



THE UNIVERSITY OF
WESTERN AUSTRALIA

Achieve International Excellence

FACULTY OF ARTS

SAFETY AND HEALTH HANDBOOK

Available online at:

<http://www.arts.uwa.edu.au/staff/faculty-guides-and-procedures/safety-and-health>

Correct as at November 2012

Drafted by: Evelyn Ho, FAHSS Administrative Officer

Approved by: Scott Sullivan, Faculty Manager / Faculty Safety Officer

To be reviewed in November 2013

**These guidelines should be read in conjunction with the UWA
Safety & Health Office guidelines at <http://www.safety.uwa.edu.au/>**

CONTENTS

1	GENERAL POLICY STATEMENT ON SAFETY AND HEALTH MANAGEMENT	4
1.1.1	THE RESPONSIBILITIES FOR CARRYING OUT THE POLICY	5
2	THE ARRANGEMENTS FOR SAFETY AND HEALTH	6
2.1	REPORTING & INVESTIGATING SAFETY OR HEALTH ISSUES	6
2.1.1	INJURY REPORTING	6
2.1.2	HAZARD REPORTING	6
2.2	SCHOOL SAFETY & HEALTH RESPONSIBILITIES	7
2.3	SCHEDULE OF CONSULTATION FOR SAFETY AND HEALTH	8
2.4	SAFETY AND HEALTH TRAINING	8
2.4.1	NEW STAFF, VISITORS & STUDENTS	8
2.4.2	SPECIALIST TRAINING	8
2.4.3	EQUIPMENT TRAINING	8
2.5	EMERGENCY PROCEDURES	9
2.5.1	GENERAL EMERGENCY	9
2.5.2	FIRE AND EVACUATION	9
2.5.3	EMERGENCY REQUIRING LOCKDOWN	10
2.5.4	CURRENT WARDENS	10
2.6	FIRST AID PROCEDURES	10
2.6.1	ACTION IN THE EVENT OF INJURY	10
2.6.2	FIRST AID OFFICER DUTIES AND FIRST AID KITS	11
2.7	RISK ASSESSMENTS – UWA MAIN PROCEDURE	11
2.8	SMOKING POLICY	12
2.9	ELECTRICAL SAFETY	12
2.9.1	ELECTRICAL EQUIPMENT TESTING AND TAGGING	13
2.10	PURCHASING POLICY	13
2.11	CHILDREN IN THE WORKPLACE	13
2.12	VISITORS AND CONTRACTORS	13
2.13	MUSIC VENUE HIRERS	13
2.14	SERVICES AND FACILITIES	14
2.15	GENERAL OFFICE SAFETY	14
2.15.1	ERGONOMIC HAZARDS	14
2.16	SAFETY OFF UNIVERSITY PREMISES	15
2.16.1	FIELD TRIPS	15
2.17	MANUAL HANDLING	15
2.18	SAFETY IN THE USE OF COMPUTER WORKSTATIONS	15
2.19	WORKING ALONE	16
2.19.1	AUTHORITY	16
2.19.2	MEANS OF COMMUNICATION IN THE CASE OF AN EMERGENCY	16
2.19.3	RISK ASSESSMENT OF AMOUNT OF CONTACT REQUIRED DURING AFTER HOURS WORK	16
2.20	WORKING FROM HOME ON UWA BUSINESS	16
2.21	SAFETY EQUIPMENT	17
3	WORKPLACE & TEACHING/PRACTICE ROOM SAFETY	17
3.1	SAFE CONDUCT RULES	18
4	MONITORING OF THE POLICY	18
5	APPENDICES	19
5.1	PROCEDURE FOR MOVING OF ACROMAT SEATING IN THE CALLAWAY MUSIC AUDITORIUM	19

5.2 CHECKLIST OF ITEMS TO INCLUDE IN A FIRST AID KIT20

1 GENERAL POLICY STATEMENT ON SAFETY AND HEALTH MANAGEMENT

The Faculty of Arts (FA) acknowledges that the provision of a safe and healthy work environment for employees, students, contractors and visitors is a moral and legal responsibility, and also a prerequisite to achieving high international standards in teaching, research and scholarship.

