



THE UNIVERSITY OF WESTERN AUSTRALIA

School of Computer Science and Software Engineering

SAFETY AND HEALTH MANUAL

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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 schools 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 Schools 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).

Approved By _____ **Head of School**

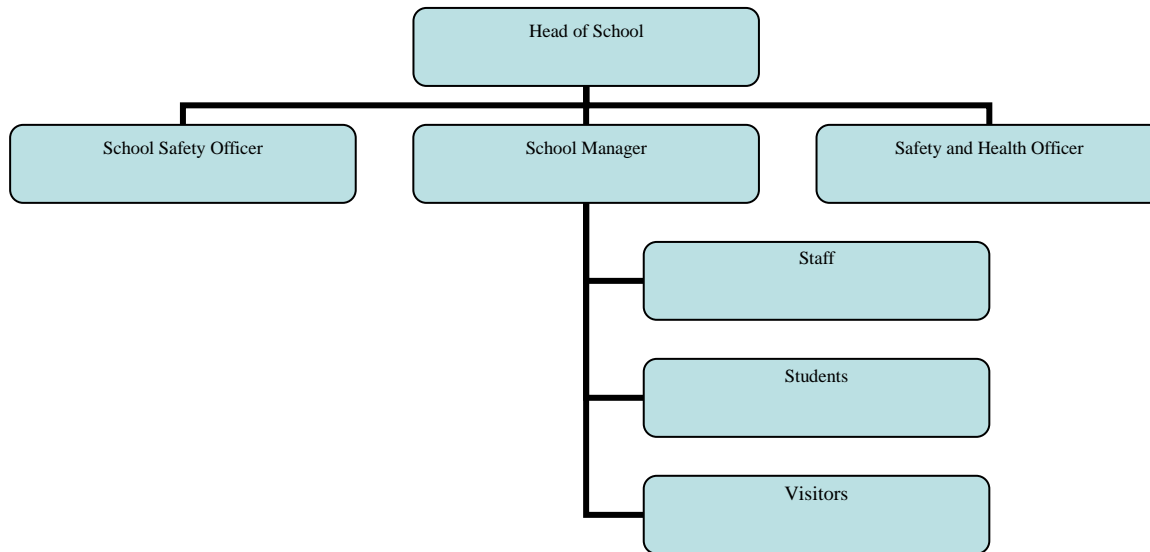
Signed _____

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..

- | | | |
|------------------------------|------------------------|--------------------------|
| • Head of School | Prof Mphammed Benamoun | head@csse.uwa.edu.au |
| • School Manager | Rachael Offer | sm@csse.uwa.edu.au |
| • Building Warden: | Nicola Hallsworth | warden@csse.uwa.edu.au |
| • Safety and Health Officer: | (vacant) | sho@csse.uwa.edu.au |
| • School Safety Officer: | Laurie McKeaig | safety@csse.uwa.edu.au |
| • First Aid Officers: | Ryan McConigley | firstaid@csse.uwa.edu.au |

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.

- The location of emergency exits are shown in Appendix 2, Emergency Exits.
- Emergency procedures and evacuation are listed at the following web site
<http://safety.csse.uwa.edu.au>
- A first aid box is located in room 1.29, the first floor photocopier and printer room.
- A portable first aid kit is located in G.04
- The first aid officer is located in room G.04
- A wheelchair available in room 1.27

3. The Arrangements for Safety and Health

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 membership of the School Safety Committee shall consist of the Head of School, School Safety Officer, Safety and Health Representatives, Building Warden, First Aid Officer and Postgraduate Student Representative.

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

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 Safety and Health Office. 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 Safety and Health Officer.

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

When the fire alarm sounds, the building warden should immediately take up position in front of fire indicator panel on the ground floor foyer.

Floor wardens should pass through each floor, (all laboratories, seminar rooms, offices, toilets) and direct people to the nearest exit. Any staff member can be asked to assist in the evacuation.

Where there is two or more wardens per floor, one should be positioned at the exit/entrance to each floor to stop people entering and to direct people away from the building, while the other/s sweep the corridors.

Once all the floors have been cleared, wardens not positioned on an exit should come down to the ground floor and take further instructions from the building warden.

After hours, security will respond to an alarm and assist in the evacuation.

Assembly area has been changed: The assembly area has been changed from the Child Care Centre car park to the lawn area and walkway at the eastern end of that car park. This is the walkway area between Geology and Physics at the east end of the Child Care Centre car park.

Wardens should pass a "floor all clear" message to the chief warden who will be located at the fire indicator panel in the ground floor foyer.

Exits/Entrances that need to be monitored are:

1. Ground floor student entrance, and the emergency exit at the west end of the building
2. Ground floor emergency exit (east end of building near Geology building)
3. First floor main entrance
4. First floor GP2 walkway
5. Second floor GP2 walkway

Ensure people with disabilities are given assistance if required. Always ask people with disabilities if they require assistance and what they require. Wardens are to take note of people needing assistance as they supervise evacuations of their area of responsibility.

People who do not follow instructions are to be noted. Do not waste time trying to force people to leave. Be firm, but if they refuse to cooperate note their names (if reasonable to do so) and report them to the warden at the fire control panel.

Note: During an alarm, all card access doors are unlocked.

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

The School has a qualified first aid officer available to deal with any incidents or render assistance when needed. There is a portable First Aid kit located in room G.04 and a fixed kit installed in the photocopying room (room 1.29). While there are no specific incident responses required, due to the School not using or encouraging the use of hazardous substances, the First Aid officer follows the University's [first aid](#) and [notification and investigation](#) policies.

The First Aid procedure is as follows:

- 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

Upon completion, an [incident, injury and hazard notification form](#) is filled out and sent off in accordance with University's policies.

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 [Safety and Health Office 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](#). Smoking is not permitted within any University building.

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 power boards with individually switched outlets and overload protection are permitted. Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.

School 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. These are revised annually and details can be obtained from Financial Services.

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 Safety and Health Office 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. (*Insert location of these devices e.g. trolleys, stepladders, lifting devices*)
- 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.

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.

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](#).

5. Appendicies

UWA Occupational Health and Safety Policy

Safety Induction check list

Evacuation Procedures and Emergency Exits

Safety and Health Plan

Hazard Report Form

Incident and/or Injury Report Form

Incident and/or Injury Investigation and Action Report Form

Office Safety Checklist

Electrical Safety Inspection Checklist