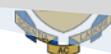


UNIVERSITY OF QUEENSLAND

ABORIGINAL AND TORRES STRAIT ISLANDER STUDIES UNIT

Workplace Health & Safety guidelines

January 2016



AUSTRALIA

Version

Title	Aboriginal and Torres Strait Islander Studies Unit Workplace Health and Safety guidelines
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Authorised By	Jason Curtis, Unit Manager

Emergency Contacts

<p>Don't Panic</p> <p>Keep calm in all situations</p> <p>IN AN EMERGENCY RING x53333</p> <p>(to contact Security for a NON EMERGENCY situation call – x51234)</p>
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Emergency Contacts – University

Hazard	What to Do	Who to Contact	Extension
Fire	Contact Fire Safety Floor Warden, Fire Safety Officer or Security	Jason Curtis – FSFW Security Officer on Duty	Room 215 67511 53333
Explosion	Contact Security	Security Officer on Duty	53333
Critical Incident	Contact Security	Security Officer on Duty	53333

Important Contacts – University

Subject	Contact	Person	Extension
Fire Safety Issues	P&F Security Section	Fire Safety Officer	52329
Hazards, Risks and Emergency Issues	OH&S Unit	Associate Director	52563

Aboriginal and Torres Strait Islander Studies Unit/Gordon Greenwood OH&S Contacts

Role	Name	Room No	Phone No
Unit Manager	Jason Curtis	Rm215	67511
Gatton	Vacant		
First Aid Officers			Gatton – Cheryl Brugman (Student Services Directorate) St Lucia – Ian Lilley

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1. Context

This document contains information on workplace health and safety requirements and other information applicable in the Aboriginal and Torres Strait Islander Studies Unit. Staff should familiarise themselves with this document, and consolidated information and forms available in the OH&S folder on the ATSIU shared drive.

1.1 Queensland Government Legislation and regulations

Health and Safety at UQ is governed by the [Queensland Workplace Health and Safety Act](#) (2011). This is a legal requirement placed upon the University and its staff.

A useful guide in interpreting the Act is found [here](#).

A summary of Queensland's new work health and safety laws is found [here](#).

1.2 University of Queensland Occupational Health and Safety Policies

The University's Workplace Health and Safety policies are set out in the UQ Policy and Procedures Library (PPL), [Section 2](#). These policies underpin the legislation set out above and allow UQ to meet its obligations under the various Acts and regulations.

Additional information, including training, risk management and incident reporting, are accessible from the Occupational Health and Safety Unit's [website](#).

1.3 OH&S Goals

Each year, the University provides a report on progress toward meeting the University's [OH&S Goals](#). The goals set out a set of responsibilities for the University, managers/supervisors and individual staff.

1.4 ATSIU OH&S Policy

ATSIU is committed to achieving the highest attainable level of occupational health and safety for its staff, students, visitors, contractors and volunteers throughout all areas of its activities.

To this end, ATSIU will provide the following:

- Provision of a clear statement and delegation of occupational health and safety responsibilities;
- Provision of an adequate, responsible financial budget for the function;
- Sound workplace planning, design and operation;
- Training based on standard, proven work methods and written operational and maintenance procedures;
- Education, counselling and, where necessary, rehabilitation of those involved in its activities; and
- Enforcement of statutory laws of Queensland and the Commonwealth and University safety regulations and procedures.

2. OH&S – ATSIU responsibilities

2.1 Appointment of a Workplace Health and Safety Coordinator (WHSC)

The Unit Manager is the [WHSC](#) for the Unit.

WHSC Contact: j.curtis2@uq.edu.au

2.2 Workplace Health and Safety Representative (WHSR)

The Unit may also have an elected WHSR. Information about the role of the WHSR is found in University [policy](#).

WHSR Contact: currently unfilled

2.3 ATSIU WH&S Committee

The Unit has a Workplace Health and Safety committee that meets a minimum of four times a year. Membership of the committee will comprise:

- WHSC
- Gatton/Ipswich representative, ATSIU
- Professional staff representative, ATSIU
- Academic or Research staff representative, ATSIU

The role of the Committee will be the following:

- review and update the ATSIU Health and Safety guidelines
- perform an annual risk assessment audit
- perform an annual OH&S audit at all Unit premises, including:
 - Fire Safety risk assessment and inspection
 - Audit of Unit first aid equipment
- Coordinate the regular checking of electrical equipment within Unit premises
- Coordinate the regular testing of Unit fire alarms within the building and the annual fire safety evacuation
- Provide staff with regular updates on OH&S matters

Minutes of the meetings are to be placed on the Unit's shared drive under OH&S.

ATSIU staff or students are encouraged to be actively involved in the decision making process on issues which have an impact on Workplace Health and Safety in the Unit and to contact the WHSC, WHSR or staff representatives of the ATSIU Workplace Health and Safety Committee if you have any concerns or questions about safety at UQ or in the Unit.

