SCHOOL OF MEDICINE AND PHARMACOLOGY

STATEMENT OF SAFETY AND HEALTH MANAGEMENT

Issue date: April 2009

Last reviewed: November 2007
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Occupational Safety and Health Policy

COMMITMENT
The University of Western Australia acknowledges that 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. This commitment to protecting its human resources also extends to ensuring the University’s operations do not place the local community at risk of injury, illness or property damage.

OBJECTIVES
The University will ensure compliance with the Western Australian Occupational Safety and Health Act and Regulations, other legislation and industry standards by:

- providing and maintaining safe workplaces, plant and systems of work
- providing information, instruction, training and supervision to ensure safe systems of work
- ensuring that nominated safety personnel are adequately trained and supported
- consulting and cooperating with safety and health representatives, employees and others
- providing and maintaining personal protective equipment as required
- continuously reviewing and improving its safety performance.

RESPONSIBILITIES
Each Head of Academic/Administrative Unit is accountable for implementing this policy in their area of responsibility. Management is responsible for:

- the provision and maintenance of a safe workplace and systems of work
- involvement in the development, promotion and implementation of safety and health policies and procedures
- training and supervising employees and students in the safe performance of assigned tasks
- the provision of resources to meet the safety and health commitment.

Employees, students and contractors are to:

- take reasonable care of their safety and health and that of others
- follow all safety and health policies and procedures
- report all known or observed hazards, incidents and injuries.

APPLICATION OF THE POLICY
This policy is applicable to the University of Western Australia in all its operations and functions including those situations where employees and students are required to work off site.

Professor Alan Robson
Vice-Chancellor

Dr Allan McKinley
Chair, University Safety Committee

2005
Resolution of Safety and Health Issues

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

1. Notify Immediate Supervisor
   - Issue still unresolved

2. Notify Safety and Health Representative or School / Section Safety Officer
   - Issue still unresolved

3. Notify Head or Manager of School, Unit or Centre
   - Issue still unresolved

4. Notify Safety and Health Office
   - Issue still unresolved

Refer to the 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.

Safety and Health Office
Telephone: 6488 3938

Email: safety@uwa.edu.au
www.safety.uwa.edu.au
1.3 General Statement of Safety and Health Management in the School

The policy of this school is to provide and maintain safe and healthy working conditions, equipment and systems of work for its staff, students and visitors. To this end, information, training and supervision is provided in accordance with University policy, and as necessary. For University staff and students working or studying in locations where the School does not have principal jurisdiction over the workplace, the School performs an advisory role.

The allocation of safety-related responsibilities and duties, policy implementation, and the way in which the policy is to be monitored are set out in this Statement.

A copy of this statement and quick links to emergency procedures are available to all staff and students via the School’s website.

SAFETY IN THE WORKPLACE IS THE RESPONSIBILITY OF EACH AND EVERY STAFF MEMBER. THIS OBLIGATION IS NON-TRANSFERABLE AND MAY NOT BE DELEGATED

The policy will be kept up to date to take account of changes in UWA policies and the School’s implementation and effect of these policies. To ensure this, the policy and the way in which it has operated will be reviewed when necessary and changes confirmed by the Head of School. Following review, a copy of the policy will be sent to the University Safety & Health Office.
2. Responsibilities and Delegations

Ultimate responsibility for safety & health in the School lies with the Head of School. However, successful management of safety and health can only be effectively achieved with the participation of staff at all levels. Towards this, the school policy seeks to provide processes for identifying and controlling risk and for efficiently bringing this information to the attention of all staff. For routine safety and health matters the line of responsibility follows the normal managerial lines in the School as depicted below.

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 in accordance with the risk assessments made of various activities. Supervisors of staff and students remain liable for these individuals despite the presence of subordinate or nominal supervisors. This duty of care cannot be delegated by the supervisor.

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 correct, it must immediately be reported to a person in authority.
To assist the Head of School in discharging responsibility for safety and health, the following duties have been delegated and will be displayed on the School website and Unit notice boards. Each of the nominated delegates have responsibility and accountability for the management of a safe working environment.

