HEALTH AND SAFETY MANUAL

GENERAL STATEMENT ON HEALTH AND SAFETY MANAGEMENT

The School of Agricultural and Resource Economics fully endorses the Work Health and Safety Policy of the University of Western Australia. This health and safety manual supplements the central policy to provide and maintain healthy and safe working conditions, equipment and systems of work. We shall, so far as is reasonably practicable, ensure that no persons are put at risk from activities carried out under the auspices of the University.

Allocation of resources, information, instruction, training and supervision shall be provided as necessary to achieve this.

This manual and its associated systems of work shall be kept up to date to take account of changes in local activities and to promote a process of continuous improvement and full compliance with relevant health and safety and related legislation.

Operational health and safety management shall be continually monitored and reviewed at least quarterly by a Health and Safety Committee chaired by a member of senior management.

Reporting processes shall be developed and maintained to ensure that relevant information is made available to the local Health and Safety Committee.

A copy of this statement and manual shall be made publically available via the School of Agricultural and Resource Economics’ website.

Endorsed by:

Print Name:  
David Pannell, Head of School

Signature:  
[Signature]

Date: 10 October 2016
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1 PURPOSE

Safety is everybody's responsibility. We all have a duty to ensure the health and safety of workers and other persons at the workplace. This requires that risks are eliminated so far as is reasonably practicable. If it is not possible to eliminate the hazard then minimise the risks as far as is reasonably practicable. This manual has been prepared to provide procedural guidance relating to the management of health and safety. It contains information which describes a framework for developing safe working practices and operation of a safe system of work. It also reminds workers of their personal responsibility to follow health and safety guidelines and to maintain an active safety awareness at all times.

2 SCOPE

The contents of this health and safety manual apply to all persons who are authorised to carry out activities in the area to which it applies under the auspices of the University of Western Australia. They are required to work in accordance with this manual and any associated system of working. Confirmation of receipt and understanding of the contents of this manual must be recorded (ref Appendix A).

3 INTRODUCTION

Successful management of health and safety can only be effectively achieved when the participation of workers at all levels is built into all its processes for identifying and controlling risk. Everyone has a responsibility to co-operate with their colleagues to achieve a safe and healthy workplace, and to take reasonable care of themselves and others.

Safety management can be considered as a step-wise process which builds a framework which encompasses all activities carried out in the workplace and which promotes self-checking, review and continual improvement. It addresses the safety management in the workplace, the use of resources and carrying out individual activities.

In the management of health and safety there are defined roles of nominated individuals. They assist the senior manager; help to resolve health and safety issues and also report to the local Health and Safety Committee. Definitions of these roles can be accessed via the RESPONSIBILITIES section of this manual.

4 DEFINITION OF TERMS

Resources
People, equipment and substances used within the workplace.

Demonstrable competency
In some circumstances it is not possible or is difficult to verify formal qualifications, particularly when they were obtained many years previously. Workers must have received appropriate information, induction, instructions and training, be fit for duty and be deemed competent to safely carry out the task. Demonstrated knowledge, skills, ability and experience can all be collectively considered as an alternative assessment of competency but that assessment must be recorded and filed for reference.

Standard Operating Procedure (SOP)
This is a document which helps to minimise risk by identifying hazards, providing guidance for use and recording user competency regarding the operation of potentially hazardous equipment. It includes pre-operational checks, guidance for use, post-use guidance and forbidden uses.

Method Statement
This document contains the instructions for carrying out the job. It breaks the task down into discrete steps and includes who is responsible for each (i.e. operator, supervisor, manager). This document can account
for safety aspects of the work by incorporating any control measures which have been identified in risk assessments. It can also be used independently as a stepwise instruction sheet to carrying out both one-off and routine tasks.

5 LEGAL REQUIREMENTS AND IMPLICATIONS

A system of working which reflects the legal requirements placed on the University and simultaneously provides documentary evidence of compliance is a vital component of a Safe System of Work.

Day to day monitoring of compliance is the responsibility of all those with managerial responsibility. Managers and the local Health and Safety Committee should also use reports of injury, near misses and sickness linked to work to determine whether existing arrangements require modification in order to minimise recurrence. The effectiveness of local safety management should be co-ordinated via the Health and Safety Committee which calls for and reports on the outcome of regular inspections or self-auditing. Refer to http://www.safety.uwa.edu.au/management/monitoring

5.1 Legislation

5.1.1 Occupational Safety and Health Act 1984

Key aspects of this legislation are as follows:

(A) An employer shall provide and maintain a working environment in which the employees are not exposed to hazards and in particular, an employer shall —

- provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards; and

- where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with adequate personal protective clothing and equipment to protect them against those hazards

(B) An employee shall take reasonable care —

- to ensure his or her own health and safety at work; and

- to avoid adversely affecting the safety or health of any other person through any act or omission at work

An employee commits a breach of these requirements if the employee —

- fails to comply, so far as the employee is reasonably able, with instructions given by the employee’s employer for the safety or health of the employee or for the safety or health of other persons; or

- fails to use such protective clothing and equipment as is provided, or provided for, by his or her employer in a manner in which he or she has been properly instructed to use it; or

- misuses or damages any equipment provided in the interests of safety or health; or

- fails to report forthwith to the employee’s employer —
  - any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or
  - any injury or harm to health of which he or she is aware that arises in the course of, or in connection with, his or her work.

(C) An employee shall cooperate with the employee’s employer in the carrying out by the employer of the obligations imposed on the employer under this Act.
5.1.2 Occupational Safety and Health Regulations 1996
This legislation specifies detailed requirements for risky or potentially hazardous work activities or hazardous situations to ensure an adequate level of safety for workers and other persons in the vicinity of the work being performed.

