Safety Induction
School of Population and Global Health

THE UNIVERSITY OF WESTERN AUSTRALIA
Aims of the SPGH Safety Induction

• Demonstrate UWA’s commitment to safety.
• Impart safety awareness & knowledge to you.
• Introduce the School of Population & Global Health’s Occupational Safety and Health (OHS) personnel.
• Ensure your time at UWA is a safe, productive and enjoyable experience.

Topics to be Covered

1. General safety information
   • UWA safety and related policies
   • Employee Assistance Program
   • Safety notes
2. Emergency procedures
3. Safety personnel
4. Specific workplace procedures and requirements

UWA emergency phone number

If you need attention or cannot contact anyone else call UWA Security on #3020.

In Emergency call UWA Security on #2222

These numbers are manned 24 hours a day
Policies

Occupational Safety and Health Policy

Commitment: The 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.

UWA’s OHS policy can be found at: http://www.safety.uwa.edu.au/policies/occupational_safety_and_health

Non-smoking Policy

• All University workplaces, campuses and vehicles are non-smoking areas. These include: ALL University controlled buildings and grounds; thoroughfares, pathways and courtyards; University owned vehicles, boats, etc.
• The underpinning principle:
  Non-smokers shall not, as far as is practicable, be subjected to smoke inhalation.
Issues Resolution Process

All hazards, incidents and injuries must be reported, investigated and resolved. Any unresolved issues should be dealt with in accordance with the following:

- Notify Immediate Supervisor
- Notify Safety and Health Representative or School Safety Officer
- Notify Head of School or Manager Unit or Centre
- Notify Safety and Health Office
- Refer to University Safety Committee

The above process should be followed at all times.

WorkSafe can be notified if there is a risk of imminent and serious harm.
Reporting Hazard report forms
• If properly investigated and followed-up, present an official means of documenting a hazard.
• Help to prevent possible incident or injury resulting from the hazard.
• Can be filled in by anyone - staff, student or visitor.

Please report any hazards you are concerned about to an OHS Officer or to enquiries-sph@uwa.edu.au
- Potential hazards include boxes in corridors, electric cables, raised carpet trip hazards etc.

Accident/injury reports forms
• Incident report forms are to be completed when an incident of ANY description has occurred. Injury does not have to have happened.
• The first page MUST be filled in and sent to Safety and Health office within one working day of the incident.
• The Investigation (Part 2) is to be completed by the supervisor or SSO or S&H Rep or a combination within five working days. This has to be forwarded to the UWA Safety and Health office as soon as completed.
• A policy outlining workers compensation is available on the UWA Safety and Health website:
  www.safety.uwa.edu.au
Equity and Diversity Services

- 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.
- Staff or students seeking advice about our equity and diversity policy, or who wish to discuss a matter of concern, should initially make contact with an Equity and Diversity Adviser.
- There are posters listing the UWA Equity and Diversity Advisers on noticeboards around the School.
- Additional details are available on the Equity and Diversity Office web page: www.equity.uwa.edu.au

Employee Assistance Program (EAP)

The EAP provides assistance for issues such as:

- Conflict resolution
- Coping with changes
- Relationships and family issues
- Anxiety, stress, depression
- Trauma and critical incidents
- Grief and loss issues
- Financial and legal problems
- Coaching for managers and supervisors

Confidential counselling sessions are available through the EAP

There are two EAP providers:

UWA Counselling and Psychological Services
1st floor, Social Sciences Building - 6488 2423

PeopleSense
Multiplelocations - 1300 307 912
Security

• The buildings of the School are locked outside the hours of 8am to 5pm Monday to Friday.
• If you are here outside these hours, please keep the doors locked for your own safety.
• Personal items are not covered by UWA insurance for theft from offices.

Staff and Student ID Cards

• If you on campus outside of business hours, please carry your ID card. Security can ask for this at any time on their rounds.
• Your staff or student card is the swipe card you need to get into certain buildings. It is also your library card.
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.
• Always follow the directions of wardens, even if no alarms are sounding.
  - If you have seen something that would require the evacuation of the building and the alarms have not gone off, activate the emergency buttons located at the end of each floor.
  - If YOU activate the alarm, YOU must meet with the Building Warden at the control panel located at the ground floor entrance.
  - YOU are the one with the most information as to the situation.
Emergency Assembly Points

**Clifton St Building**
The assembly area is by the gravel carpark by northern Carpark #31.

**Annexe, computer lab, Guild café, Education**
The assembly area is the grass courtyard in front of ALVA.
Emergency Assembly Points

Ken and Julie Michael Building
The assembly area is Car Park 17 – Southern end (far end of carpark)
Emergency Assembly Points

Building 450 14-16 Parkway
(The Raine Study)
The assembly area is the Centre for Sleep Science 10-12 Parkway, Entrance 2.
On hearing the evacuation alarm or if directed by building wardens, evacuate the building immediately by one of the safe paths indicated.

Proceed to the assembly area, which is located by the gravel carpark near northern carpark #31.
Clifton Street Building - First floor exit routes

Building Evacuation Plan
On hearing the evacuation alarm or if directed by building wardens, evacuate the building immediately by the paths indicated.