- Head of School
- Heads of Units
- Unit Safety Officers
- Project Supervisors (usually academic staff members who appoint employees or agree to act as student supervisors)
- Unit Safety and Health Representatives (workplace specific, elected annually via School ballot)
- Warden, Chief of Building
- Warden, Area
- Unit First Aid Officers
- Unit Radiation Officers
- Unit Biological Safety Officers

For further information please refer to the following University website:
http://www.safety.uwa.edu.au/policies/responsibility_and_accountability

3.0 Safety and Health Procedures

3.1 Duty of Care
For any event where one has responsibility for the safety and health of others, that person should familiarise themselves and those within their care with basic domestic safety arrangements; for example, the location of fire extinguishers and emergency exits. This information is particularly important for the first meeting of a course.
3.2 **Safety Induction Procedures**

Each Unit of the School should conduct a safety induction for all new staff, students and working visitors in accordance with University policy. Specific workplace information should be provided on the following issues:

- Fire and emergency facilities and procedures
- Specific safety procedures and hazards for laboratories
- Chemical and biological spill procedures
- Chemical storage and waste disposal procedures

Unit safety induction should be conducted by the Unit’s Safety Officer (or nominee). Project specific induction and assessment of risk / training required should be conducted by project supervisors. A University [Safety and Health Office checklist](http://www.safety.uwa.edu.au/forms/safety_induction_checklist) should be completed and signed by responsible parties.

This document will be kept on Unit staff and student records as verification of the completed process, and updated as required.

3.3 **Fire and Emergency Procedures (UWA Main Procedure)**

While fire emergency procedures are Unit-specific, the School’s policy is to ensure that, as far as is practicable, no person suffers injury or illness as a result of a fire on land or in a building that is owned or occupied by the University of Western Australia.


3.4 **Action in the Event of an Accident / First Aid Procedures (UWA Main Procedure)**

While the School will follow the University procedures on the following website, differences exist between the Units.


3.5 Risk Assessment (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 Supervisors to satisfy themselves (while not necessarily examining every assessment) that risk assessments are:

- Conducted;
- Completed to a consistent and reasonable standard;
- Related to the actual work being undertaken;
- Reviewed regularly
- Supported by adequate and appropriately maintained records

It is the responsibility of all staff and students to carry out risk assessments of their particular working environment, be it a laboratory, office or field trip.

The Five Principal Steps For Carrying Out a Risk Assessment.

1. Look for the hazards, ignoring the trivial and concentrating only on significant hazards, which could result in serious harm or affect several people.

2. Decide who might be harmed and how, taking into consideration 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 the findings. A general risk assessment form is available from the Safety and Health Office website.

Review the 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, the assessment will need reviewing after changes in substances and/or procedures that could lead to new hazards.

In an office environment, changes may be made to the office layout or new electrical equipment (e.g. kettle, heaters) may be introduced which would warrant a review of risk assessments.

Consider these sorts of changes in their own right and do whatever is needed to reduce risks.

3.6 Incident/Injury and Hazard Notification and Investigation procedures

The University requires that all injuries, incidents and hazards are properly reported, investigated and recorded in accordance with the procedures detailed below.

Definitions

An accident is commonly used to describe an incident that has resulted in an injury.

An incident is any unplanned event resulting in or having the potential for injury, ill health, damage or loss.

A hazard is a source or a situation with the potential for harm in terms of human injury or ill health.

Incidents, accidents or hazards should be investigated urgently so as to:

- Prevent similar incidents recurring in the future.
- Identify any new hazard.
- Identify and choose suitable controls.