5.1.3 Proposed Work Health and Safety Act (currently under WA government review)
If passed as new, replacement legislation for WA, this will become the principal legislation to which this manual relates. This legislation places higher level responsibilities upon certain individuals, particularly Officers. It refers to non-transferable work health and safety duties related to specific roles and standards of care associated with all activities conducted within a workplace.

A person can have more than one duty and more than one person can have the same duty. Under these circumstances, each person must discharge the duty to the extent that they have the capacity to influence and control the matter. Duties imposed on a person to ensure health or safety requires the person to eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate, then to minimise those risks so far as is reasonably practicable.

5.1.4 AS/NZS 4801: OHS Management System - Specification with Guidance for Use
This provides guidance through which the University seeks to:
(a) Implement, maintain and improve its Occupational Health and Safety Management System (OHSMS)
(b) Assure itself of its conformance with its stated Occupational Health and Safety policy.
(c) Demonstrate such conformance to others.
(d) Obtain certification of its OHSMS by an external organisation.
(e) Make a self-declaration of conformance with the Standard.

5.1.5 ISO31000: Risk Management Standard
This was used as a reference for guidance in the development of the UWA approach to safety management of hazards through the assessment and control of risk.

5.2 Record Keeping
Adequate record keeping is essential because the absence of such records could be regarded as not having fulfilled the required duty of care. Records also provide the means by which it is possible to demonstrate due diligence. Evidence of review, operation of local Health and Safety Committees and involvement by those responsible for directing work and activities are key factors in determining that a safety management system is pro-active, responsive and up-to-date.

The University uses AS/NZS 4801 OHSMS Standard as its means of planning, conducting and monitoring safety performance in all areas.

Key documents required for examination by auditors are:

5.2.1 The UWA Safety and Health Risk Register
Refer to www.safety.uwa.edu.au/safety_management page and see ‘UWA Safety and Health Risk Register’ *

5.2.2 This Health and Safety Manual
This manual shall be the principal reference for safety management in the workplace. *
5.2.3 Standard Operating Procedures

Combined safety assessments and training record documents describing the safe use of hazardous equipment. *

5.2.4 Evidence of competency and training

Either by qualification or by experience and well established demonstrated knowledge that individuals are able to use resources and conduct work safely. Evidence of safety induction for all workers must be recorded. *

5.2.5 A prescribed process for the planning of tasks and activities

A documented process for planning of otherwise unassessed activities which may be such as to require documented description and specific risk assessment via a standardised process. **

5.2.6 Evidence of use of monitoring

This includes area safety inspection checklists, self-auditing and/or intra-University auditing to the adopted AS/NZS 4801 standard. **

5.2.7 Evidence of regular review

This includes health and safety committee meetings, reporting and implementation of improvements and an annual (or more regular if required) review of this Health and Safety Manual. **

* Assistance can be accessed via the UWA Safety, Health and Wellbeing website by provision of pro-forma documents.

** Sections of this manual are dedicated to these items

6 RESPONSIBILITIES

Details of health and safety responsibilities for Deans, Heads of Schools, Directors of Centres or Sections, Supervisors, Health and Safety Representatives, School Safety Officers, Building Wardens, First Aid Officers, employees, students, contractors and visitors are available via the UWA Safety, Health and Wellbeing website.

Refer to http://www.safety.uwa.edu.au/policies/responsibility_and_accountability

6.1 Duty of Care and Due Diligence

Responsibilities extend beyond minimum compliance with statutory obligations. Every individual owes a duty-of-care to each other person they encounter in their activities. Health and safety legislation places specific responsibilities on individuals including the requirements of due diligence as shown in the following table:

<table>
<thead>
<tr>
<th>Duty holder</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person conducting a business or undertaking:</td>
<td>Must ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking.</td>
</tr>
<tr>
<td>Persons conducting a business or undertaking who:</td>
<td>Must ensure, so far as is reasonably practicable, that:</td>
</tr>
<tr>
<td>• manage or control a workplace</td>
<td>• the workplace, including entry and exit and anything arising from the workplace are without risks to health and safety</td>
</tr>
<tr>
<td>Duty holder</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>• manage or control fixtures, fittings or plant at workplaces</td>
<td>• the fixtures, fittings or plant are without risks to health and safety</td>
</tr>
<tr>
<td>• design, manufacture, import, supply or install plant, substances or structures</td>
<td>• the plant, substance or structure is without risks to health and safety</td>
</tr>
</tbody>
</table>

**Officers:** Must exercise due diligence to ensure that the business or undertaking complies with the Work Health and Safety Act and Regulations. This includes taking reasonable steps to:

- acquire and keep up to date knowledge of work health and safety matters associated with the operations of the workplace
- ensure that the organisation has and uses appropriate resources and processes to eliminate or minimise risks to health and safety
- ensure appropriate processes for receiving and considering information on incidents, hazards and risks and responding in a timely way
- ensure that the organisation implements processes for complying with any duty or obligation of the body under the Act (e.g. incident notification, consultation, notice compliance)
- verify the provision and use of resources

