

Occupational Health Safety and Welfare

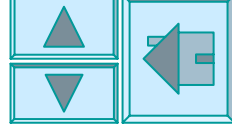
**Occupational Health Safety and
Welfare Induction**

University of South Australia
School of Mathematics & Statistics



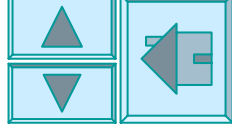
Welcome to the University of South Australia

The purpose of this session is to assist you in managing your Occupational Health, Safety and Welfare as a member of the University community



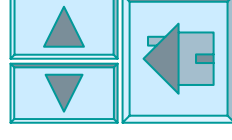
Contents:

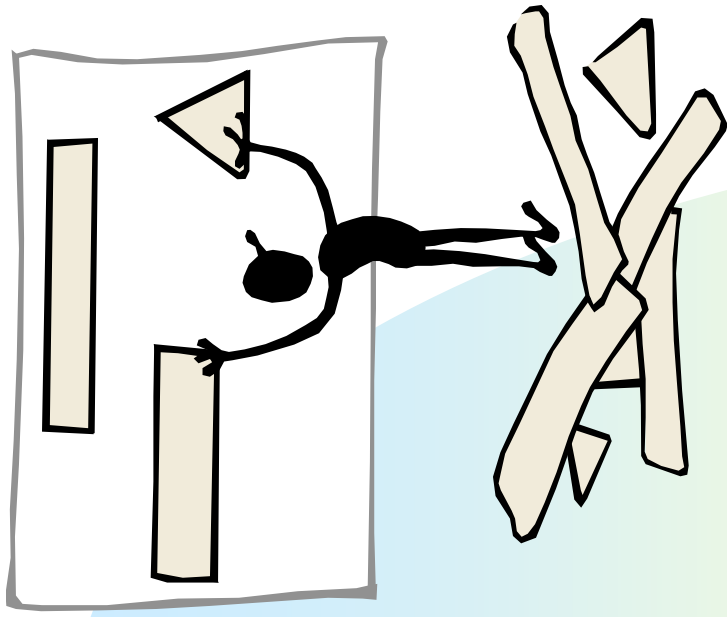
- Legislation - The Occupational Health Safety and Welfare Act, 1986
- The University of South Australia's Occupational Health Safety and Welfare (OHS) policy and related procedures
- Employee and Employer responsibilities under the OHS&W Act
- Supervisors and Managers
- Regular Inspections of the Workplace



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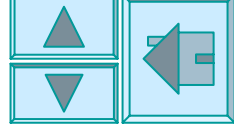
- Safe Operating Procedures (SOP's)
- Material Safety Data Sheets (MSDS's)
- Resolution of Occupational Health Safety and Welfare issues
- Hazards - Identify, Assess, Control
- Hierarchy of controls
- Health and Safety representatives
- Health and Safety Committees
- Accident and Incident Reporting and Investigation





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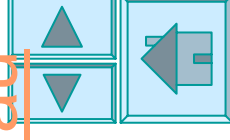
- **Workers Compensation**
- **Rehabilitation**
- **Manual Handling**
- **Ergonomic Assessment**
- **First Aid**
- **Emergencies**
- **Disaster Management Plan**

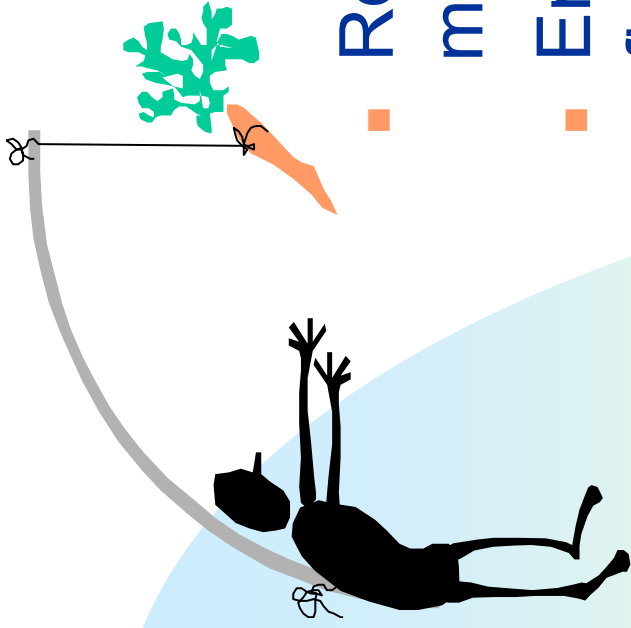


Legislation and University Policy

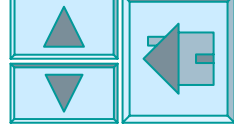
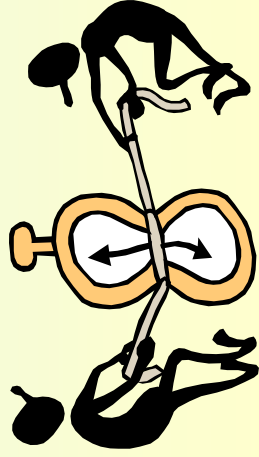
- The Occupational Health Safety and Welfare Act, 1986. The aim of the Act is to protect workers at work by promoting a culture of safety awareness. Fines for breaches of this Act are outlined within the document. The Act is mandatory and must be complied with.
- The University policy on Occupational Health Safety and Welfare can be accessed via the University's home page:

<http://www.unisa.edu.au/ohsw/procedures/default.asp>

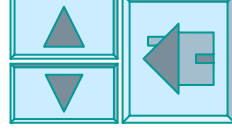
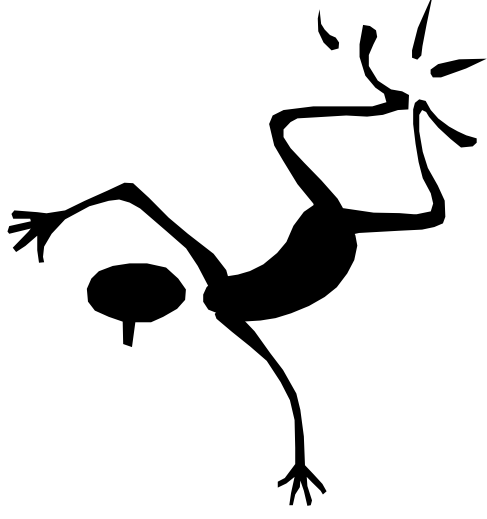




- Regulations under the Act are mandatory requirements
- Employees and employers can be fined under the OHS&W Act, 1986
- Maintaining a safe working environment reduces the risk of accidents that cost not only the University but also individuals
- Make time for your Regular Inspections



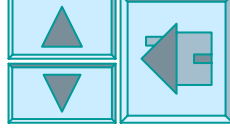
- **Codes of Practice** under the Act provide practical guidance on how a health and safety standard can be achieved. These are **mandatory** requirements and should be followed. Minimum standards are stated and if there is another solution which achieves the same or better standard of health and safety it may be used



Employer and Employee Responsibilities

- Responsibilities of **employers** and **employees** are outlined in the OHSW Act 1986.
- For the University, these responsibilities can be found at:

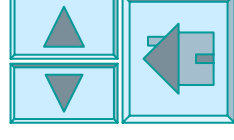
<http://www.unisa.edu.au/ohsw/ohswresp.asp>



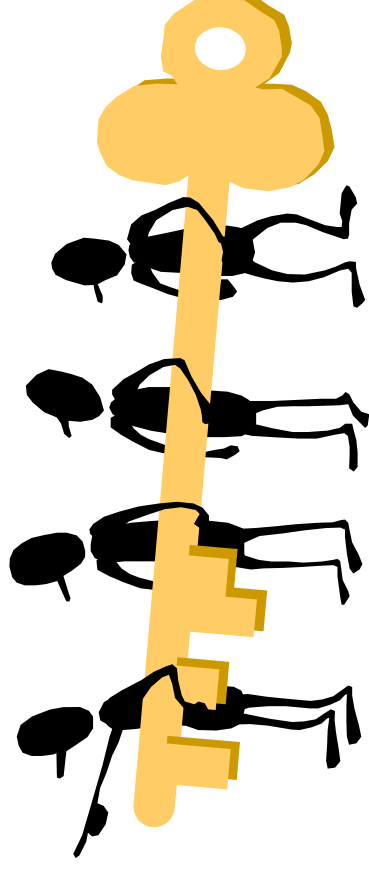


Regular Inspections of the Workplace

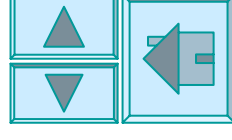
- Regular Inspections of the Workplace are designed to identify hazards, including those in work processes, for assessment and control to maintain a safe environment
- Inspections should be carried out on a regular basis and form part of the documentary evidence needed to maintain the exempt employer status of the University. This saves money too!



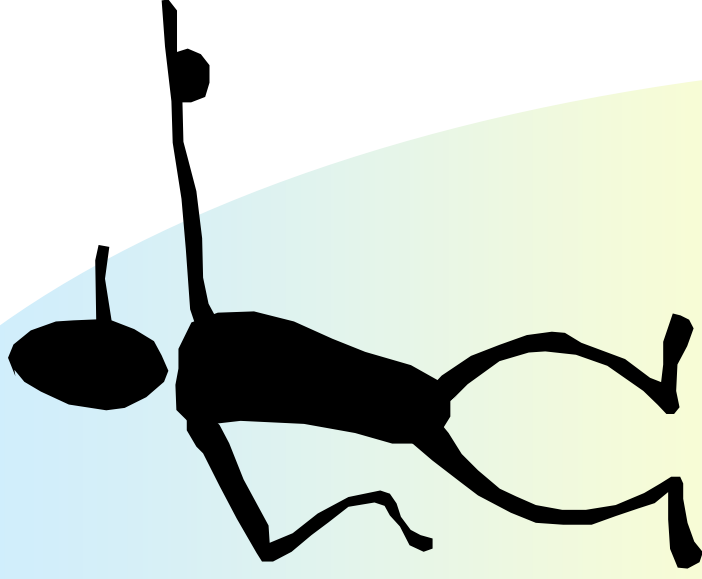
- Inspections are carried out by a team who complete the checklist and identify hazards for correction



