School of Biological Sciences

Safety Day 2015
9.15 - 9.25am: Anthony Koutoulis
  - Welcome
  - Introduction to WHS committee

9.25 – 9.45am: Lauren Jago (Manager WHS) and/or Clodagh Moy (WHS Advisor SET)
  - Key WHS responsibilities
  - Q&A

9.45 – 10.15am: Leesa and Anna
  - safety in the building
  - safety in the laboratories
  - chemical safety

10.15 – 10.35am: Adam Stephens
  - safety in the field plus Connextions

10.35 – 10.45am: Jenny Sprent
  - remote area work

10.45 – 11.00am: Elissa Cameron (Chair – School WHS committee)
  - a field safety case study

11.00am: Q & A followed by surprise activity and cake
Work Health & Safety

Lauren Jago
Manager, Work Health and Safety  03 6226 7555

Kathie Ashton
WHS Administrator  03 6226 6298

Cheryl Hughes
Workers Compensation Administrator  03 6226 7877

Clodagh Moy
WHS Advisor  03 6226 6251

Laura Maddock
WHS Advisor  03 6324 4459

Nigel Evans
WHS Advisor  03 6226 7500
Our objective is to enable the University Strategic Plan “Open to Talent” by creating a healthy, safe and engaged University Community.
WHS Strategic Plan

Wellbeing & Engagement

Enable the WHS Strategy

Work Health & Safety Strategic Plan 2016-2019

Actively Manage WHS Risk

Improve WHS Leadership & Culture

Reduce the Impact of Injury & Illness
Key WHS Responsibilities

- Field Work
- Risk Assessment
- Induction
- Supervision
- Training
- Mental Health & Wellbeing
- Safety Leadership
- Incident Reporting
- Contractor Management
- Laboratory Safety
- Driving
- Hazard Reporting
- Communication & Consultation
- Safety Leadership
- Smoke Free Campus
- Injury Management
- Laboratory Safety
- Contractor Management
- Training
Safety in the building

- Building security
- Office safety
- Laboratory safety
- Chemical safety
Safety in the building

• Building security

If you come across anything in the building or surrounding area at night or weekends that causes you concern:

➢ The number to call for Uni Security is ........ (internal) or ...................(from your mobile)
Safety in the building

- Building security

If you come across anything in the building or surrounding area at night or weekends that causes you concern:

- The number to call for Uni Security is 7600 (internal) or 6226 7600 (from your mobile)
Safety in the building

• Fire alarms and building evacuations:
When leaving the building:

➢ Take instructions from the fire warden
➢ Shut doors (don’t lock) and take valuables
➢ Know your assembly point
➢ You may be asked to be a door sentry
➢ You may need to break glass to activate the alarm
Safety in the building

- First Aid
  - Who is your nearest First Aider?
  - Where is your nearest first aid kit?
    - are there kits in the vehicles?
  - What don’t we provide in our first aid kits?
  - UTas Medical Emergency procedure on notice boards
  - To phone for an ambulance from a University phone - (0) 000
Safety in the building

• First Aid

If someone needs help:
➢ Call out for someone to come and help you!
➢ Stay with the person
➢ Get someone to call Security - they will meet the ambulance
➢ How many people have a first aid qualification?
➢ Where is the AED - could you use it to save someone’s life?
Safety in the building

• Registering an incident/accident/near miss

Go to: https://secure.utas.edu.au/work-health-safety
Safety in the building

• Why is it really important to lodge an incident/accident/near miss immediately?

  ➢ It may prevent someone else being injured
  ➢ It helps document areas and issues of concern so they can be fixed
  ➢ It enables you to receive the right kind of help for any injuries you may receive at work.
Safety in the building

• Most importantly:

➤ You must lodge incident forms immediately to avoid potential difficulties with the compensation process or insurance – they can be updated with more detail later if necessary. They can be lodged by anyone.
Safety in the building

Looking out for others - mental and physical wellbeing

http://www.utas.edu.au/students/quick-links/staffresources

Example from graduate research pages:
http://www.utas.edu.au/research/graduate-research/candidates-mental-health
Safety in the building

Looking out for others - mental and physical wellbeing

Examples:

Counselling information for staff
Supporting distressed students
Safety in the building

**Counselling Information for Staff**

One of a series of fact sheets for staff

**SUPPORT FOR STUDENTS**

Counsellors are qualified professionals and provide free confidential counselling to students. Counsellors can help develop strategies to positively deal with a range of personal issues such as:

- depression, anxiety and stress
- substance abuse
- living away from home
- adjusting to university life
- family and relationships
- grief and loss
- self-esteem and confidence

We assist students to gain a better understanding of their problem, strengthen their resources and help them to find effective solutions.