### 6.2 Health and Safety Committee

School Health and Safety Committees have an advisory and coordinating role for the management of local health and safety matters. Membership of Faculty Health and Safety Committees is expected to include a management and worker representative from each School Health and Safety Committee. This promotes good communication and ensures that matters which are unresolved at School level are referred upwards. Efficient information feedback processes are the key to promotion of continual improvement (the most fundamental aspect of the AS/NZS 4801 Standard). Whilst managers play crucial roles in health and safety management, their involvement in regular meetings of the local Health and Safety Committee creates a formal and efficient forum for reporting and managing safety in the workplaces. It also assists in meeting their responsibilities as “Officers” by demonstrating due diligence (see RESPONSIBILITIES; Duty of Care and Due Diligence). All parts of the University are required to address health and safety matters through effective consultation and representation. A Health and Safety Representative or five or more workers may request the creation of a Health and Safety Committee. The workplace must respond by establishing the committee within two months of the request. The workplace may establish a Health and Safety Committee at any time on their own initiative. A member cannot be held liable in criminal or civil proceedings because of any acts, or omissions, done honestly and reasonably, pursuant to their role as a member of the committee. Refer to [http://www.safety.uwa.edu.au/management/committees](http://www.safety.uwa.edu.au/management/committees) for further information relating to:

- structure and representation
- terms of reference
- meetings and reporting schedule
- pro-forma committee documents (agenda, minutes and annual report)

The flow of information between health and safety committee members and workers should be regular and timely. This demonstrates that the University is improving health and safety by addressing problems, which encourages workers to take an interest in their own health and safety and that of their colleagues. Minutes of meetings are to be distributed to all committee members and also to be made available to workers.
6.3 Resolution of Health and Safety Issues

It is important to address health and safety issues as soon as possible to minimise the risk of harm from hazards. The University has Notification and investigation processes which are provided to ensure that health and safety matters are reported, investigated and resolved effectively. These processes follow sequential, escalating steps for resolution of issues. WorkSafe WA can be notified if there is a risk of imminent and serious harm. Where a worker has a health and safety issue or problem that needs to be resolved the following steps shall be followed.

- Report the matter to Supervisor of the affected workplace for resolution.
- If not resolved, where there is a workplace Health and Safety Representative, the Supervisor shall advise and consult with the Health and Safety Representative with a view to developing a strategy for resolving the issue. Otherwise the Safety Officer for the area should be consulted.
- If the issue remains unresolved then the workplace Health and Safety Representative or Safety Officer shall refer the issue to the Head of School or Manager of the School, Unit or Centre for resolution.
- If the issue remains unresolved the workplace Health and Safety Representative or Safety Officer shall refer the issue to UWA Safety, Health and Wellbeing for resolution.
- If the issue remains unresolved then UWA Safety, Health and Wellbeing shall refer the issue to the University Safety Committee for resolution.

Further information:  
www.safety.uwa.edu.au/policies/resolving_safety_&_health_issues  
www.safety.uwa.edu.au/incidents-injuries-emergency/notification

For further information regarding nomination, election and duration of position of employee Health and Safety Representatives contact UWA Safety, Health and Wellbeing for advice.

6.4 Delegation of authority to endorse safety related documents

Safety Management documentation often requires endorsement by the Head of School, the Director or equivalent as the manager who has overall responsibility for all tasks or activities carried out in or under the auspices of their workplace. This often places them in a difficult position when asked to endorse various activities in so far as they are not necessarily best qualified or experienced to make expert judgement regarding the content of associated health and safety documentation including assessment of risks.

A practical solution to this situation is to delegate signatory authority to a competent third party allowing them to sign by proxy (p.p.) whilst the Head of School still retains overall responsibility. The third party must be sufficiently conversant with the particular activities to make critical assessments on an objective and informed basis. Delegation of signatory authority must be in written form, stored for reference and reviewed regularly (e.g. every two years).

Documents which are used to propose work and analyse safety aspects are sometimes forwarded, for endorsement, to a committee or group with specific subject expertise in accordance with legal requirements. Whether the delegated signatory authority is to an individual or to an expert committee or group, the Head of School still has overall responsibility for the task or activity with the delegate in the role of an advisory resource. Such arrangements must be formally recorded.

For a more detailed examination of University policy on delegation of authority refer to:

Delegation definitions:  http://www.delegations.uwa.edu.au/procedures/definitions


University delegations  http://www.delegations.uwa.edu.au/university_delegations  
(Select 'Head of School' under bands 5a and 5b)
7 SAFE CONDUCT

7.1 Required standards of behaviour

The following requirements meet the required standards of behaviour for all personnel in the workplace:

- Particularly in potentially hazardous workplaces, never adopt a casual attitude, reckless behaviour or run in the area.

- Always be conscious of potential hazards.

- Ensure that personal clothing is suited to the working environment conditions, e.g. safety closed-in footwear - bare feet, thongs and sandals are prohibited in the many workplaces including laboratories, workshops, kitchens and others. Similarly, complying with all uniform requirements will ensure that clothing is safe.

- Use, store and maintain any protective clothing, devices and Personal Protective Equipment (PPE) which is appropriate to the type of tasks or activities giving due consideration to other adjacent work being carried out in the vicinity.

- Always exercise care when opening and closing doors and entering or leaving the workplace.

- Only handle, store or consume food or drink in suitable areas. Kitchen areas are designated as such and there are restrictions which apply to some areas such as workshops or laboratories.

- Only store food or drink in refrigerators which are intended for that use.

- Particularly in potentially hazardous workplaces, regard all substances as potentially hazardous unless there is definite information to the contrary and take additional care when carrying or moving them.

- Work shall only be carried out with the permission of a Supervisor.

- Never undertake any work unless the potential hazards of the operation are known and appropriate safety control measures exist or have been implemented.

- Any flame producing activity is not to commence until the immediate area has been cleared of dusts as many materials, which are non-flammable in a lump state, become volatile when in powdered form or as dust.

- All safety equipment must be labelled and maintained in good working order in accordance with the manufacturer’s instructions.

- Report to the supervisor, any requirement for maintenance which may have been overlooked

- Keep all fire-escape routes completely clear at all times.

- Ensure that all safety equipment remains accessible to personnel at all times and never deposit items adjacent which could hinder easy access.