The Faculty encourages students, staff and visitors to make full use of its facilities, at the same time encouraging all such persons to recognise their joint responsibility in ensuring compliance with the University's Safety and Health policies and procedures. We will provide relevant information, instruction, training and supervision as necessary.

We are committed to achieving high standards of occupational safety and health performance through effective safety management. We are all responsible for establishing and maintaining a safety management procedure to continually monitor and improve occupational safety and health. This process includes consultation with employees and students, identification and assessment of hazards, and control of risks. We will, in consultation with employees, be responsible for identification of training needs to reduce the risk of work-related injury.

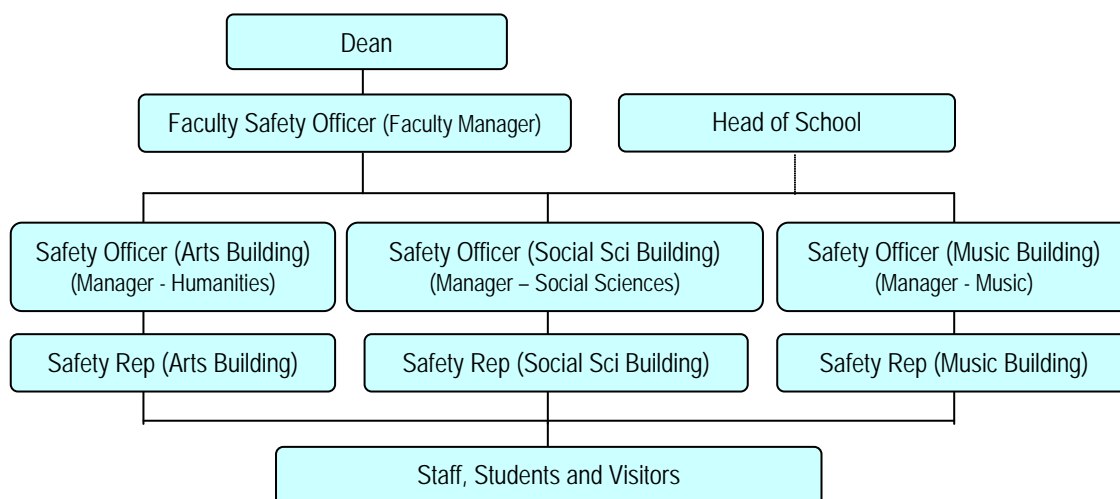
Krishna Sen

Dean, Faculty of Arts

June 2011

1.1.1 THE RESPONSIBILITIES FOR CARRYING OUT THE POLICY

Ultimate responsibility for safety & health in the Faculty lies with the Dean of the Faculty of Arts. Matters may be referred by the building Safety Officers to the Faculty Safety Officer, or Head of School if more appropriate, depending on the needs and specifics of each case. Successful management of safety and health can only be effectively achieved when the participation of staff at all levels in the Faculty 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 Faculty.



All members of the Faculty 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 the Faculty notices a safety or health problem that he or she is not able to safely put right, it must immediately be reported to a Safety & Health Representative. Key FA safety roles are as below.

Role	Person/Role	Ext
Faculty Safety Officer	Faculty Manager	3872
Safety Officer – Arts Building	Manager, School of Humanities	2170
Safety Officer – Social Sciences Building	Manager, School of SCS	2894
Safety Officer – Music Building	Manager, School of Music	2052
Safety & Health Rep – Arts Building	Richard Small	2165
Safety & Health Rep – Social Sciences Building	Karen Eichorn	7249
Safety & Health Rep – Music Building	Pip White	7835
First Aid Officer – Arts Building	Ines Bortolini	91777
First Aid Officer – Arts Building	Anita Krsnik	91777
First Aid Officer – Social Sciences Building	David Bouchier	2074
First Aid Officer – Social Sciences Building	Vacant	
First Aid Officer – Music Building	Toni Johnson	2054
Building Warden – Arts Building	Evelyn Ho	2068
Building Warden – Social Sciences Building	Miho Masel	2080
Building Warden – Music	Pip White	7835

List as at 14/11/2012.

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, for instance, location of fire extinguishers and emergency exits.

