



UniSA

OHSW&IM Newsletter

2nd Edition: 5 November 2007



New Manager appointed to OHSW Services

Colin McLean has been appointed as the new Manager: OHSW Services, starting on Monday 12 November 2007.

Colin joins UniSA from Carl Zeiss Vision Australia (formerly Sola Optical) where he held the position of Safety and Environment Manager for some 9 years. Earlier in his career he spent almost 20 years in the university sector in a technical and OHSW capacity.

Ian Furness, who assumed a caretaker role as Acting Manager after the departure of Greg Thompson, will now return to his original - though fleeting - role of Senior Internal Auditor: OHSW&IM in Planning and Assurance Services.



Key OHSW Dates:

- ☞ 6 November: OHSW Champions meeting
- ☞ 8/14 November and 12/20 November: *Workplace OHSW&IM System Assessment* training courses (fully booked)
- ☞ 21 November: ChemGold II information session
- ☞ 7 December: University Occupational Health, Safety & Welfare Committee meeting



Where do I get the time to do Online OHSW Training?

Online OHSW Training – Not as hard as it seems!

Establishing Online Training OHSW groups has enabled the School of International Studies to increase by more than 50% the number of staff who have completed online OHSW Training modules since December 2006.

In response to staff feedback on the difficulties of completing the online training modules, the School of International Studies OHSW Administration Coordinator, Jamie Giang initiated online OHSW training – group sessions (computer workshops) to provide staff with interactive one-on-one support. 'People work on completing their own OHSW training plans, however they appreciate being brought together and lead through the process of logging on and working through the modules at their own pace. They also value the opportunity to interact with other staff members around the OHSW issues which arise from the training,' Jamie said. In the most recent group session, 80% of participants completed all their online OHSW training requirements within the one hour!

On a monthly basis, Jamie keeps the School informed on the team's progress in completing the online OHSW training. A 'Star Reward' has been introduced to acknowledge and congratulate individuals who have completed all their online OHSW training requirements.

Graham Lewis, Human Resources, Division of Education, Arts and Social Sciences

The buck stops here!



Every employer in South Australia is required under the OHSW Act to appoint a Responsible Officer. This person is responsible for ensuring that the organisation meets its legal obligations under the OHSW legislation. While a range of personnel in an organisation play a role in relation to OHSW - e.g. supervisors, health and safety representatives, first aid officers - ultimately the 'buck' stops with the Responsible Officer (RO). At UniSA the appointed RO is Professor Peter Høj, Vice Chancellor.

The members of the Senior Management Group are key people in supporting the VC fulfil his responsibilities, and in August, the VC and the entire SMG attended Responsible Officer training presented by Health Safety Environment Australia.

UniSA fined under OHSW Act

As reported in 'The Advertiser' UniSA has been fined \$37,500 for breaches of sections 19 and 22 of the OHSW Act, 1986. The breaches related to the explosion of a pressure vessel at Mawson Lakes on 1 June 2005. The fine was reduced because of the University's unblemished record, its full cooperation with the investigation, the OHS systems in place at the time, and the OHS improvements made since the incident.

While the event took place over two years ago, the court decision on 12 October 2007 underscores the importance of recent intensive efforts within UniSA directed at risk assessments for plant and hazardous substances, and review and tightening-up of related procedures and forms.

For example, a feature of the university research environment is the occasional need to design or purchase plant, equipment, devices or pressure vessels for innovative purposes that lie outside routine risk management practices. To cater for such situations UniSA has introduced a Project Proposal Safety Authorisation procedure and form and a Purchasing and OHSW procedure and accompanying Pre-purchase Checklist, Design, Plant and Substances.

All new procedures and forms, despite the appearance of extra bureaucracy and paperwork, stem from an identified gap within the OHSW&IM system and contribute to assurance that a safe and healthy work environment is provided to staff and students.

Did you know?

UniSA is a self-insurer under the Workers Rehabilitation & Compensation Act. That means the University must meet all costs associated with workers compensation claims from UniSA staff including medical expenses, income maintenance and lump sum payments.

When you lodge a 'WorkCover claim' the workers compensation form is forwarded by OHSW Services to the Claims Management Unit of UniSA ('Unisure') for processing. When you are 'on WorkCover' or receiving 'WorkCover payments' these income maintenance costs are met by the University through the Unisure Fund.

Newspaper reports of the large unfunded liability of WorkCover (now in excess of \$800 million) relate to employers insured through WorkCover, not to self-insurers. A significant benefit of being a self-insurer is that the University can look after the rehabilitation and return to work of its own staff – this role is carried out by Di Dickeson, Consultant: Rehabilitation, in OHSW Services.

Rehabilitation of work-related injuries

The university has engaged *WCD – Workers' Compensation Solutions Pty Ltd* to produce a customised and detailed Rehabilitation Manual. This will enable UniSA to effectively manage all aspects of the rehabilitation and return to work process in alignment with OHSW and claims management processes, and demonstrate compliance with workers rehabilitation and compensation legislation, WorkCover Performance Standards and best practice principles. The initial mapping of processes has just commenced.

A slow boat to China

If you are travelling to China, or anywhere else in the world, please use one of the University's preferred travel providers, Phil Hoffmann Corporate Travel or Tee Lee Travel [Preferred Agents](#).