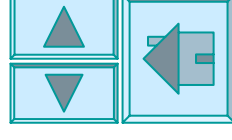
- Inspections are carried out annually in low risk areas and more frequently where specific risks are identified
- It is the responsibility of staff in the area inspected to take remedial action



Managers/Supervisors



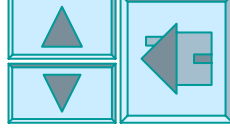
- Staff in a supervisory capacity are required to ensure that Regular Inspections are carried out and that appropriate remedial action is undertaken



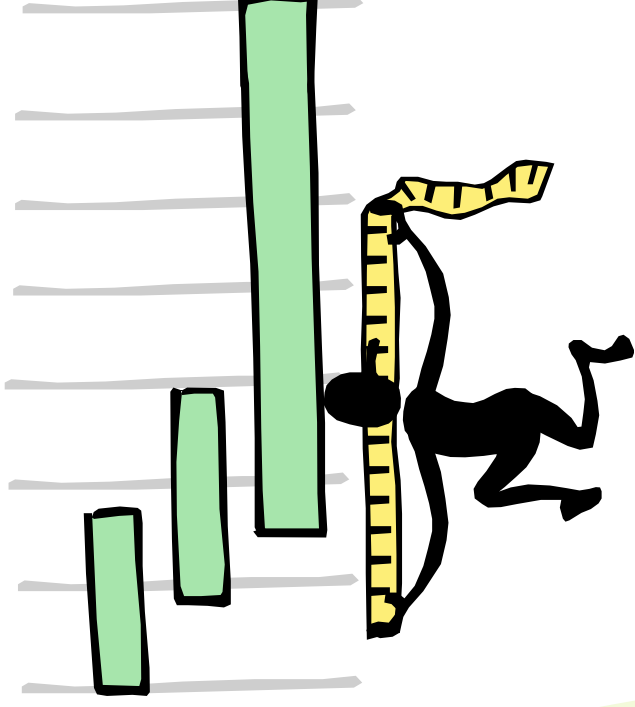
Health and Safety Inspection Check List

- You will find procedures for Regular Inspections on the University Home Page under Occupational Health and Safety, Procedures and Guidelines
- Download the Health and Safety Inspection Check List from:

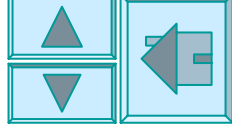
<http://www.unisa.edu.au/ohsw/forms/docs/ohsw41.doc>



- Regular Inspections provide a means for you to measure your OHS performance. Keep records

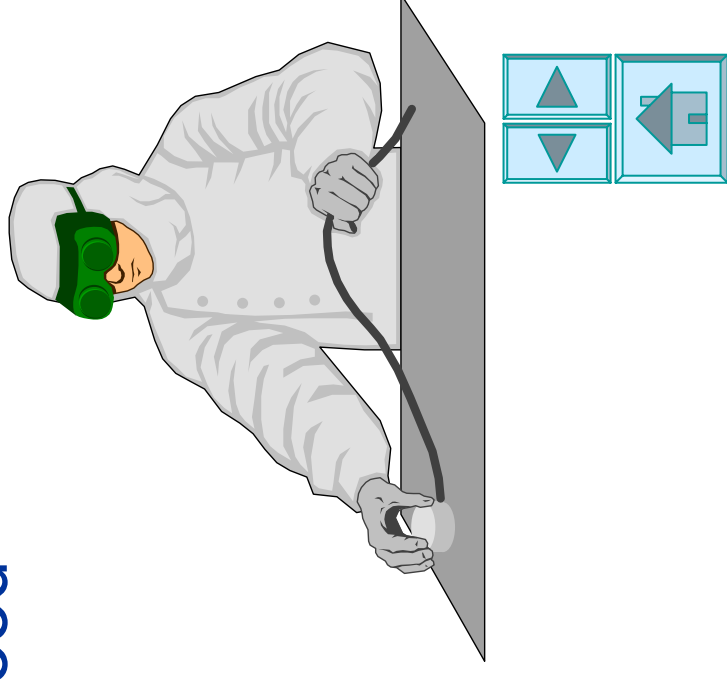


- Complete the checklist and don't forget to identify who will be responsible for correcting identified hazards