2 THE ARRANGEMENTS FOR SAFETY AND HEALTH

2.1 REPORTING & INVESTIGATING SAFETY OR HEALTH ISSUES

Any member of the Faculty noticing a safety or health problem that they are not able to safely put right themselves should immediately tell a Safety & Health Representative within the building, or someone in authority, following the University's "resolving safety issues" policy:

<http://www.safety.uwa.edu.au/management/about/resolution-procedure>

2.1.1 INJURY REPORTING

In the event of an injury the person involved should:

- seek first aid or medical attention as required;
- inform their supervisor as soon as possible;
- complete Part 1 of the Confidential Incident / Injury Report Form (download at <http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification>), and fax it to the Safety and Health Office on 6488 1179; and
- assist their supervisor in the investigation and reporting on the incident or accident.

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

- ensure that any injured person is promptly attended to;
- conduct an initial investigation into the cause of the incident;
- complete Part 2 of the Confidential Incident / Injury Report Form and ensure that it reaches the Safety and Health Office within five (5) working days; and
- notify and liaise with the local Safety & Health Representative and line management in relation to the incident.
- ensure that all serious injuries are reported to the Safety and Health Office immediately by phone on 6488 3938 or Security (6488 3020) for after hours assistance.

A Confidential Incident / Injury Report Form should be completed for every incident and faxed to the Safety and Health Office on 6488 1179.

2.1.2 HAZARD REPORTING

On identifying a hazard, staff must act as quickly as possible to safely 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 and report the Hazard using the Hazard Identification Report Form (at <http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification>).

2.2 SCHOOL SAFETY & HEALTH RESPONSIBILITIES

Procedure	Occurrence	Details	Responsibility
Safety Induction for new staff or visitors	Upon Commencement	All new staff members are to complete an Online Safety Induction at http://www.safety.uwa.edu.au/induction-and-training/online . Supervisors are responsible for ensuring staff are informed of the process. On completion of the modules staff should provide a copy of the certificate of completion for their personnel file.	Supervisor
Training	Upon Commencement & Ongoing	Training requirements should be ascertained upon commencement in the Faculty and undertaken as required.	Supervisor
Electrical Equipment Testing & Tagging	Ongoing	Testing and tagging of electrical equipment are to be conducted once in 3-4 years in non-hostile environments; and every 12 months in hostile environments (refer to section 2.9.1. for more details) New electrical equipment in non-hostile environments need to display a Visual Inspection Tag to indicate that it was inspected when first brought to the School.	School Safety Officer
Emergency Exit Checks	Monthly	All emergency exits and exit routes should be kept clear at all times. Ensure all fire doors are not blocked and evacuation routes are kept clear.	Building Warden and Safety & Health Representative
Faculty Managers Meetings	Monthly	Forum through which Faculty and School safety issues may be raised and addressed as an agenda item.	Faculty Manager
Fire Warden Training	Bi-annually	Fire wardens to undertake training through the Safety & Health Office, as required.	Building Warden
Fire Drill	Annual	Annual fire drill for each building of the Faculty	S&H Office
Testing of Emergency Equipment	6 monthly	Regular testing of emergency equipment (e.g. fire-extinguishers,) should be undertaken	S&H Office
Up-to-date Safety Information	Ongoing	Information in the Faculty of Arts Safety & Health Handbook and roles and responsibilities of all safety personnel must be revised and updated as required.	Faculty Safety personnel
First Aid training	3 years	Senior First Aid certificates are valid for three years, after which officers wishing to continue in their role must attend training again to renew their certificate. First aid officers of each building are required to hold current certification and attend refresher training every 1-2 years to keep their knowledge and skills up-to-date.	First Aid Officer
First Aid kits to be restocked	6 monthly/After Incident	Checking and replenishing supplies in all first aid kits.	First Aid Officer

2.3 SCHEDULE OF CONSULTATION FOR SAFETY AND HEALTH

All members of the Faculty are encouraged to raise concerns about safety and health with appropriate managers or supervisors or Safety & Health Representatives.

If an issue is not able to be resolved by the Safety & Health Representative locally, the matter should be referred to the building's Safety Officer (by default the School Manager), who may refer the matter to the Faculty Safety Officer (by default the Faculty Manager) or the Head of School as appropriate. Issues requiring further consultation may be raised and addressed during the Faculty Managers monthly meeting.