- Warning signs and barriers appropriate to the work being carried out are to be displayed at entrances to the workplace. If the work could be hazardous to other individuals then restricted access controls may be appropriate.

- Report incidents, injuries, near misses and hazards via the formal University reporting procedure www.safety.uwa.edu.au/forms/incident

7.2 No smoking policy

The University is “smoke free”. Smoking is prohibited in, or at, all of the University’s buildings, properties and workplaces. The ban on smoking applies to staff, students, visitors and contractors. Under the University’s policy on smoking, the environment is to be free from tobacco advertising, promotion, sponsorship, sale, and both direct and indirect research funding from the tobacco industry. Accordingly, managers and supervisors
shall promote and ensure compliance with the University policy on smoking. For further information refer to the UWA Safety, Health and Wellbeing website www.safety.uwa.edu.au/health/uwa_is_smoke_free_2012.

7.3 Electrical safety
Electrical equipment used on UWA property must be compliant and be visually inspected or electrically tested and tagged according to the electrical classification of the environment. Students and campus visitors are requested to have read and comply with the Electrical Safety Pamphlet which is located at http://www.safety.uwa.edu.au/topics/electrical-safety. After the workplace has been determined as either electrically non-hostile or hostile, a regular inspection schedule can be developed. It is recommended that regular workplace safety inspections are synchronised with the checking periods which are required for electrical equipment.

7.4 Purchasing
All materials and equipment acquired by the workplace or by individuals for use at work, must comply with the standards, codes and regulations prescribed by law and by University requirements. Only those that can be safely accommodated and used within the workplace should be obtained. Individuals who arrange the purchase of material or equipment must obtain all necessary information to enable the associated risk to be assessed in order to maintain legal compliance. They must also comply with the requirements of the purchasing procedures. Only authorised signatories shall approve acquisitions. Details of authorised individuals are available from Financial Services.

7.5 Visitors and contractors
Visitors or Contractors must report to a reception point at the workplace. The member of the workplace who the visitor or contractor wishes to see must be contacted and asked to attend and meet their visitor or contractor and accompany them in the workplace. In the case of restricted access worksites, the contractor may be granted permission to enter the area for the duration of the work unless any circumstances occur which affect the health and safety of other people in the area. The policy in relation to Visitor Safety is available via the UWA Safety, Health and Wellbeing website: www.safety.uwa.edu.au/policies/visitor_safety

7.6 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 health and safety of others people present in the workplace. The University has a health and safety policy for contractors, which requires that safety is managed through cooperation between the stakeholders. The University is responsible for all persons working on its property and must therefore verify that safety management is satisfactory.

7.7 Children
If children are brought onto University premises they must be under the immediate and close supervision of a parent or guardian at all times. Children are NOT permitted in hazardous areas such as laboratories, workshops, kitchens or any other area where the person in charge considers it to be inappropriate. For further information regarding the Children in the Workplace, including rights and responsibilities of parents refer to the policy on Children on the University Campus.

7.8 Safety off University premises
Many activities take place off University premises, including field trips and supervision in isolated areas. Staff, students and others have a responsibility to identify foreseeable risks and take appropriate action. Activities such as field trips require adequate competent supervision, first aid equipment training, appropriate protective clothing, closed footwear, sufficient communications arrangements and availability of emergency equipment. Persons who are responsible for fieldwork shall familiarise themselves with the University guidelines. Staff who are responsible for the placement of students shall also familiarise themselves with the University guidelines on placement of students. For further information regarding field work in rural and remote areas refer to the UWA Safety, Health and Wellbeing website: www.safety.uwa.edu.au/policies/field_work
7.9 Use of computer workstations

All workers must be aware of the hazards of repetitive work such as keyboard use or laboratory work and occupational overuse. Staff must take regular breaks and postural readjustments to avoid muscular strain, and report any symptoms to their supervisor. The UWA Safety, Health and Wellbeing team offers ergonomic assessments for all staff (including staff with ‘working from home’ arrangements) and these can be booked by contacting the UWA Safety, Health and Wellbeing team.

The UWA Safety, Health and Wellbeing website offers further computer workstation ergonomic information at http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics/workstation

7.10 Manual handling

All workers must be trained in the appropriate manual handling techniques for any hazardous manual tasks that they are required to perform in their jobs and not expose themselves or others to the risk of injury. Workers must be aware of, and utilise the mechanisms that exist within the workplace to:

(a) Identify hazardous manual tasks that exist,
(b) Assess the risks arising from the identified hazardous manual tasks that,
(c) Decide on the appropriate use of control measures.

If individuals feel that they are unable to undertake any manual handling task, because it is beyond their range of comfort and ability, they must seek assistance. In situations where individuals are required to perform new or unfamiliar manual tasks, supervisors should conduct a new risk assessment to identify any new potential hazards and implement and evaluate control strategies (i.e. mechanical solutions and/or training). Many injuries occur when workers undertake unfamiliar or non-routine tasks due to a lack of planning or risk assessment.

Where possible, mechanical handling equipment should be used (e.g. trolleys and fork lifts). All areas should develop and document a Manual Handling Risk Management Plan through consultation with Health and Safety Representatives and assistance from the Occupational Therapists in UWA Safety, Health and Wellbeing.