2.4 Communication of OH&S matters

A notice board displaying safety information is provided in the Unit kitchen space at St Lucia premises, and in the Student Common Room at Gatton premises.

Other important and/or urgent OH&S information is sent by email.

3. OH&S – Supervisor responsibilities

It is the responsibility of supervisory staff in the Unit to ensure that safe working procedures are clearly understood and consistently observed. Supervisors must also ensure that all Unit equipment in use is in safe working order and that workplace conditions are maintained at a high standard.

Supervisors should ensure that all staff have their occupational health and safety responsibilities included in their position description.

A [training needs analysis](#), based on the individual work area and role is to be provided by the Unit HR officer and relevant Manager for staff and visitors (including volunteers) as part of the standard induction process. Training required must be undertaken before work is performed.

All new staff must complete the General Workplace Safety training online module, and be provided with refresher training where appropriate. All staff are required to complete the online fire safety module annually and this should be noted through the performance review and appraisal process.

3.1. Risk Management and Risk Assessments

UQ's Risk Assessment and Management Guidelines are found [here](#).

Risk assessments must be prepared and approved before new work is done or when there is a change in procedures/protocols. Risk assessments must be reviewed and audited periodically.

3.2 Risk Management

Risk Management is a process for controlling exposure to health and safety risks associated with hazards in the workplace. Risk Management involves:

- a careful examination of what could cause harm to you and the people around you in your workplace;
- weighing up whether you have taken enough precautions, or whether you should do more to prevent harm; and
- controlling exposure to prevent harm.

Risk Management involves the following steps -

1. Identify hazards
2. Assess and prioritise risks
3. Decide on control measures including hierarchy of control
4. Implement control measures
5. Monitor and Review

3.3 Risk Assessments

Risk Assessments are placed in the University's on line [risk assessment database](#).

A Risk Assessment is required before work commences in the following circumstances -

- new procedures
- making a significant change to current procedures
- new equipment being used

- any time after there has been an incident

3.4 Monitoring, Review and Audits of Risk Assessments

Risk Assessments should be reviewed regularly. Review should occur whenever there is a change in the procedure or, as part of the follow-up if an incident occurs. Risk Assessments should also be audited periodically.

3.5 Training Courses

Training for the use of the Risk Assessment database can be booked through the [Teaching and Educational Development Institute \(TEDI\)](#).

4. OH&S Student, Visitors and Staff responsibilities

Safety is everyone's responsibility. University [policy](#) sets out the responsibilities of individual staff, students and visitors with respect to provision of OH&S management.

Staff are asked to familiarise themselves with the ATSIU Health and Safety Guidelines, information on the ATSIU noticeboard, and information in staffing newsletters. Staff should undertake OH&S training as required under university policy and where required by their supervisor.

A copy of the ATSIU Workplace Health and Safety Guidelines are available in the kitchen space and in the student common room and computer rooms for the convenience of students and visitors.

It is the responsibility of all Unit staff to ensure the implementation of safety systems appropriate to their operational responsibility and in accordance with current technology.

All staff, students, visitors, contractors and volunteers have a duty to care for their personal welfare and the welfare of others. To meet this commitment each person must follow safe working practices at all times, and take all reasonable care to prevent personal injury or injury to others and damage to Unit property and equipment.

5. Specific Unit OH&S policies:

5.1 Fire safety

The University of Queensland aims to ensure that all staff, students, contractors and visitors are protected from the risks of fire. The Unit has systems and procedures in place to safeguard the working environment and to ensure that fire systems and associated requirements are properly maintained in accordance with relevant legislation.

The following fire safety legislation is applicable in Queensland and to the University:

Fire and Rescue Services Act Queensland 1990;

Building Fire Safety Regulations Queensland 2008;

Work Health and Safety Act Queensland 2011;

National Construction Code (Building Code of Australia 2011)

These legislative requirements are codified in the [UQ Fire Safety Management Plan](#) and [Fire and Emergency Evacuation Procedures](#).

The Fire Safety Warden for the ATSIU Unit and Floor Warden for Level 6, Gordon Greenwood Building is the Unit Manager: j.curtis2@uq.edu.au

5.2 ATSIU Responsibilities

The ATSIU OH&S Workplace Health and Safety committee, in conjunction with the Fire Safety Warden will perform the following in relation to fire safety:

- perform an annual Fire Safety risk assessment and inspection
- Coordinate the regular testing of Unit fire alarms within the building and the annual fire safety evacuation
- Provide staff with regular updates on any fire safety matters

Supervisors will ensure all staff perform the annual fire safety online module during induction and through the performance review and appraisal processes.