2.4 SAFETY AND HEALTH TRAINING

2.4.1 NEW STAFF, VISITORS & STUDENTS

The immediate manager or supervisor will ensure that all new members of staff (including visitors to the Faculty) are inducted for safety and health as soon as practicable, using the *Online Safety Induction* (<http://www.safety.uwa.edu.au/induction-and-training/online>).

UWA staff with a staff number will automatically be enrolled in the induction and may login with their staff number and PHEME password at the University's learning management system. See the above link for more information.

Copies of certificates of completion must be provided to supervisors as evidence of completion, and kept on file.

All staff should be made aware of each building's emergency procedures for evacuation and lockdown (refer section 2.5 of this document or by appointment with the Building Warden).

2.4.2 SPECIALIST TRAINING

Managers and supervisors should identify the need for specialist training, and all requests for such training should be directed to either the Faculty Manager or the Safety and Health Office. Managers and supervisors are responsible for ensuring the training is carried out.

Members of the Faculty should not undertake, and will not be expected to undertake, any procedure for which they have not been adequately trained.

A record of all proof of specialist training must be kept on personnel files.

2.4.3 EQUIPMENT TRAINING

If any specialist training is provided, for example training of fire wardens, proof of equipment training should be forwarded to the Faculty Manager for record keeping purposes.

Specific to School of Music:

A range of mechanical hazards may be encountered in a teaching room or auditorium. In particular, only trained and competent persons are permitted to operate equipment in the Callaway Auditorium (see appendix 5.1). The School Manager of Music must ensure appropriate training is provided to staff and records kept of the training in personnel files.

2.5 EMERGENCY PROCEDURES

2.5.1 GENERAL EMERGENCY

For ALL emergencies (24 hours) dial 2222 and have the following information ready:

- type of emergency (requiring ambulance, police or fire services)
- your location (building and room number)
- your name and phone extension

Security will contact and direct emergency services to the right location as quickly as possible. **Do not call the 000 number direct** as unnecessary delays may result from emergency services not being able to locate the site of the emergency.

Report all emergency incidents to the building's Safety Officer or your supervisor without delay.

Emergency free call from campus public phones..... 1800 655 222
 Doctor (UWA Medical Centre – office hours) 2118
 Poisons Information Centre – 24 hours 0 131 126

For information on dealing with emergency situations – including emergency evacuation, fire/smoke, personal injury, violent/threatening person, civil disorder/illegal occupancy, bomb threat & checklist, suspicious mail or package, people with specific needs – please refer to UWA guidelines at <http://www.safety.uwa.edu.au/incidents-injuries-emergency/procedures>. All staff should read and familiarise themselves with procedures for dealing with emergency situations.

2.5.2 FIRE AND EVACUATION

In the event of a fire, the alarm will normally be activated automatically. All staff, students and visitors must leave the building immediately using the stairs, and proceed to the designated assembly areas. People will not be permitted to re-enter the building until the all clear is given.

Assembly Areas

Arts Building	Riley Oval and the Great Court (next to Reid Library)
Social Sciences Building	James Oval and Oak Lawn
Music Building	Music Car Park (Hackett Drive) in front of Wigmore Library

Fire Indicator Panel Locations

Arts Building	Outside room G.62 (ALR6), near ramp at carpark 3
Social Sciences Building	At the courtyard, near the mural and door on James Oval side
Music Building	Ground floor, by stairwell 3 (southern end near Music carpark)

Warden Duties

Building Warden:

1. Attend fire indicator panel, ascertain alarm location and, if feasible, send 2 people to check alarm area
2. Collect reports from floor wardens
3. Report to Emergency Response Office/Fire Rescue Services when they arrive

Area Wardens:

1. Check area of responsibility and ask people to leave building via stairs and exits
2. Proceed to designated sentry point and report to Building Warden
3. Remain at and guard entries at sentry point, and await further instructions

2.5.3 EMERGENCY REQUIRING LOCKDOWN

In the event of an incident requiring lockdown, no access into or from the building will be allowed. All external doors to the building must be locked to prevent access into the building. All venues that are accessed by card will be centrally locked by the Cardax system. An announcement on the public address system will advise on the situation and request occupants to go into lockdown mode, which is to:

- stay in the rooms they are currently in and lock the door/windows if applicable
- remain calm and quiet
- keep away from windows and refrain from drawing attention
- wait, and do not take any actions without further instructions.