For information regarding the University Policy on Manual Handling refer to the UWA Safety, Health and Wellbeing website: www.safety.uwa.edu.au/policies/manual_handling

7.11 Housekeeping

The maintenance of high standards of housekeeping in workplaces helps to prevent injuries. General tidiness includes such considerations as:

- Keeping floors tidy and dry
- Removing rubbish daily
- Avoid creating trip hazards such as trailing leads
- Keep work surfaces and resources such as fume cupboards, tidy, clean and free from equipment and hazardous substances that are not in use.
- Keeping aisles, exits, fire extinguishers, first aid kits and electrical cabinets free from obstruction
- Keeping glassware and breakables off the floor
- Informing contractors of workplace hazards that exist such as flammable liquids or combustibles
- Avoid exposing cleaners to hazards.
- If last to leave the workplace, make sure all equipment is turned off or left in a safe state and leave personal details with equipment/processes that need to be left running when unattended.
7.12 Use of social media

The separation which otherwise exists between personal and professional expression can become blurred. Comments which relate to individuals or workplace colleagues may endure over time making them highly visible. Interconnectivity between social media sites can result in unexpected distribution to a wider audience than in the off-line world. The inappropriate use of social media in either a professional or personal capacity, can violate the privacy, breach the security and harm the reputations of other employees, students and/or the University. Such activity may be determined as misconduct or serious misconduct, resulting in possible disciplinary action or termination of employment. Workplace health and safety legislation could also be contravened. For further information, refer to The University policy on social media. As a general rule: If it would normally be acceptable to express an opinion about something off-line, it is equally acceptable online. Express thoughts and opinions rationally, respectfully and appropriately.

7.13 Working alone

Individuals may occasionally be required to work alone on University premises. Under these circumstances there are special risks due to the lack of immediate assistance in the event of an accident or sudden illness. This guidance applies to working alone at any time but when planning after-hours working there are specific limitations on accessing workplaces and also on the types of work that may be undertaken. Refer to “After-hours working” in this manual and also see http://www.safety.uwa.edu.au/health-wellbeing/physical/after-hours-working.

Health and safety legislation requires that if an employee is isolated from other persons because of the time, location or nature of the work then the employer must ensure that there is a means of communication available which will enable the employee to call for help in the event of an emergency and arrangements made to ensure regular contact. The maximum penalty for breaching this regulation is $25,000.

If you are required or intend to work alone you must have permission to do so from a Manager or Supervisor who has assessed risks associated with the planned activities, considered the availability of any potentially required support services and concluded that such working arrangements are acceptable. This may include addressing unattended reactions or experiments. In addition, disclosure and consideration of any medical conditions that may give rise to a dangerous or life threatening situation when working alone must be taken into account.

In all of the following cases, working alone is **not permitted** where:

- There is no readily accessible means of communication.
- Work which is remote or isolated from the assistance of others due to the location, nature or time.
- Operation or maintenance of hazardous equipment
- Handling of hazardous substances or use of large volumes of flammable solvents.
- Work which is too hazardous for a person to perform alone.
- Working with large or aggressive animals.
- Maintenance or adjustments on energised electrical or electronic systems.

Under the following circumstances, working alone **is permissible**:

- An authorised person is notified of the planned work, when it will commence and the expected completion time.
- Staff and students may work alone in office and other low risk environments.
- An easily accessible means of communication to gain assistance in an emergency is available.
- Undertake all required personal security measures e.g. lock doors, walk in well-lit areas.
The campus emergency number is 6488 2222. UWA Security (phone 6488 3020) offer a 24 hour escort service to vehicle or residences near the campus and also offer lectures on personal security. To request their assistance telephone 6488 3020 allow up to 20 minutes notice for the escorting service.

WorkSafe WA provide guidance regarding working alone and how it influences the risk of harm or injury at http://www.commerce.wa.gov.au/worksafe/content/safety_topics/Working_alone/index.htm

This information is also available at http://www.safety.uwa.edu.au/health-wellbeing/physical/alone.

7.14 After-hours working

An important consideration when working outside of normal working hours is the times of day when maximum internal and external support services are available in the event of an incident, injury or illness. Such services include First Aid Officers, the Medical Centre, Facilities Management, Building Operations, external emergency services and UWA Safety, Health and Wellbeing.

In all workplaces, if you are required or intend to work outside of normal working hours, you must have permission to do so from a Manager or Supervisor who has assessed risks associated with the planned activities, considered the availability of any potentially required support services and concluded that such working arrangements are acceptable. In hazardous workplaces, where the type of work, the resources used and the risks to the health and safety of workers is significant, the periods of normal use should be restricted to 8:00 am - 5:00 pm on weekdays only.

Persons wishing to work outside normal hours may be required to provide a work plan that clearly defines the proposed task and limitations on that task outside normal working hours. They may need to fill in a log of arrival and departure times and advise Security on (+61 8) 6488 3020 or the appropriate number for laboratories not on the main University campus. If accessing the workplace after hours:

- Ensure that the doors of buildings are securely closed and locked after entering and exiting.
- Ensure that the doors to internal areas are secured on leaving.
- Ensure familiarity with health and safety rules and emergency contact numbers (these should already be displayed in the workplace.
- Do not give anyone else security codes, keys or access cards.
- Do not provide access to buildings to unauthorised persons as Security is instructed to remove them if they cannot demonstrate current authorisation.
- Report to University Security any breaches of security or suspicious behaviour.

Some work is too hazardous to be undertaken alone or after hours. This includes any activities involving:

- Hydrofluoric acid.
- Explosive and potentially unstable substances.
- Disposal of hazardous substances.
- Naked flames associated with flammable solvents.
- Low-temperature environments (e.g. cool rooms, freezers).
- High-powered, fast-moving machinery or equipment.
- Heights or confined spaces.
- Significant quantities of molten metals.
- Other hazards or activities as identified by the Manager or Supervisor.

Only competent persons may operate inherently hazardous equipment. A documented risk assessment must be made and/or adequate control measures must be implemented. Work by undergraduate students may only be performed if directly supervised by a staff member or approved nominee.
A minimum of two persons must be present to ensure that appropriate action and support is provided in the event of an incident or injury. The second person must be competent to obtain any assistance required and to make the area safe. If having a minimum of two people present is not possible, there are specific limitations on what types of work may be conducted. Refer to “Working alone” in this manual and also http://www.safety.uwa.edu.au/health-wellbeing/physical/alone.