Investigations of incidents, injuries or hazards are not to be used as vehicles to allocate blame.
Injury Reporting
In the event of an injury the person involved should;

1. Seek first aid or medical attention as required

2. Inform a supervisor as soon as possible

3. Complete the front side of the Incident / Injury Report Form and fax it to the Safety and Health Office on 6488 1179

http://www.safety.uwa.edu.au/forms/incident

4. Maintain a copy of this report as a record of the event in Unit files

5. Assist the supervisor in the investigation and reporting on the incident or accident

The Supervisor of the person(s) involved in the incident is required to:

1. Ensure that any injury is promptly attended to;

2. Conduct an initial investigation into the cause of the event;

3. Complete the reverse side of the Incident / Injury Report Form and ensure that it reaches the Safety and Health Office within five (5) working days

4. Ensure that all serious injuries are reported to the Safety and Health Office immediately by phone on 6488 3938 or 1300 928 048 A list of serious injuries as defined by WorkSafe WA is available at:

http://www.safetyline.wa.gov.au

Under Quick Links click on Occupational Health & Safety Regulations, a PDF file will open, section 2.4 describes Notification (under section 19 of the act) of certain injuries and 2.5 Notification of certain diseases.

Hazard Reporting
On identifying a hazard, staff must act as quickly as possible to eliminate it. This may mean a simple alteration, substitution or removal of the hazard, or even talking to the people involved to enlighten them of their hazardous practices. If staff are unable to
make a hazardous situation safe they are required to notify the Safety and Health Office on 6488 3938 or by a Hazard Report Form.

Form http://www.safety.uwa.edu.au/forms/hazard_report_form

http://www.safety.uwa.edu.au/policies/resolving_safety_&_health_issues

3.7 Electrical Safety

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

Only electrical equipment that is properly installed and maintained should be used in the department. The indicator that equipment has been properly maintained will be a label 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: lamps, coffee percolators, overhead projectors, 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 supervisor or manager.

All portable appliances will be regularly inspected and, where necessary, subject to electrical test. All members of the department 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, then 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 4-way trailing sockets 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, with the holder being responsible for bringing it into the University. All new electrical equipment will be subject to site-specific policies.

3.8 **Acquisition / 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. Individuals wishing to acquire materials or equipment should obtain all necessary information to enable a risk assessment to be undertaken in order to demonstrate compliance with University policy.

To monitor that the requirements of the purchasing policy are being followed, only colleagues who are authorised signatories may approve acquisitions. These are revised annually and details can be obtained from the Finance Department. Updated lists of authorised signatories should be kept at each Unit.

University and School policy requires that details of all purchase orders under the following categories be provided to your Safety Office (or Unit Admin or Purchasing Officer) without exception:

- **Chemicals**: Orders must state clearly the manufacturer, chemical, quantity, special storage requirements and include MSDS safety material (electronic or paper copy), and a copy of the order must be given to the designated person in each unit, (either the purchasing officer or safety officer),
- **Radioisotopes**: Orders must be placed by the designated person for each Unit and be received by that person before distribution to the requesting staff member,
- **Dangerous Goods/Poisons/Carcinogens**: Orders must include copies of all documentation pertaining to approval to use such goods, including details of purchase order, expected delivery and storage,
• Imported Goods Requiring AQIS Approval: Orders must include copies of all
documentation pertaining to receipt, storage and disposal of such materials.

The information provided to the Unit should be maintained in appropriate databases as
required by the University Safety and Health Office and be available for inspection by
visiting authorities during audit processes. In addition to this system, the responsibility
for obtaining and accessing MSDS safety information prior to the first use of a
chemical/dangerous substance remains with the user and their supervisor. This
responsibility may not be transferred.

3.9 Safety and Health Training

Students and Staff should be inducted to each site they work in.

Members of the School will not be expected to undertake any procedure for which they
have not been adequately trained. All staff and relevant students should be signed off on
new initiatives/recommended training courses.

Students should also be made aware of the Student Guide to Safety and Health produced
by the University Safety Office.


3.10 Unauthorised Persons

An unauthorised person is someone who does not have authority, expressed or implied by
appointment or position, to be in the area in question. Unauthorised persons are not
allowed access to workshops or laboratories and may not use any tools, office or other
equipment wherever situated in the school. A member of the school, like any other
visitor or person legitimately on University premises may be an unauthorised person if in
a part of the premises where he or she has no legitimate reason to be.

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 any other environment considered by the person in charge to be inappropriate.

Visitors to the school should usually 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.