Warden Duties

Building Warden:

1. If safe to do so, attend fire indicator board (making sure someone is at the door to let you back in the building if the panel is located outside) and use the PA system to inform building occupants to start lockdown procedures
2. Return as quickly as possible and check that building is secure
3. Go into lockdown mode, preferably in room with a phone and internet access

Area Wardens:

1. Assist with ensuring all external doors on all floors are locked and inaccessible from the outside
2. Maintain an atmosphere of calm. Prevent people from attempting to leave the building and advise them to go into lockdown mode
3. Return to your office and proceed to lockdown mode

2.5.4 CURRENT WARDENS

Please contact the current Building Warden for a list of current wardens.

2.6 **FIRST AID PROCEDURES**

Please see University guidelines on First Aid at <http://www.safety.uwa.edu.au/topics/policies-matrix#Incidents>.

2.6.1 ACTION IN THE EVENT OF INJURY

If you are injured, seek medical attention from the First Aid Officer of the building. For serious injuries or incidents requiring an ambulance, ring x2222. Do not ring 000 direct as this may cause unnecessary delays. For less urgent assistance ring the UWA Medical Centre on x2118.

Report all serious medical incidents or injuries to the building's Safety Officer or your supervisor without delay.

2.6.2 FIRST AID OFFICER DUTIES AND FIRST AID KITS

Number of First Aid Officers

Each building must have in place a number of trained and designated First Aid Officers. The following are the minimum number of First Aid Officers to be established for each building.

Building	No. of First Aid Officers Required
Arts Building	2
Social Sciences Building	2
Music Building	1

Duties of designated First Aid Officers include

- The performance of first aid on campus when a situation arises where first aid is necessary;
- Ensuring that the workplace has been provided with adequate first aid resources and to ensure that first aid can be provided for the hazards that are apparent within the workplace;
- Maintaining first aid equipment in a satisfactory and usable condition. First aid kits must be checked twice a year before each semester and logged as having been done. For a checklist of recommended items to be included in a kit refer to *Appendix 5.2*.

Please see University guidelines on First Aid at <http://www.safety.uwa.edu.au/topics/policies-matrix#Incidents>.

Number of First Aid kits

Each building must have available well-maintained First Aid boxes/kits that are regularly checked by the First Aid Officers to ensure items are not expired and items low on supply are replenished. The following are the number of kits that are to be in place for each building:

Building	No.	Location
Arts Building	3	GF – Room G.42 print room 1F – Room 1.13 staff tea room 2F – Room 2.27 Faculty Computing office
Social Sciences Building	3	GF – on wall adjacent to G.23, key in School Office GF – Room G.14 Asian Studies general office 1F – Room 1.33 Anthropology office 2F – Room 2.27, key in G.30
Music Building	3	School Admin Office GF – Room G12 GF – Green Room (G10b, adjacent to Callaway)

NOTE: There are no defibrillator machines available at any of the buildings of the Arts Faculty. Any emergencies requiring the use of a defibrillator machine must immediately be referred to Campus Security at the emergency number (extension 2222).

2.7 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. Please refer to <http://www.safety.uwa.edu.au/management> for UWA guidelines on safety management.

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, 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.

2.8 SMOKING POLICY

The University of Western Australia became smoke free on 1 January 2012. Smoking is prohibited in, or at, all of the University's buildings, properties and workplaces. The ban on smoking applies to all staff, students, visitors and contractors.

Accordingly, managers and supervisors shall promote and ensure compliance with the University's *Smoking Policy*: <http://www.safety.uwa.edu.au/health-wellbeing/health/smoke-free-2012/policy>.

2.9 ELECTRICAL SAFETY

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

- Only electrical equipment that is properly installed and maintained should be used in the Faculty. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date, which indicates when it was last, tested or checked. This also applies to personal equipment held by staff, for example, a lamp, coffee percolator, overhead projector, etc. Items not bearing such a label should be withdrawn from use and given to the appropriate manager or supervisor.
- All portable appliances will be regularly inspected and tagged. All members of the Faculty 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 this 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 are permitted. Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.
- Faculty equipment held off-site will be included in periodic inspections and the holder being responsible for bringing it into the University.