**SUPPORT FOR STAFF**

Counselling staff can provide support and advice to staff to assist them to work with students presenting with complex issues. This may be provided by telephone or email consultation, or where deemed necessary, attendance at appropriate meetings or activities.

**STAFF REFERRAL**

Students are able to contact the Student Centre directly to make an appointment. However it may be useful to recommend counselling to the student if:

- you have a student who is experiencing difficulty and you believe that our service could assist;
- you believe that a student's level of functioning is significantly impacting on academic performance;
- you feel that the student is at risk to themselves or others;
- a student's behaviour is interfering with others in lectures/tutorials.

If you are unsure if referral is appropriate, please contact us and we can discuss this with you.

- You can suggest that the student contacts us;
- You can ask the student's permission to discuss the situation with us or to make an appointment on their behalf;
- If you feel that the student is a high risk to themselves or others, please contact us (or emergency services if the risk is imminent) immediately.

**SPECIAL CONSIDERATION AND EXTENSIONS**

Staff sometimes refer students to a counsellor to obtain supporting documentation for an extension or special consideration. It is usually better for the student to discuss these issues directly with their lecturer and obtain any necessary documentation from their doctor or health professional in line with School policy.

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**Supporting Distressed Students Flowchart**

1. **Urgent? Risk to self or others?**
   - **YES**
   - **NO**

2. **Will student accept help?**
   - **YES**
   - **NO**

3. **Can you help?**
   - **YES**
   - **NO**

Refer student to Student Centre
Consult with Student Centre staff about concerns or additional support for the student – 1800 817 675

Additional Resources: Mental Health First Aid training, Mental Health Awareness session, Supporting Students with Mental Health Conditions fact sheet and Addressing Disruptive Behaviour fact sheet – all available from www.uts.edu.au/students/health/dss/health-resources

An initiative of counselling & consultancy, UTS student centre (July 2012)
Safety in your office

- Don’t store chemicals in your office
- Don’t bring in electrical equipment from home
- Store field gear safely
- Keep your area tidy – a mess is unkind to others and can create hazards
• Laboratory inductions

➤ Every honours, higher degree or new staff member who will be using a lab has a lab induction from either Leesa or Anna.

➤ Undergraduate first year students have a lab induction in one of their first prac classes of the semester
While supervisors are ultimately responsible for their students, all students are also expected to take responsibility for their own safety - in the field and in the lab.

Information on the responsibilities of supervisors for field and laboratory work by students, employees and volunteers is covered by the Work Health and Safety Act 2012.

More on field competency later but importantly:

- supervisors have responsibility for training for lab based activities
- the competency form is not just a tick and flick
Safety in the Laboratories

• Laboratory door signage

The School is working towards door signage that will include information about:

➤ The person responsible for the lab
➤ The PPE required when working in the lab
➤ Particular hazards
➤ Emergency contacts
Safety in the Laboratories

NO ENTRY UNLESS AUTHORISED

Laboratory: Teaching Lab Prep Room 225

Contact: Anna McEldowney

HAZARDS IN THIS AREA:

PRECAUTIONARY MEASURES REQUIRED:

FACILITIES:

EMERGENCY PHONE:

UTAS Security: internal 7600
UTAS Security: external 6226 7600
Fire, Police, Ambulance – ext 0-000
Safety in the Laboratories

• Chemical safety

➢ It is your responsibility to ensure you have the appropriate safety equipment and training for the work you are going to do in a laboratory

➢ This might mean access to fume hoods, safety glasses, gloves and protective clothing and footwear
Safety in the Laboratories

- SDS forms and lab risk assessments are your responsibility as you know your chemicals and procedures.
- Chemical Management System – access via the WHS website:
  
Lab manifest – from time to time you may be asked to prepare a manifest of all chemicals stored in your laboratories – this is for our records and reporting requirements.

Ordering chemicals – you can do this through the office. Make sure you have all the information needed including any permits organised.

credit card orders - code them to chemicals (36103) and add the chemicals to your lab manifest.
Safety in the Laboratories

- Hazardous chemicals

- The School of Biological Sciences has a DHHS permit for some substances specified as Schedule 2, 3 and 4 of the Poisons List (except declared restricted substances)

- Conditions apply so make sure you comply with them or we could lose our permit
Safety in the Laboratories

• Waste chemical disposal

➢ Periodic collections of waste chemicals
➢ Package securely and label accurately
➢ See Leesa or Anna if you need containers or any help with disposal
➢ If you have any issues with chemicals Leesa and Anna are the Hazardous Chemical Coordinators for the School
Safety in the Laboratories

• If you have any questions:

➢ See Leesa or Anna – we are here to help!
Safety Day 2015

- Q & A
- mystery activity
- Cake