minute)</td>
<td>Fire or emergency evacuation</td>
</tr>
<tr>
<td>Voice Evacuation</td>
<td></td>
</tr>
<tr>
<td>Brief Alert Tone</td>
<td>Testing only - no action</td>
</tr>
</tbody>
</table>

**DO NOT USE LIFTS IN EMERGENCY OR FIRE EVACUATION!**

Portable Fire Extinguishers are located on all floors of the SESE building and in all laboratories in the ENCM building. In some cases, an extinguisher station will offer more than one type of extinguisher. Most extinguishers are Carbon Dioxide or Dry Chemical types. These are suitable for most types of fire, however, be aware that Dry Powder may damage expensive instrumentation. Both types are suitable for electrical fires.

**Beware!** Do not use Water or Foam extinguishers on electrical fires and do not use Water extinguishers on flammable liquid fires.

In the event of a chemical spill then there is a specialised chemical spill kit located in the ERL Laboratory.

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

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.

The first aid officer for the School can be found at http://www.sese.uwa.edu.au/safety

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, ignoring the trivial and concentrating only on significant hazards, which could result in serious, harm or effect 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.

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 building 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 follows the University’s [smoking policy](#).

3.8 **Electrical Safety**

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

Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be 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, should be withdrawn from use and given to the appropriate manager or supervisor.
All portable appliances will be regularly inspected, tested and tagged. All members of the School should 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.

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

Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping. The use of socket adaptors should be avoided wherever possible. Only powerboards are permitted. Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.

School/Unit equipment held off-site will be included in periodic inspections and the holder being responsible for bringing it into the University.

3.9 Purchasing Policy

All materials and equipment acquired by the School, or by individuals for use at work, must comply with the standards, codes and regulations prescribed by law and University requirements. Only those that can be safely accommodated and used within the School may be obtained. The individual wishing to acquire the material or equipment should obtain all necessary information to enable the risk assessment to be undertaken in order to demonstrate compliance with the foregoing.

To monitor that the requirements of the purchasing policy are being followed, only colleagues who are authorised signatories must approve acquisitions.

3.10 Children

If under exceptional circumstances children are brought onto university premises they must be 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 other environment considered by the person in charge to be inappropriate.

3.11 Visitors and Contractors

Visitors to the School should be asked to report to the relevant unit office. The member of the unit who the visitor wishes to see will be telephoned from the office and asked to report to the office to meet their visitor and subsequently accompany them in the unit. The University policy on visitor safety should 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. 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 should be assessed, and where any significant hazards are identified, the results of the assessment should be recorded.
A copy of the office safety checklist is available from the SHO and individuals should use this to check the safety of their own office accommodation. Problems identified should be 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 should be given to the general layout and storage of items to minimise the possible hazards. Particular attention should be 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 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 should familiarise themselves with the University guidance on fieldwork.

For all field trips a risk assessment must be produced.

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

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. *(Expand on this as it applies to the local area, e.g are there local procedures or guidelines for specific manual handling tasks).*

- No one should undertake any manual handling task that they feel that they are unable to manage, if in doubt, do not do the task, 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.
  - Trolleys are available in the ERL, the glider lab and through SESE reception.
  - A ladder is available from the glider lab SESE reception has a small stepladder.

- 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. An Instructive poster is available to place in your work area. **Poster: “Improving Manual Handling Safety”**

- Staff for whom manual handling tasks are routinely performed should attend training in manual handling. [http://www.safety.uwa.edu.au/courses](http://www.safety.uwa.edu.au/courses)
Davits are available for UWA field boats and can be of assistance when lifting equipment and moorings into and out of the ocean. Please note: These items require booking with the boat and their safe use is covered in the boating induction. Please contact the boating officer for information on these devices.

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.

Relying on training of staff is not as effective in reducing manual handling injuries as proper workplace design and provision of equipment—please keep this in mind!

3.16 Safety in the Use of Computer Workstations

Please refer to the UWA brochure “Working Comfortably with Computers” and note that the same principles of adopting correct posture at the computer applies to lap tops as well as desk based computer monitors. Be aware that if you are working from home, you should also apply the same principles.

Most people to have difficulty checking whether they have correct posture when set up at a computer, even after reading a pamphlet! If needing assistance, or if at any time you start to develop symptoms, please contact the Occupational Therapist in the Safety and Health office. Since there are many computer “ergonomic” accessories on the market, the UWA Safety and Health office provides free trial of equipment. It is a myth to think that using all things that are available will prevent problems, likewise what works for one person may not suit another. A professional opinion Occupational Therapist is warranted if you are having any difficulty with comfort at the computer.

3.17 Working Alone

Where colleagues work after normal hours, they should adhere with the policy on working in isolation.

3.18 Working from Home on UWA Business

Local policy to be inserted – e.g. who provides the approval and where is the record of this kept.

Where staff have approval to work from home on a regular and ongoing basis, their manager or supervisor should ensure that they have received all information concerning safety and health and the management of sensitive University information. The same duty of care applies to staff who work at home on University business, as when they work on-site. This arrangement can have significant repercussions on provision of equipment, at the very least the School/Area is charged with the responsibility of ensuring that the home based workplace is safe.

Staff who work from home on a regular basis should 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. Please refer to the Working From Home policy.

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. Please phone 6488 2784.

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 will ensure that:

- safe methods of working exist and are implemented;
- staff, students and others under their supervision are instructed in safe working practices;
- new employees working within their School 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 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.

All work will be 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.

**Laboratory Procedures**

- Laboratory procedures manuals (Link: [http://www.sese.uwa.edu.au/aboutus](http://www.sese.uwa.edu.au/aboutus))
  - Environmental Research and Water Quality Laboratory
  - Hydraulics Laboratory
  - Australian National Glider Facility
  - Geophysical Fluid Dynamics Laboratory

- New users and access authorisation to individual laboratories (Link: [http://www.sese.uwa.edu.au/aboutus](http://www.sese.uwa.edu.au/aboutus))
  - Environmental Research and Water Quality laboratory “New Users Induction”
  - Hydraulics Laboratory induction
  - Australian National Glider Facility
  - Geophysical Fluid Dynamics
• Procedures for purchasing or using chemicals in SESE labs (http://www.sese.uwa.edu.au/aboutus).
• SESE CHEM-ALERT System Administrator (link)

3.20 Safety of Equipment

Where equipment related to safety and health, particularly personal protective equipment is provided by the School, 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 should be followed.

4. Monitoring of the Policy

Day to day monitoring of compliance is the responsibility of all those with managerial responsibility. Managers should also use reports of injury, near misses and sickness linked to work to determine whether existing arrangements require modification in order to prevent a recurrence.

Monitoring the effectiveness of the policy will be carried out by way of planned School/Unit inspections. This should follow the University policy on inspecting the workplace.