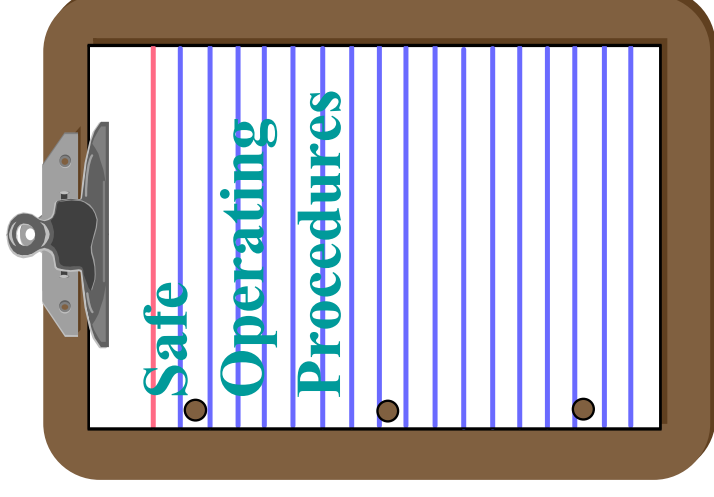
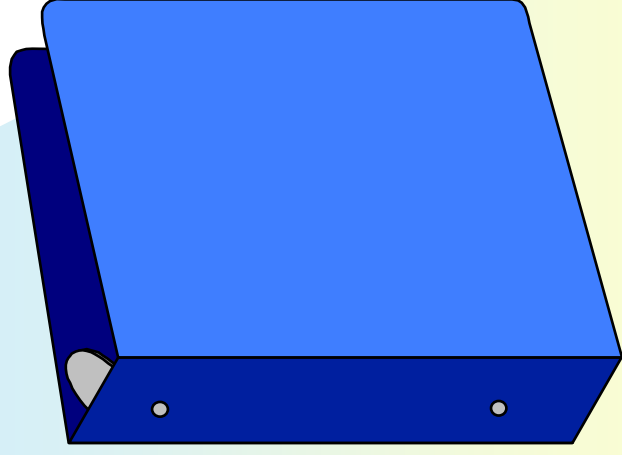


Safe Operating Procedures (SOP's)

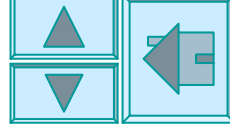
- Where a specific hazard exists it may be appropriate to have safe operating procedures clearly described and posted close by so as they can be easily read and understood
- International signage is useful where there may be difficulty in communication



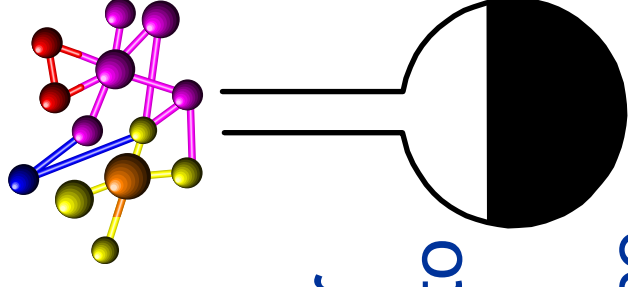
Safe Operating Procedures



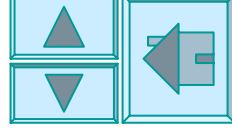
- DON'T rely on verbal information for it may not be received by all who need it. Document all information
- Procedures should be reviewed at inspection time



Material Safety Data Sheets (MSDS's)

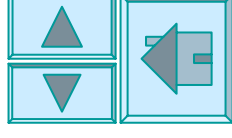
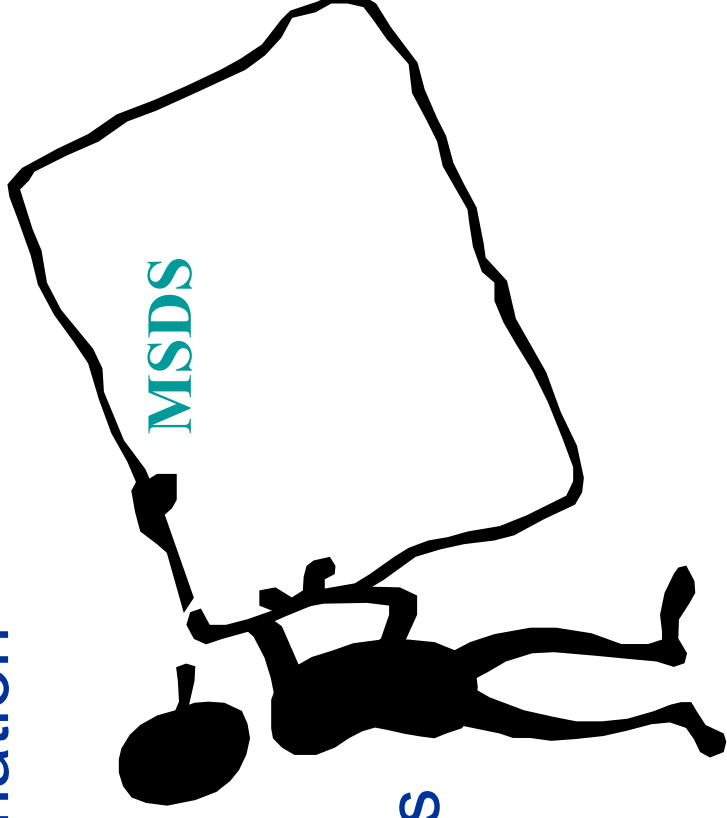


- MSDS's are supplied by the manufacturer of a product. A manufacturer is required to provide them to the purchaser
- Every chemical substance in the workplace should have a printed MSDS from the manufacturer to inform the user of the nature of the product in use
- Chemwatch information may not be available when needed so hard copies of the information must be kept where they are easily accessed