- All portable mains operated electrical equipment, including hand-tools, should be protected by an RCD (residual current device).

2.9.1 ELECTRICAL EQUIPMENT TESTING AND TAGGING

While regular testing and tagging of electrical equipment is not required in **non-hostile environments** – that is a workplace that is dry, clean, well organised and free of operating conditions that may result in damage to electrical equipment or the flexible supply cord such as offices – it is recommended that they are conducted once in every 3 years to ensure no faulty equipment are kept in service.

Regular 12 monthly testing and tagging of electrical equipment is required in **hostile environments** – that is workplaces where equipment or appliances are normally subject to events or operating conditions which may result in damage to the equipment or a reduction in its expected lifespan. This includes but is not limited to physical abuse, exposure to moisture, heat, vibration, corrosive chemicals, and dust. Typical hostile environments include workshops and laboratories.

Any new electrical equipment that is brought into a non-hostile environment needs to be inspected and display a **Visual Inspection Tag** to indicate that it was checked when first brought into the School. The item can then be included as part of the schedule for testing in the next round.

2.10 PURCHASING POLICY

All materials and equipment acquired by the Faculty, 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 Faculty 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, the acquisition of items should be approved by the Faculty Manager or School Managers, in addition to authorised signatories.

2.11 CHILDREN IN THE WORKPLACE

If 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 environment considered by the person in charge to be inappropriate. Please refer to the UWA *Children in the Workplace Policy* for further information:

(http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/equal_opportunity/children_in_the_workplace)

2.12 VISITORS AND CONTRACTORS

Visitors to the Faculty should be asked to report to the relevant unit office. The University policy on visitor safety should be followed: <http://www.safety.uwa.edu.au/induction-and-training/visitors>.

2.13 MUSIC VENUE HIRERS

All hirers of UWA Music venues must brief themselves of *the School of Music Health & Safety Guidelines for Venue Hirers* before entering the School's facilities:

<http://www.music.uwa.edu.au/concerts/venue-hire>

2.14 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*:

<http://www.safety.uwa.edu.au/topics/contractor-safety/safety-and-health>

2.15 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 and reported to Building Safety Personnel.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office injuries. Next comes the handling and lifting of goods, materials and equipment, followed by stepping on, or striking against things; falling objects; 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 and safe methods of reaching up.

Refer to the University's guidelines on physical safety at <http://www.safety.uwa.edu.au/health-wellbeing/physical> for more information.

2.15.1 ERGONOMIC HAZARDS

The Faculty is committed to preventing injuries associated with ergonomic hazards. Ergonomic hazards may be found in the design of work tasks, equipment used and the working environment. Guidelines on ergonomics can be found at <http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics>

Managers/supervisors, in consultation with employees, should:

- Ensure ergonomic hazards relating to poor design of equipment, work station or work practices are identified and the associated risks controlled
- Ensure that all employees have been provided with adequate equipment for tasks undertaken
- Ensure that employees have had information, instruction or training provided in the use of equipment and work practices
- Encourage and reinforce proper working techniques
- Encourage early reporting of any injury or symptoms.

Employees should:

- Ensure they understand information and instructions provided
- Participate in training as provided
- Correctly using equipment provided
- Follow proper working techniques
- Co-operate in the early identification and reporting of hazards and/or injury symptoms
- Employees are encouraged to arrange for an ergonomic assessment of their workstation when initially employed, and later at regular intervals.

Training in ergonomics, workstation arrangements and manual handling can be provided by contacting the Occupational Therapist in the Safety and Health Office on 6488 2784.

2.16 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.

2.16.1 FIELD TRIPS

Staff and students who proceed on field trips and carry out work in remote locations are required to produce a risk assessment for each trip and:

- Provide or receive adequate competent supervision, including first aid training
- Wear appropriate protective clothing and sensible footwear
- Take with them sufficient communications arrangements and emergency equipment
- Familiarise themselves with the University guidelines on fieldwork.
- Let someone know where you will be, and expected time of return
- Have a fully stocked first aid kit
- Have at least one other person with you

Relevant guidelines relating to driver safety, working in isolation and work environments are available at <http://www.safety.uwa.edu.au/health-wellbeing/physical>.