Proceed to the assembly area, which is located by the gravel carpark near northern carpark #31.

- First Aid Officer/MD
- Safety and Health Officer
- Fire Warden
Building Evacuation Plan

On hearing the evacuation alarm or if directed by building wardens, evacuate the building immediately by the paths indicated.

Proceed to the assembly area, which is located in the grass area outside ALVA. Note that if the alarm covers ALVA too, the assembly area for all is by the gravel carpark near northern carpark #31.

First Aid Officer/MD

Fire Warden
In the case of a Fire

Activate the nearest fire alarm, warn people in the vicinity and proceed to the fire panel on the ground floor and wait for the building warden.

Never attempt to put out a fire unless you are know what you are doing.

Fire extinguishers

DO NOT use unless you are very confident that you are 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.

Using the wrong type of extinguisher can be very dangerous. Please do not use them unless you are sure of what to do.
- Carbon dioxide: to be used on flammable liquids and electrical fires.
- Dry chemical powder: to be used on flammable liquids, flammable gases and electrical hazards

Practical training in the use of fire extinguishers is offered by the UWA Safety and Health Office.
First Aid

In the Clifton Street building (Nedlands Campus) First aid kits are available in the Staff Room (Room 1.11); Academic Services Office and Annexe Tea Room.

First aid officers in the Clifton Street building are:
  Julie Saunders (1.09, #1305)
  Jane Heyworth (1.08, #7370)

Alternatively, if you are in need of first aid, contact an Academic Services team member on #1261.
Personnel 2018

Head of School: Colleen Fisher

Academic Services Team Leader: Karen Leckie

Building Warden (Clifton Street): Sheona Kaschula

OHS Representative: Shannen Vallesi

Health & Wellbeing Advocate: Karen Martin

First Aid Officers:
- Clifton Street Julie Saunders, Jane Heyworth
- Clifton Street Annex Nita Sodhi-Berry

Area Wardens:
- Clifton Street Karen Leckie, Frank Sanfilippo
- Clifton Street Annex Nita Sodhi-Berry

Safety Committee email: enquiries-sph@uwa.edu.au
Specific workplace hazards

- Specific work areas will have their own specific hazards. These SHOULD be discussed with you by your supervisor.
- If you have questions, ASK!
- Whatever you need to use in the course of your work or study, please ensure you are given full instructions.
- If you do not know how or are not confident, do not use it.
- Other Schools and Centres may make use of chemicals, equipment, machinery and other hazards we do not have at SGPH. You will need to complete their induction course if you are to be exposed to them.

Personal Protective Equipment (PPE)

Please ensure your PPE is maintained and that you USE it.

PPE includes:

- Gloves
- Safety glasses
- Fully enclosed footwear
- Lab coats
- Ear protection
Electrical Safety

• All electrical equipment used in the School, regardless of origin, must have a current test label attached to it, indicating that it has passed the AS3760 test.

• Please report untested or out of date equipment to your supervisor or demonstrator.

• Electrical work may only be carried out by persons with the appropriate electrical worker's licence.

• Bar heaters and under-desk heaters are not permitted due to fire risk and building thermal regulation. This includes those with timers.

• If temperature control is an issue, please contact enquiries-sph@uwa.edu.au
Ergonomics

• Ensure your computer is set up in the best possible way.
• Rest breaks are recommended every 5 minutes for every 30 minutes of work, or 10 minutes every hour. It is preferable to have a variety in tasks in order to get the change in posture.
• Stretch regularly.
• Avoid glare by having the monitor 90 degrees to light source.
• UWA provides free ergonomic assessment – if you are experiencing discomfort, report this early and contact UWA Safety & Health.

• The UWA Safety website has a computer & workstation checklist which assists in constructing an ergonomic environment: [www.safety.uwa.edu.au/topics/physical/ergonomics/workstation](http://www.safety.uwa.edu.au/topics/physical/ergonomics/workstation)

• Basic workstation ergonomic guidelines can be found at: [www.safety.uwa.edu.au/policies/computer_workstation_ergonomics](http://www.safety.uwa.edu.au/policies/computer_workstation_ergonomics)
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
• Do not twist while holding a heavy load
Final Thoughts!

• “Duty of care”

• Safety is a two way street. The OSH Policy places responsibility on both the employer and employee to contribute to the construction and maintenance of a safe workplace.

• Think about what you are doing.

• Develop good housekeeping habits.

• Observe and be aware.

• Report hazards so that they can be fixed.

• In all areas at all times take notice of (and obey) all signs and directives – they are there for your safety.

• When unsure please ask.
Questions?

Please refer to the School or UWA safety websites for additional information.

Please speak to a Safety Officer or the Academic Services Team Leader if you have specific questions regarding

- Resolving Safety Issues
- Hazard/Incident Reporting
- Workers Assistance/Compensation
- Employees Assistance Program
- Equity and Diversity
- Electrical safety/PPE
- Training
- Emergency Procedures
- Evacuation Assembly Point/Muster Area
- Fire Extinguishers
- First Aid
- Screen Based Equipment
- Safety Personnel