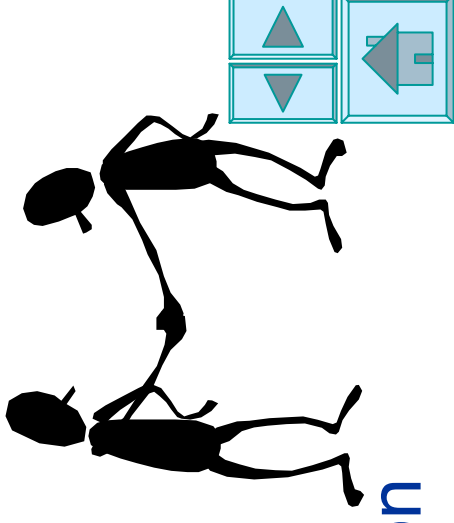
The **MSDS** provides valuable information on:

- what the formula is, it's appearance, odor and use
- permissible exposure limits (PEL)
- monitoring and measurement procedures
- health hazard information
- exposure effects
- emergency first aid
- personal protection
- leak/spill procedures
- waste disposal
- storage



Resolution of OHS issues - steps

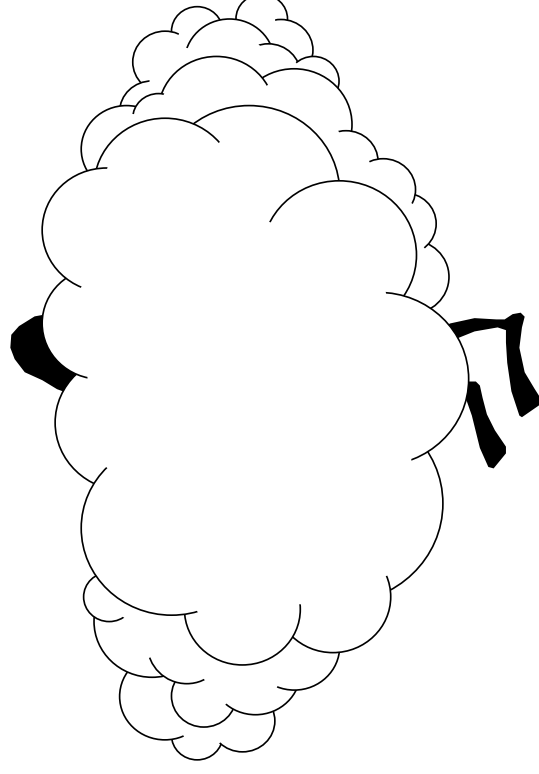
1. Initially the OHS issue should be discussed with your supervisor
2. Should the supervisor not be able to assist, the matter should be referred to your Health and Safety Representative
3. The Health and Safety Representative should then discuss the matter with your Supervisor
4. If the matter remains unresolved it can then be referred to the Occupational Health and Safety Committee on campus for resolution



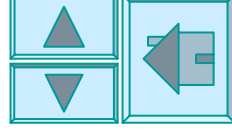
Hazards

Three basic steps:

1. Identify
2. Assess
3. Control

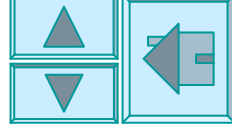
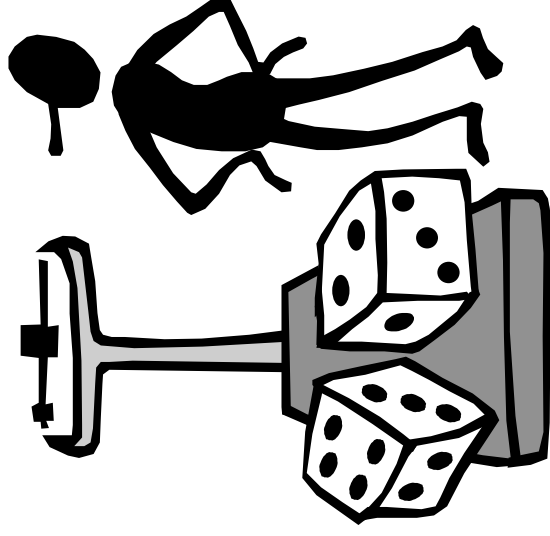


- By completing the inspection checklist you should have identified any hazards in your work area
- The risks associated with these hazards are assessed by using a table:



Risk Assessment Table

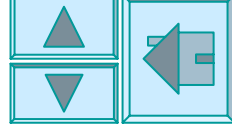
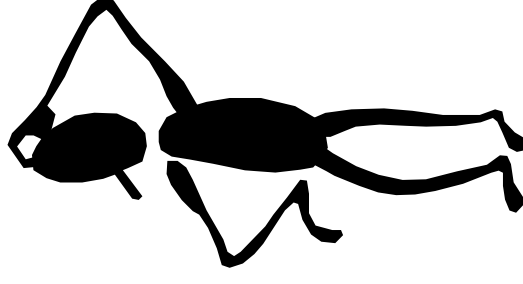
Probability		Frequent	Occasional	Remote	Unlikely
C o n s e q u e n c e	Catastrophic	Extremely Serious	Extremely Serious	Very Serious	Serious
	Critical	Extremely Serious	Very Serious	Serious	Not Serious
	Major	Very Serious	Serious	Not Serious	Not Serious
	Minor	Serious	Serious	Not Serious	Very Minimal