A breach of any of these conditions may result in after-hours access being cancelled. This information is also available at www.safety.uwa.edu.au/health-wellbeing/physical/after-hours-working.

8 LOCAL RULES

8.1 Health and Safety Committee

Workplace health and safety committees provide a formal and efficient forum for reporting and managing health and safety. They also provide a means of ensuring proper communication and consultation within and outside the workplace by publication of minutes of regular meetings. Efficient information feedback is important in the promotion of continual improvement. Members include both management and staff who can be approached regarding health and safety matters. Members are required to attend regular quarterly meetings or provide a suitable deputy to ensure they are up-to-date on committee business.

Due to the size and working environment of the School of Agricultural and Resource Economics, the School does not have a standalone Health and Safety Committee and, rather, is represented by the Faculty of Science Faculty Office’s Health and Safety Committee which has a similar working environment (offices and no labs). The School has no significant risks as all laboratories within the building (401) are owned and utilised by the School of Plant Biology.

Currently the School of Agricultural Economics’ representative on the Faculty Office’s Health and Safety Committee is: Deborah Swindells, Administrative Officer.

8.2 Health and Safety inductions

All persons shall complete safety inductions before undertaking any tasks or activities in the workplace. New staff members shall complete the UWA Online Health and Safety Induction and also a workplace specific induction to familiarise them with health and safety requirements in their new working environment. After completing the workplace specific induction new staff and HDR students must return the completed checklist to the School Manager for record-keeping. Existing staff should also complete the UWA Online Health and Safety Induction.

Information on safety induction processes and guidance to determine which inductions must be completed is provided at http://www.safety.uwa.edu.au/induction-and-training/online.

A fundamental aspect of induction is to gain an understanding of and to acknowledge workplace local rules. Induction does not infer competency or permission to commence work. Persons shall only carry out work using resources which they are deemed competent to use and shall do so only with permission of the area supervisor. A record of completed inductions shall be included in the individual’s training records.

8.3 Competency and training

Workers shall only carry out work using resources which they are deemed competent to use. Competency can only be judged through assessment by a Supervisor. Hazardous equipment shall only be used by operators where their competence to do so can be verified via written records based on qualification and/or ‘demonstrable competence’ (see definitions). The need for specialist training shall be identified by managers and supervisors and all such requirements must be escalated via workplace line management. Individuals shall not be expected to undertake any activities for which they are not deemed competent.

8.4 Management and permission to work in the area

Managers and supervisors have control of and are responsible for workplaces and are authorised to give permission to do work. Permission to carry out work in a workplace may only be granted to individuals for whom their competency to do so can be demonstrated. Records of that competence must exist and be
available for inspection. A combination of endorsement of documented methods, appropriate supervision (to be established and reviewed on a case by case basis) and verbal consent may be sufficient as a basis for granting permission to work provided it can be demonstrated that the individuals who carry out work meet the following criteria for ‘demonstrable competency’ (see definitions).

8.5 Workplace monitoring

All workplaces shall carry out periodic monitoring to ensure that good health and safety standards are being maintained. Workplaces should be inspected on an annual basis as a minimum. This can be achieved via several approaches which are provided via the Safety, Health and Wellbeing website. Checklists are available for a variety of area types. Inspections should also be carried out following changes to the area such as new projects, personnel, plant, equipment, procedures or refurbishment. Other monitoring processes include the Traffic Light System and the UWA Internal Audit programme which evaluates the performance of the occupational health and safety management system against the AS/NZS4801 OHSMS Standard. Workplace monitoring is usually coordinated by the workplace Health and Safety Committee.


8.6 Field work and travel arrangements

All staff and students planning to conduct field work in rural or remote areas must read the field work policy (www.safety.uwa.edu.au/policies/field_work) and must complete a Field Work Plan which must be approved by the Head of School, and must ensure that adequate insurance cover has been arranged. Also see section 7.8.

All flights must be arranged through Concur for staff and for students, so that appropriate approvals are obtained and relevant records are kept for locating staff and students in the case of an emergency. More information on UWA’s travel policy can be found on the Financial Services website: http://www.finserv.uwa.edu.au/travel-at-uwa/travel/policy

8.7 Emergencies, Incidents and Injuries

8.7.1 Emergency Information

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWA Emergency for Fire Brigade, Ambulance, Police</td>
<td>6488 2222 (24 hrs.)</td>
</tr>
<tr>
<td>UWA Security</td>
<td>6488 3020</td>
</tr>
</tbody>
</table>

Refer to the Staff and Support webpage of the UWA Safety, Health and Wellbeing website for further information including lists of safety personnel and a blank Building Safety Personnel Poster for completion and display in in prominent locations.
8.7.2 In the event of fire

RAISE THE ALARM:
If safe to do so, ensure the immediate safety of anyone within the vicinity of the fire. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting ‘Fire, Fire, Fire’ if a panel is not available. The alarm system automatically notifies the Fire and Rescue Services and also UWA Security (who then notify other emergency personnel).

Phone the UWA Emergency number extension 2222. Give your name, building, level, room number, type and extent of the fire / smoke and inform your supervisor or Building Warden if safe to do so.
FIRE FIGHTING:
If safe to do so and if trained in the use of fire equipment, attempt to extinguish the fire. Do not use fire hose reel, water or foam extinguishers on an electrical fire.