3.11 Work Undertaken by Contractors in the School
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.
http://www.safety.uwa.edu.au/contractor
For work in workshops and laboratories, a written risk assessment of the work must be carried out by the appropriate authority e.g. Office of Facilities Management UWA or Health and Safety Office.

3.12 General Office Safety
For routine office activities where there will be no significant health or safety risk, no further risk 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.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office accidents. 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 accidents. 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 manual handling. A copy of the office safety checklist is available from the Safety &
Health Office and individuals should use this to check the safety of their own office
accommodation.

http://www.safety.uwa.edu.au/forms/computer_workstation_and_office_safety_checklist

Problems identified should be reported in the normal way.

3.13 Safety off University Premises
Many Department 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 for field trips might
include: adequate competent supervision, first aid training, appropriate protective clothing
and sensible footwear, sufficient communications arrangements, and 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.

http://www.safety.uwa.edu.au/policies/remote

3.14 Manual Handling
Safety in manual handling relates to lifting and handling technique. Training will be
given to members of staff who handle heavy and awkward loads and materials as part of
their normal activities. From time to time almost any member of staff could be involved
in lifting and handling, and the University has produced some general principles of
correct manual handling which are available from the Safety & Health office. To prevent injury staff should refer to the guidelines, ask for assistance or use mechanical aids.


3.15 **Safety in the Use of Computer Workstations**

The correct procedures for installing and using computer workstations are listed in a booklet produced by the University Occupational Health Adviser and these will be followed within the School. A properly designed workstation, coupled with regular breaks from keyboard work, should prevent any ill health. If you have not been assessed please contact the Safety & Health Office and they will arrange for an assessment of your workstation to be carried out.

http://www.safety.uwa.edu.au/policies/working_comfortably_with_computers

3.16 **Working Alone**

Where colleagues work after normal hours, they should adhere with the UWA policy on working in isolation as well as the Unit specific policies.

http://www.safety.uwa.edu.au/policies/isolation

3.17 **Working at home**

Where colleagues are permitted to work at home using their home PC, their Line Manager should ensure that they have received all information concerning satisfactory computer hardware, furniture, rest breaks, working environment, and potential hazards. Copies of the following document are available from the University Safety & Health Office.

**Working with Computers booklet**

Colleagues working from home should undertake a self-assessment of their working environment in accordance with the information available from the University Safety and Health Office. If any issues are identified they should be discussed in the first instance with the appropriate Line Manager.
Colleagues who have been using a computer at work and then continue to use a computer at home in the evenings should ensure that they take appropriate breaks and that they do not accumulate an excess of hours in front of a computer workstation.

3.18 **Smoking Policy**

The School follows the University’s smoking policy.

http://www.safety.uwa.edu.au/policies/smoking

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 jurisdiction are instructed in safe working practices
- New employees working within their department are given instruction in safe working practices
- Regular safety inspections are made
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- All plant, machinery and equipment in the area in which they work is in good and 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 department 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 the 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 Safety and Health Policy and any specific codes of practice relating to particular activities and all relevant safety legislation and guidance.

3.20 Safety of Equipment
Where the school provides equipment related to safety and health, particularly personal protective equipment, 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.


3.21 Consultation for Health and Safety
All members of the Department are encouraged to raise concerns about safety and health with their Safety and Health Representatives or the appropriate Safety Officer. Additional formal consultation will take place through the School Safety Committee. 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. 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

The membership of the School Safety Committee shall consist of the Head of School or nominee, School Manager or nominee, School Safety Officer, Safety Representatives, those people with specific responsibilities for aspects of safety and health indicated in the policy, and members of under-represented areas or groups of staff who shall be co-opted by the Safety Committee to secure effective representation.

The Committee shall be chaired by the Head of the School, or his nominee, and shall meet at least twice each year. Minutes of meetings shall be made available to all School members via the Intranet.

4. Safety and Health Monitoring

Day to day monitoring of the policy is the responsibility of all those with managerial responsibility. Managers should also use reports of accidents, 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 also be carried out by way of planned School/Unit inspections. This should follow the University policy on inspecting the workplace.

http://www.safety.uwa.edu.au/policies/inspecting_the_workplace