Assessing Risk

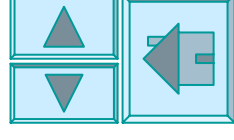
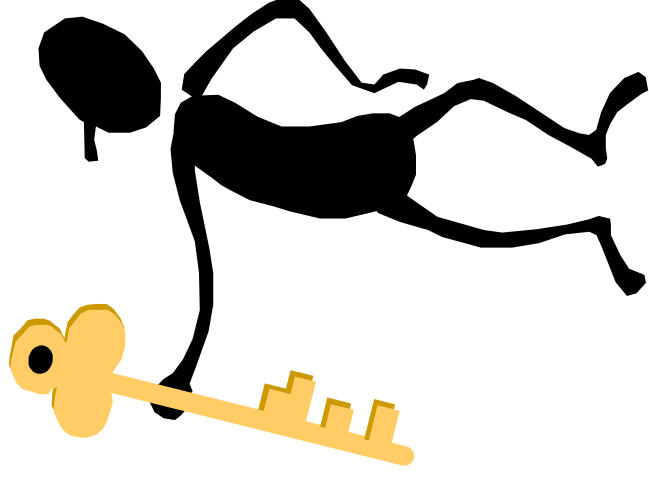
Use the table as follows:

1. Rank the risk by probability - the likelihood of the hazard resulting in injury, illness, damage or loss
2. Rank the risk by consequence - the potential for injury, illness, damage or loss
3. Prioritise the risk for control - indicate the ranking of importance when control measures are to be implemented
4. Document the process

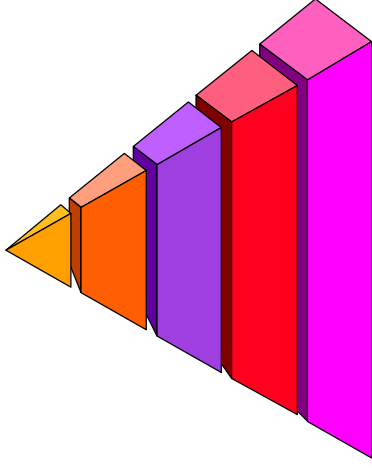
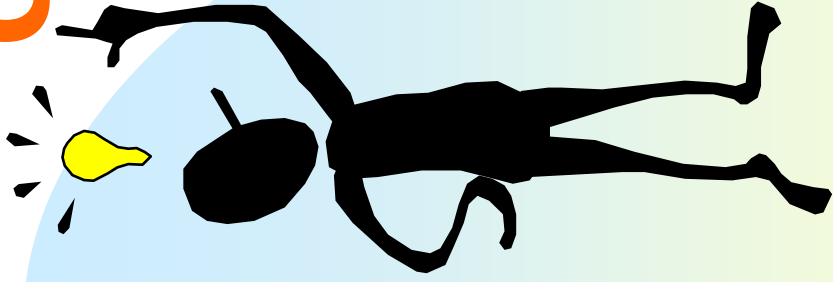


What now?

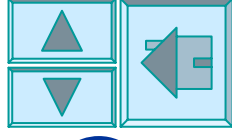
- Now that the risk has been identified and assessed by the inspection team decisions need to be made about how best to **eliminate** the risk. If this is not possible the aim is to **reduce** the risk as much as possible
- The following hierarchy of controls provides the steps to making the right decisions in this process:



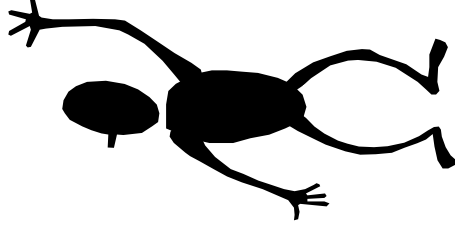
Hierarchy of Controls



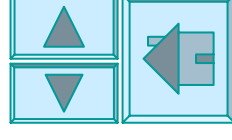
1. Eliminate the hazard at its source
2. Substitute for something less hazardous
3. Isolate the hazard by total containment of the process
4. Engineering controls
5. Safe Work Procedures and Administrative controls
6. Personal Protective Equipment (PPE)



Health and Safety Representatives

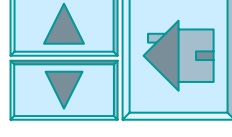
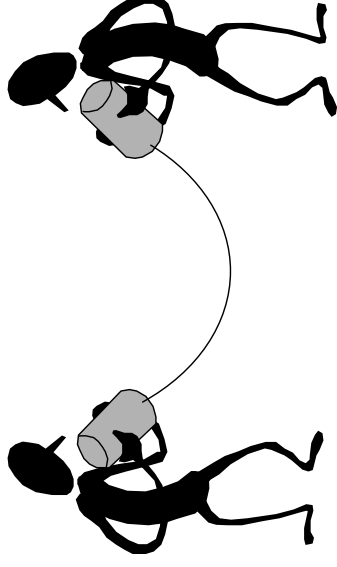