FIRE EXTINGUISHERS:
All fire extinguishers are tested to ensure reliability on a regular basis by a contractor sourced by Facilities Management. This equipment is provided to extinguish minor fires only. If there is any risk from the fire the building must be evacuated. Before using a fire extinguisher read the instructions ensuring that it is appropriate to the type of fire.

- **Water Type Extinguisher (colour coded red):** For use on paper, wood, textile and fabric fires only - not to be used on electrical or chemical fires.

- **Carbon Dioxide Extinguisher (colour coded red with a black band):** For use on electrical and flammable liquids fire – Please note that this extinguisher can be safely used on all types of fires, however, when the carbon dioxide dissipates, re-ignition could occur.

- **Dry Powder Extinguisher (colour coded red with a white band):** For use on electrical, flammable gases and flammable liquid fires.

FIRE BLANKETS:
Fire blankets are installed in two of the fire cupboards (near the admin office on the ground floor, and in the eastern foyer) for use on fires involving small quantities of flammable liquids. Such fuels are typically found in laboratories or kitchens. The effectiveness of the blanket depends on obtaining a good seal with the rim of the container. Fire blankets also provide a thermal barrier and are suitable for management of clothing fires.

EVACUATION:
Evacuate the building in accordance with the area evacuation procedure or as directed by the Building Warden. Proceed to the nearest exit, walking quickly and calmly to the assembly area which is outside the Barry J. Marshall Library. Close but do not lock doors and windows as you exit. Leave lights on.

Remain in the assembly area in groups until instructed to leave by a Warden or Fire and Rescue Services personnel.

Do not re-enter the building until informed that it is safe to do so by a Warden or Fire and Rescue Services personnel.

8.7.3 Incidents and Injuries
Ensure all incidents and injuries are reported to Supervisors and on a UWA Confidential Incident / Injury / Near Miss Report Form.

While the School does not have any labs, it is still useful to be knowledgeable about chemical injuries: If contaminated with acids or alkalis, wash skin immediately with plenty of water then seek medical attention if required. Eyes splashed with any chemical must be washed with water for 15 mins and medical advice obtained immediately.

8.8 Local access restrictions
Exterior doors to building 401 are automatically locked before 7.30am and after 5.30pm, and during weekends. If accessing the workplace after hours:

- Ensure that internal and external doors are securely closed and locked after entering and exiting.
- Ensure familiarity with safety rules and emergency procedures displayed in the workplace.
- Do not give anyone else security codes, keys or access cards.
- Report to University Security any breaches of security or suspicious behaviour.
9 RISK MANAGEMENT

For assistance in the decision making process (including ‘when’ and ‘if’ risk assessment is required), use the flowchart ‘Task and Activity Planning in a Safe system of Work’. Refer to Safety Management at: www.safety.uwa.edu.au/safety_management

To ensure that activities are unlikely to cause harm it is necessary to be aware of what could possibly go wrong and what the consequences could be. You must then do whatever is ‘reasonably practicable’ to ensure that people are not harmed. This process is known as risk management and involves the four basic steps:

- Identify hazards – find out what could cause harm.
- Assess risks – understand the likelihood of a hazard causing harm and how serious it could be.
- Control risks – implement the most effective control measure that is reasonably practicable in the circumstances.
- Review control measures to ensure they are working as planned.

In the UWA Safe System of Work, risks are categorised as concentric shells. Each shell addresses a specific aspect of the task or activity as follows:

ENVIRONMENT / SUBJECT: This is the outer of three shells of risk. An overall assessment is made and kept up-to-date as a valuable reference source by Safety & Health. It is known as the “UWA Safety & Health Risk Register”.

RESOURCES: This is the middle shell of risk. Assessment of the use of resources can be prepared in advance of work activities. Hazardous plant and equipment can be assessed for use by creation of Standard Operating Procedures and assurance of worker competence through training and creation of supporting records. Hazards associated with chemicals and substances can be assessed through use of Material Safety Data Sheets and Chemical Risk Assessments.

PROCESSES: This is the inner shell of risk. This is the part of a task which involves the work itself and the aspects which cannot be accounted for in advance. It only addresses previously unassessed hazards IF they are judged to be present in which case it is necessary to carry out Job Safety Analysis which involves writing a Method Statement and completing a Risk Assessment.

9.1 Application of the UWA Safety and Health Risk Register

The UWA Safety and Health Risk Register lists all the relevant acts, regulations, standards, guidance notes and UWA procedures for reference. It considers hazards and risk in all the main areas and subject categories found at the University. Refer to www.safety.uwa.edu.au/safety_management page and open ‘UWA Safety and Health Risk Register’.

This document divides the main activities conducted at UWA or on behalf of UWA into categories. Each category lists the legislation which applies and the University’s response in the form of UWA Safety, Health and Wellbeing procedures and guidance. The existence and application of these documents collectively comprises our control measures for the minimisation of risk in each category. The perceived hazards are assessed as a RAW risk and then re-evaluated as RESIDUAL risk after accounting for the impact of the control measures when properly implemented. The risk rating process was carried out in accordance with the UWA Safety Risk Management Procedure.

The workplace is required to select the parts of this document which are applicable to its activities and create a Workplace Risk Register. Any additions which are not included in the central UWA Safety and Health Risk Register are to be forwarded to UWA Safety, Health and Wellbeing for inclusion. Notice of revisions will be communicated to ensure that the University remains informed and up-to-date.
9.2 Assessing hazards associated with resources

Resources consist essentially of competent personnel, risk assessed use of plant/equipment and risk assessed interaction with chemicals/substances.

Records of worker competency

These must exist for individuals who operate potentially hazardous equipment to show that they are proven, via one or more of training, experience and qualifications, to be able to work safely in the environment and with the resources.