2.17 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 (<http://www.safety.uwa.edu.au/health-wellbeing/physical/manual-handling>). This includes but is not limited to the provision of training, and ongoing supervision of staff and students involved in manual handling activities. In general:

- 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 but 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 a trolley, which is available from the Arts Faculty storeroom. Contact your local administrative staff to arrange access.
- 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.

Relying on training of staff is not as effective in reducing manual handling injuries as proper workplace design and provision of equipment.

Should any manual handling be necessary, 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.

2.18 SAFETY IN THE USE OF COMPUTER WORKSTATIONS

Please refer to <http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics/workstation>

Note that the same principles of adopting correct posture at the computer applies to laptops 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 have difficulty checking whether they have correct posture when set up at a computer, even after reading a pamphlet! If you require 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 ergonomic computer 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 from an Occupational Therapist is warranted if you are having any difficulty with comfort at the computer.

2.19 WORKING ALONE

This policy particularly applies to employees and students whilst performing after hours work (between 6pm and 8am on weekdays, all weekends and university holidays) on University premises. Each individual is responsible for taking reasonably practicable steps to ensure their own safety and personal security when working in isolation.

2.19.1 AUTHORITY

All personnel working outside of normal working hours must carry appropriate University identification. Unauthorised visitors are not permitted inside University buildings after hours. Security is required to remove from buildings any person without appropriate authority from the Faculty. Persons acting as "security buddies" are permitted with the appropriate authorisation.

2.19.2 MEANS OF COMMUNICATION IN THE CASE OF AN EMERGENCY.

In the case of an emergency the normal emergency response procedures should be understood and carried out. The Campus emergency number is 2222. Employees and students are not permitted to work alone in any area where a phone is not readily accessible.

2.19.3 RISK ASSESSMENT OF AMOUNT OF CONTACT REQUIRED DURING AFTER HOURS WORK.

Working alone

Where employees/students are undertaking office/computer based work or other routine work, the following must be undertaken:

- Notifying someone of expected work commencement and completion.
- Undertake all personal security measures e.g lock doors, walk in well-lit areas.
- Request security personal escort as required.

2.20 WORKING FROM HOME ON UWA BUSINESS

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 *Homebased Work Policy* (http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/general_staff_appointments/home_based_work).

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.

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.

2.21 SAFETY 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:

<http://www.safety.uwa.edu.au/health-wellbeing/physical/protective-equipment>

The Faculty of Arts, Humanities and Social Sciences is required to maintain a minimum standard of safety equipment. All staff should make it a point of becoming familiar with each of these emergency items so that they may be readily located and able to be used in the event of an emergency. Items that are required to be readily available and operational are:

- Fire extinguishers
- First-aid facilities
- A manual of safety procedures

3 WORKPLACE & TEACHING/PRACTICE ROOM SAFETY

It is the duty of supervisory academic and administrative 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 the Faculty/School are given instruction in safe working practices;
- safety inspections are made;
- positive, corrective action is taken where necessary to ensure the safety and health of all staff, students and others;
- all equipment in the area in which they work is adequately and regularly maintained and in safe working order;
- all reasonable practicable steps are taken to prevent the unauthorised or improper use of equipment in the area in which they work;
- appropriate equipment, first aid and fire appliances are provided and readily available;
- 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.

3.1 SAFE CONDUCT RULES

The Faculty should maintain a copy of the FAHSS Safety and Health Handbook which clearly informs workers of the, working rules, availability and location of safety equipment, and response procedures for emergencies (accidents, injuries, fires, evacuation of building). Each person must become familiar with the contents of the Safety and Health Handbook and be prepared to contribute further to safety improvements in the area.

General rules that apply to the workplace include:

- Report and record all accidents and injuries
- Become fully aware of any potential hazards and the appropriate safety precautions before starting any task
- Read, understand and follow the Safety and Health Handbook instructions
- Never become complacent about potential hazards
- Never indulge in reckless behaviour in the area, including running
- Where employees/students are undertaking office/computer based work, or routine laboratory work outside of normal office hours, they should notify someone of expected work commencement and completion, undertake all personal security measures (lock doors, etc), request security personal escort as required and walk in well lit areas on University premises
- Always exercise care within the workplace
- Keep all fire-escape routes completely clear at all times; prepare and practice fire drills
- Label all safety equipment and maintain it in good operating condition
- Ensure that all safety equipment remains accessible to staff at all times
- Familiarise yourself with whereabouts and use of fire extinguishers and emergency exits

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 if existing arrangements require modification to prevent a recurrence.