UniSA uses a travel locator tool called FlightLock which allows the university to rapidly communicate with staff or students travelling offshore in the event of a natural disaster, civil disturbance or travel warning [more info](#). But FlightLock only collects travel data from our preferred travel agents.

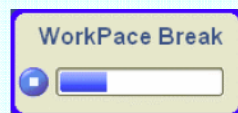


If you use another travel provider the University's capacity to communicate quickly with you may be severely hampered. So, whether you plan to go by slow boat to China, or the latest A380 Airbus, please use a UniSA Preferred Agent.

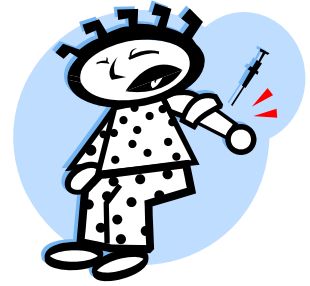
WorkPace

You wouldn't drive your car without a speedometer and petrol gauge. Why would you drive your computer without WorkPace? WorkPace gives you continuous information on your 'speed' (work intensity, including keyboard and mouse usage) with alerts for slowing down or pausing for a break and stretch. Combined with a variety of other risk control measures it is one way the University helps to reduce the OHS risks associated with extended periods of screen-based work and keyboard use.

**Take a WorkPace break now.....
You deserve it!**



Vaccinations for First Aid Officers



The Senior Management Group has approved that every staff member appointed as a First Aid Officer is offered vaccinations for Hepatitis A, Hepatitis B, influenza, tetanus and other vaccinations as required.

Vaccinations are to be arranged in accordance with the following process:

- Request made individually by each First Aid Officer in liaison with their supervisor
- First Aid Officer is referred to the Travel Doctor [Adelaide Clinic](#), however a choice of a preferred medical practitioner can be accommodated
- Costs of the consultation and vaccinations are paid by the staff member's local Cost Centre.
- If using the Travel Doctor download the updated finance form FS32 – Medical Request ([Finance forms](#) listed under Travel) to simplify payment from the local Cost Centre
- Alternatively, the Cost Centre Manager can provide assistance by paying with a credit card over the phone.
- Records should be kept centrally at workplace level (taking into account confidentiality requirements) to monitor the vaccinations and demonstrate that the university is systematically managing the risk of infectious diseases.

The immunisation schedule for Hepatitis A/B (done together) requires 3 injections over a 6 month period. The first 2 injections are given one month apart and the final injection is given 6 months after the first. A blood test is required 2-3 months after the 3rd injection to check immunity. The total cost is estimated to be in the range of \$350 - \$500 per person.

Further information is available at [Immunisation and Vaccine Preventable Diseases](#).

Workplace hazard identification and risk assessment may highlight other UniSA staff that should have vaccinations as a risk control. A similar process is recommended in the case of these staff.



ChemGold II launched!

ChemWatch is a data base system that provides access to detailed risk management information on thousands of chemical products. For UniSA, it is an essential resource for implementing [Hazardous Substances and Dangerous Goods Management](#).

Until recently, UniSA only provided ChemWatch access to a limited number of users. Now, all UniSA staff and students have access to the online version of ChemWatch, called 'ChemGold II', using their normal UniSA userid and password.

Staff can access ChemWatch/ChemGold II via staff Resources on the staff portal [Resources](#), or through the Human Resources OHSW pages [Access to Chemwatch](#).

Students have a link on the student portal through the myServices tab ('Access to ChemWatch' is in the top left corner). Various web pages relevant to research students have links to ChemWatch at strategic points. Students should ensure that their safe use of chemicals is always under the oversight of a UniSA staff member.

OHSW Services have arranged a one-hour data show demonstration of ChemGold II on 21 November 2007, and a half-day computer training session for a small group on the same date. For further information, or to register for attendance at the one-hour information session or training session, email [Ian Furness](#). More ChemGold II training sessions are planned in early 2008.

Training on how to carry out a workplace OHSW&IM system assessment

Under the UniSA OHSW&IM Strategic Plan every UniSA 'workplace' (that is, School, Unit or Research Institute) is required to carry out an OHSW&IM system assessment using form OHSW4 at least annually. (In addition, workplaces will need to periodically undergo an internal OHSW&IM audit by Planning and Assurance Services in accordance with the annual or 3-year audit schedule once developed.)

A training program has been developed to equip staff with the skills to carry out an OHSW&IM system assessment in their workplace. The training includes:

- The principles underpinning an OHSW management system
- Auditing skills required in conducting an assessment
- Procedures and forms used in UniSA
- A practical exercise in conducting a workplace OHSW&IM assessment.

At the time of writing the remaining 2007 courses are almost booked out, but more sessions will be offered in early 2008. For more information, email [Marta Fathers](#).

New national Standard and Code for Manual Tasks

The Australian Safety and Compensation Council (ASCC) recently declared the National Standard for Manual Tasks and the National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work (August 2007) [More information](#). Both the Standard and the Code focus on the more hazardous manual tasks faced by workers. It is expected that South Australia will move towards adopting the national standard and code of practice within South Australian OHSW legislation.



Skin cancer and outdoor work

The Cancer Council of South Australia has announced the release of [Skin cancer and outdoor work - A guide for employers](#) and [A guide for working safely in the sun](#). The resources have been designed to provide information about skin protection at work as well as a comprehensive guide on sun protection control measures and policy development in the workplace. They are available free of charge to workplaces and their employees from the Cancer Council of South Australia by phoning 13 11 20.