Standard Operating Procedures (SOP) for hazardous equipment

These are to be prepared for potentially hazardous equipment. This can save a lot of time in future as they are then available upon demand. In addition to their design acting as a risk assessment they also provide the option of using them as records of competency. It could be difficult to prove that personnel are competent and/or that they are qualified and trained without written records. Even if there are separate training records, preparing SOPs and having them on display in the workplace provides a useful reminder. Having prepared SOPs saves a great deal of time later, as the need to assess hazardous equipment via full risk assessments, for individual jobs, may be avoided. Work areas should develop a local library of SOPs. It may seem like a hurdle initially but it saves time and work later. Having SOPs for potentially hazardous equipment helps you in four ways:

- Signed and endorsed SOPs can be stored as documented proof of training and competency.
- They are to be displayed near equipment as a handy reminder for reference.
- They can be attached to a Safety Assessment form if one is needed for a task.
- WorkSafe inspectors ask for proof that equipment and tasks have been risk assessed and that personnel working in the area are competent.

Assessment of hazardous chemicals or substances

It is a mandatory requirement to be in possession of a Material Data Safety Sheet and to complete a risk assessment relating to use of all hazardous chemicals or substances.

For work with carcinogens, toxins and embryotoxins, cryogenics, herbicides/pesticides, peroxidizables, organic and shock sensitive, cyanides, acid fluoride chemicals and gas cylinders refer to the MSDS and the UWA Chemical Safety Procedures.

9.3 Carrying out Job Safety Analysis (JSA)

Activities which call for Job Safety Analysis (i.e. Safety Risk Assessment + Method Statement) can be defined as those where you or others may be exposed to otherwise unassessed hazards. If you plan to work outside of your normal workplace or you intend to use potentially hazardous equipment, not covered by existing SOPs and training, then a JSA is required to risk assess and describe how the work is to be completed safely.

Risk assessments determine the level of hazard or risk associated with any procedure and assess whether current control methods are adequate or need to be improved. They must be performed when:

- It is the first time that a procedure is to be performed.
- There is only limited knowledge about a hazard or the risk or how the risk may result in injury or illness.
- There is uncertainty about whether all of the things that can go wrong have been found.
- The situation involves a number of different hazards that are part of the same work process or piece of plant and there is a lack of understanding about how hazards may impact on each other to produce new or greater risks.
- There is to be a significant change of procedure/practice since original assessment.
Tasks may be part of larger activities or there may be potential hazards in the area of work which are outside of your control. In such cases it is reasonable to expect that the person responsible for the area has identified the need to risk assess. In addition to potential hazards to you whilst working in their area, your task may impact on routine activities in ways which you are unable to account for. Before commencing tasks it is important that you communicate with the person responsible for the local area to enable proper control to be maintained.

In the “supplier / customer” relationship, it is the customer who carries responsibility for ensuring safe working in their area and for carrying out Job Safety Analysis although interaction with the “supplier” should occur to ensure proper understanding of all the implications of carrying out the task or activity. For example, consider the case of workshop personnel carrying out work in an area away from the workshop. Whilst the workshop supervisor was responsible for “supplying” workers who were competent to do the work, the supervisor for the area in which the activity is to occur is responsible for what happens in their area of control. As the “customer” they must consult with workshop personnel beforehand to determine if all the potential hazards have been accounted for and if necessary carry out further Job Safety Analysis.

Job Safety Analysis is used to account for otherwise unassessed hazards. It has two main components:

- **Risk Assessment** - assesses potential hazards and works out how to minimise risks.
- **Method Statement** - states what you plan to do and accounts for the risk control measures identified in the risk assessment. This is a useful document for describing tasks either as a one-off or regularly repeated tasks.

### 9.4 Cases when Job Safety Analysis is not necessary

It is not always necessary to carry out detailed Job Safety Analysis for every task. It would be impractical and unrealistic to expect. However, it is important to be able to demonstrate that tasks and activities are appropriately considered. Many hazards and their associated risks are well known and have well established and accepted control measures. In these situations formal risk assessment is unnecessary. If, after identifying a hazard, you already know the risk and how to control it effectively, you can just implement the controls.

**Job Safety Analysis is not necessary in the following situations:**

- Legislation requires some hazards or risks to be controlled in a specific way – these requirements must be complied with; or
- A code of practice or other guidance sets out a way of controlling a hazard or risk that is applicable to your situation and you choose to use the recommended controls. In these instances, the guidance can simply be followed; or
- There are effective controls that are in widespread use in the particular industry, that are suited to the circumstances in your workplace. These controls can simply be implemented.

Many workplaces may proceed safely with day to day operations without further Job Safety Analysis if all of the following are true:

- **UWA Safety and Health Risk Register** addresses the work environment or subject; and
- **Standard Operating Procedures** are available for all hazardous equipment used; and
- **Records of competency** exist for individuals who operate potentially hazardous equipment.
- **Permission** to proceed has been given by the Supervisor of the area.

It may be appropriate to make a formal statement that after accounting for these (highlighted) contributing assessment processes there are no further identifiable, unassessed risks remaining.
In workplaces where this is true for routine operations (e.g. some workshops), it should only become necessary to carry out a Job Safety Analysis if the nature of the work is such as to introduce new factors which are not addressed as described above.

10 RELATED DOCUMENTS

Flowchart – Task and Activity Planning in a Safe System of Work
Safety Risk Assessment form
Standard Operating Procedure
Method Statement

For all of above, refer to http://www.safety.uwa.edu.au/management/toolkit

Material Safety Data Sheets
Refer to http://www.safety.uwa.edu.au/topics/chemical/chemalert

Please note: there has been no update to the UWA Safety and Health manual Proforma since 2015, therefore only minor local details have been changed since the ARE 2015 version.