- Health and Safety (H&S) Representatives represent work groups for OHS matters. They are elected under the Act for a three year term
- Once elected H&S representatives have statutory powers under the Act which enable the representative to take appropriate action should there be an unsafe work condition evident
- Training, five days per annum, is provided for H&S representatives under the legislation

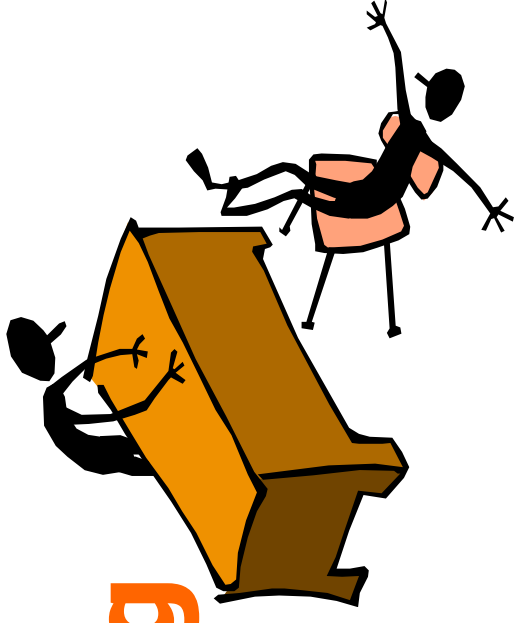


Health and Safety Committees

- Each campus has an OHS Committee.
- The committees meet on a regular basis to resolve OHS issues
- The committees are formed by the election of a H&S representative and nomination of management representative to each work group, creating a balance of employee and employer members

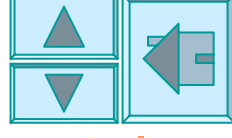


Accident and Incident Reporting and Investigation

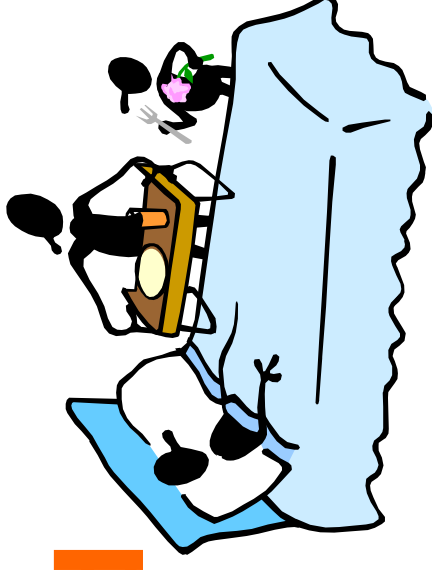


- Accidents and Incidents should be reported within 24hours
- Supervisors are responsible for the follow up and investigation of all incidents and accidents and are required to forward the accident, incident, hazard form to the OHS consultant
- Accident/Incident forms can be printed from here:

<http://www.unisa.edu.au/ohsw/forms/docs/ohsw09.doc>

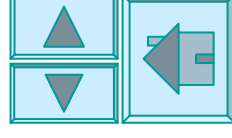


Workers Compensation and Rehabilitation



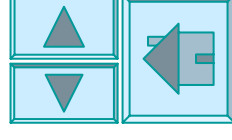
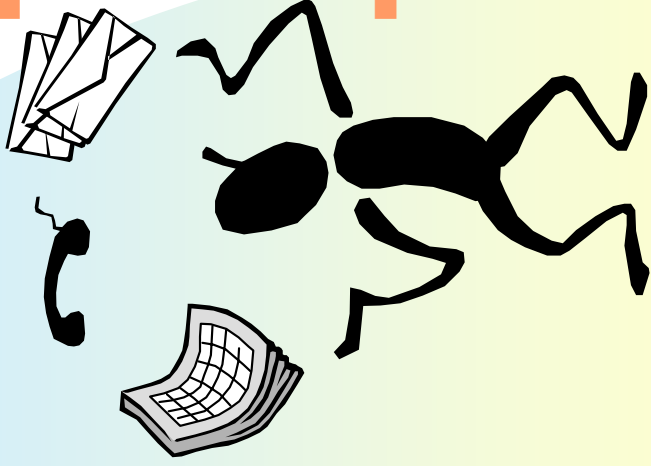
- The University complies with the Workers Compensation and Rehabilitation Act, 1986
- The University policies and procedures on Workers Compensation and Rehabilitation are available at:

<http://www.unisa.edu.au/ohsw/procedures/claim.asp>



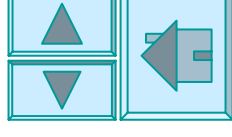
Manual Handling

- Training in manual handling is available internally or externally to the University
- Training is recommended for any person who is required to perform manual handling duties as part of their work
- Manual handling information is available as a Regulation and Code of Practice
- Contact your OHS consultant for more information

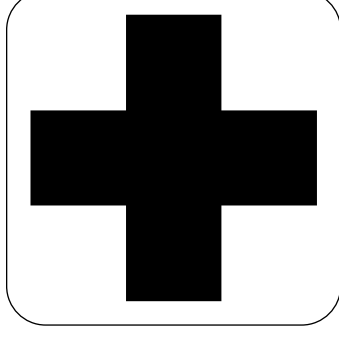


Ergonomic Assessment

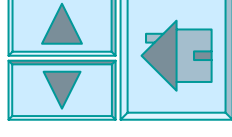
- The procedure for users of keyboard and screen based equipment is available at: <http://www.unisa.edu.au/ohsw/procedures/ergonomic.asp>.