5 APPENDICES

5.1 Procedure for moving of Acromat seating in the Callaway Music Auditorium.

1. **Only people authorised by the UWA School of Music are allowed to operate the Acromat seating.**
2. **To retract the tiered seating:**
 - a. Clear floor under platforms and in front of the glass showcase.
 - b. Switch off mains power to aisle lights (grey “ x ways” switch)
 - c. Fold all seats up.
 - d. Lower seats by pressing foot lever on the left hand side of each group of seats.
 - e. Perform visual check to ensure all seats are flat to the platform.
 - f. **Clear the room of all people and lock both doors of the auditorium.**
 - g. Remove removable front steps and place in green room.
 - h. Plug in the yellow control pendant (ensuring no kinks in grey cable) at end of row 1 platform.
 - i. Check that unit is fully extended by pushing forward button on pendant.
 - j. “Inch” backwards ensuring that the whole length of row 1 moves equally.
 - k. Press reverse button on pendant. If rows become skewed or jam, drive rows out to fully extend unit and then start retracting again.
 - l. Ensure that all parts of the seating will clear any obstacles to either side of the platforms.
 - m. Unplug pendant.
3. **To extend the tiered seating.**
 - a. Clear floor area in front of the platforms and in front of the glass showcase.
 - b. **Clear the room of all people and lock both doors of the auditorium.**
 - c. Plug in the yellow control pendant (ensuring no kinks in grey cable) at end of row 1 platform.
 - d. Check that unit is fully retracted by pushing reverse button on pendant.
 - e. Stand well clear of front of unit. Press forward button on pendant.
 - f. Drive unit outward ensuring each row comes out evenly. (If a row skews out of square, retract unit fully and start extending again.)
 - g. When unit almost fully extended, “inch” along to avoid reaching extended position at full speed.
 - h. Unplug pendant and return to green room.
 - i. Retrieve removable steps from green room and fit them to row 1 steps of both aiseways. See drawing M3.
 - j. Manually set up seats.

5.2 Checklist of items to include in a First Aid Kit

The list of items below, based on a Class A kit catering for up to 100 employees, should be used as a guide for stocking of First Aid Kits. First Aid Officers may adjust quantities accordingly to cater for the specific needs of each building.

ITEM	Quantity in each box
Adhesive strips – assorted shapes (pkt 50)	1
Gauze bandages – conforming 5cm	1
Gauze bandages – conforming 10cm	1
Triangular bandages – 110cm	3
Crepe bandage – medium/heavy weight, hospital, 5cm / 10cm	1
Gauze squares/swabs – sterile pack	2
Combine dressing/pad – large	2
Wound dressing – non-adherent, small (7.5cm square)	2
Wound dressing – non-adherent, large (10 cm square)	2
Adhesive tape with dispenser – hypo-allergenic, 2.5cm	1
Eye pads – individually wrapped, sterile	2
Saline or eye wash ampoules 15mL	4
Chlorhexidine & Cetrimide Irrigation solution – 30mL*	1
Medicated/surgical swabs – sterile, individually wrapped	6
Antiseptic cream or solution (small tube or bottle)	1
Sting relief treatment	1
Cotton tipped applicators / buds (pkt 50)	1
Safety pins, about 40mm (pkt 12)	1
Scissors, stainless steel and rust-resistant, blunt point	1
Splinter probe	1
Forceps – pointed, stainless steel, rust resistant	1
Galipot autoclavable or kidney tray – small	1
Cold pack (ice or chemical)	1
Disposable gloves – large pairs	3
Disposable resuscitation masks / face shields	1
Pocket mask – reusable	1
Sealable plastic bags – medium	3
Aluminium foil blanket	1
Note book and pen for recording incidents	1
Instructions – First Aid	1
Instructions – EAR and CPR	1

* *Optional*