First Aid



- The University maintains a corps of trained first aid personnel on each campus
- First aid personnel are responsible for maintaining the kits to comply with the current Code of Practice and keeping records of all illnesses, injuries and treatments given. The date, time, and name of the client must be recorded. Records are kept for a minimum of seven years
- Security personnel are trained in first aid and can be called if you are unable to locate your first aid officer

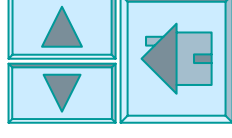


Emergencies

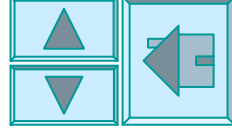
- Make note of emergency numbers by completing the information sheet. Keep it by the phone
 - ◆ health and safety representative
 - ◆ first aid officer
 - ◆ security
 - ◆ ambulance

Be familiar with evacuation procedures and muster points for your area

- Obey directions of building evacuation officers and DO NOT enter buildings if alarms are sounding



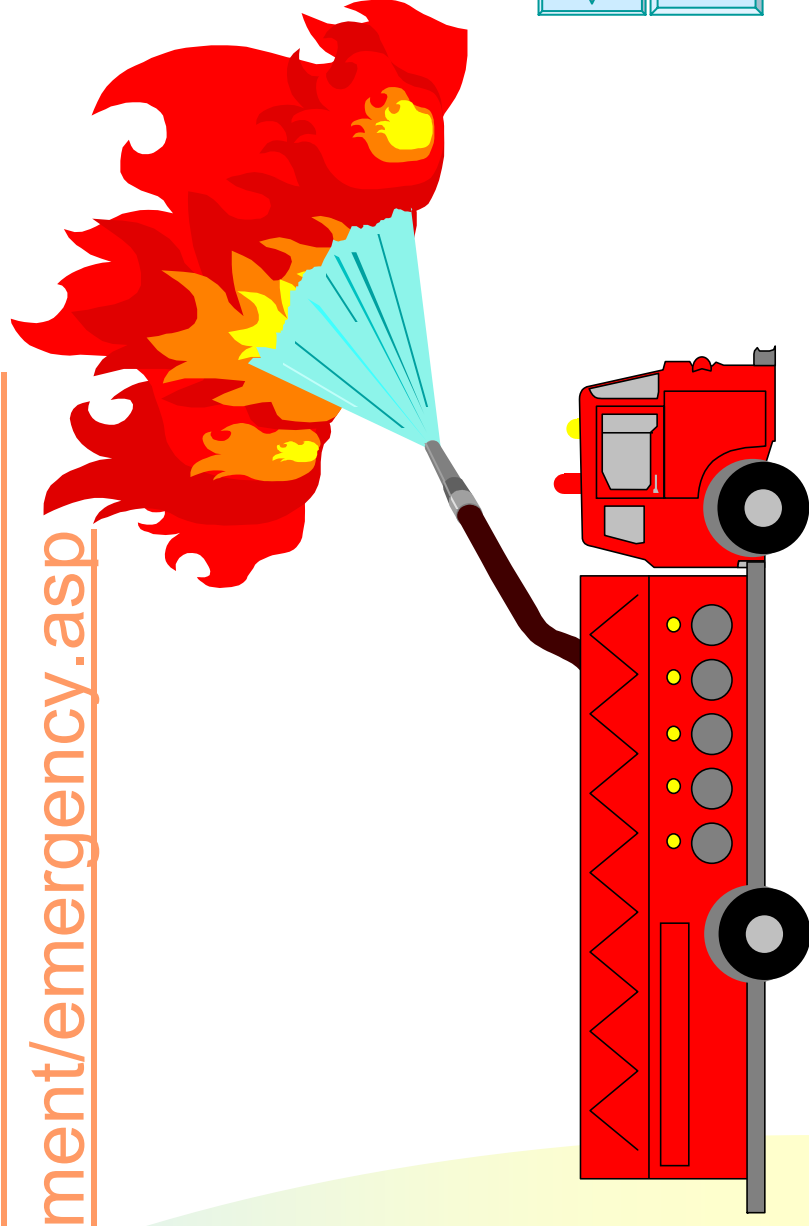
- Ambulances called to the campus should be directed by Security to the person requiring assistance. Please help by notifying Security on extension number 88888 and tell them where you are
- A person calling an ambulance will not be charged, the client is charged
- Medical practitioners are not available on campus. The OHS consultant will be able to advise where services are available



Emergency Response Plan

If you are interested in the University's Emergency Response plan, it can be found at:

<http://www.unisa.edu.au/cs/disastermanagement/emergency.asp>



What This Means

- **Everyone** has a responsibility to themselves and others to ensure a safe work environment
- Accidents and incidents must be **reported** and investigated with corrective action taken to prevent a reoccurrence
- **Regular Inspections** must be carried out to enable the University to retain it's exempt employer status and maintain a safe work environment