Before Fire or Emergency the Fire Safety Warden and officer will:

- Familiarise themselves with the floor or area for which they have responsibility; strong-rooms, rooms leading off blind passages, doors leading to dead ends, toilets or changing rooms;
- Identify people who will require special assistance during evacuation;
- Identify means of egress and alternative means of escape;
- Identify location of push button alarm points and fire fighting or emergency equipment.
- Ensure that staff are conversant with these Emergency Evacuation Procedures and the correct use of fire fighting and emergency equipment.
- Carry out monthly inspections of their area and remove hazards or advise the Head of Organisational Unit or Director of Occupational Health and Safety (as appropriate) of the hazards.
- Ensure that fire fighting and emergency equipment is in its correct position (as shown on the displayed floor plans) and ready for use.
- Ensure that passageways and exits are kept clear at all times.
- Ensure that notices required by these Procedures are kept current and prominently displayed.

5.3 STAFF/STUDENT/VISITOR/OCCUPANT RESPONSIBILITIES

Before Fire or Emergency:

All occupants should make themselves familiar with the Emergency Evacuation Procedures for their building, the location of fire exits and the operation of fire fighting and emergency equipment.

Fire and Emergency Evacuation Maps are located in each stairwell of Level 6 Gordon Greenwood Bd, fire equipment is provided in the space located near the reception area.

The Gatton Fire & Emergency Evacuation Plan is displayed in Student Common Room and the Ipswich Fire & Emergency Evacuation Plan is displayed in the hallway, Level 1 of the Unit building.

6. ATSISU FIRE AND EMERGENCY EVACUATION PROCEDURES

If you discover a fire or emergency:

- Sound the fire alarm system (a push button alarm is located on the wall outside the ATSISU kitchen area)
- Notify the appropriate emergency service contact number for your site, giving:
Details of location, type and scale of the emergency, and
The name and location of the caller.
- Alert other people in the vicinity and notify the Floor Warden or officer.
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the Floor Warden:

- Walk quietly but quickly to the nearest exit and proceed to the assembly point to await further instructions. Assembly points are as follows:
St Lucia: In the natural amphitheatre, opposite Building 4
Gatton: The Gatton evacuation site is the grassed area across from Morrison hall
- Listen and follow instructions from the Building or Floor Wardens.
In order to prevent injury and possible panic during evacuation:
 - Do not run, push, or overtake
 - Use stairs**Do not use the lift**
- Do not return to your desk, office or room
- Do not return to your building until the "all clear" is given by the Floor Warden or Fire Service.

Outside of normal working hours (9 a.m. to 5 p.m. Monday to Friday).

On hearing the fire alarm, occupants should evacuate the building even if the evacuate mode does not sound.

7. Manual Handling and Risk Management

Manual tasks are those workplace activities requiring the use of force exerted by a person to grasp, manipulate, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part.

ATSISU staff may be exposed to a range of manual tasks in the performance of their ordinary duties, such as using a computer keyboard and mouse, moving or carrying Unit promotional materials or relocating furniture or equipment.

Staff are asked to familiarize themselves with the UQ Manual Handling Risk Assessment policy:
<http://ppl.app.uq.edu.au/content/2.30.07-manual-tasks-risk-management>

Supervisors are responsible for performing a [training needs analysis](#), based on the individual work area and role that is to be provided as part of the standard induction process. The training required must be undertaken before work is done.

All staff must be trained where appropriate and a risk assessment performed when a new manual task is introduced to a role or where a task has been redesigned, and when new equipment, tools, or furniture (adjustable items) are introduced. Supervisors should provide Unit staff with access to equipment appropriate to the completion of a task.

Staff must alert their supervisor to discuss any potential risks or new tasks associated with manual handling as part of their role before the performance of a task, for example, relocating office furniture or lifting or carrying heavy items.

7.1 Injury, illness and Incident Reporting

Reporting and recording accidents and injuries is recognised as an important component in hazard control and accident prevention. As an employer, ATSIU has a legal obligation under the *Workplace Health and Safety Act (Qld) 1995* to keep a record of all work-related injuries, illnesses, and dangerous events.

The [Injury, Illness and Incident Reporting System](#) is a web based program designed to standardise reporting procedures within the University in order to comply with legal requirements, and to provide statistical information which is used in future hazard control and accident prevention programs.

Incident reports can be submitted online by the person who is injured or ill or by another person who is aware of an incident that has occurred. This also applies to any dangerous events that occur regardless of any injury or illness.

Completed reports are submitted electronically to the relevant Supervisor, WHSC and Head of Unit for their information and for their action in implementing controls to minimise recurrence. Reports are also sent to Work Injury Management for early notification to enable the provision of medical, rehabilitation and claims management services.

8. Critical Incidents, Threats to Personal Safety

The nature of work undertaken by staff within the ATSIU Unit, and particularly those who work directly with students or the general community may place them at risk of threats to their personal safety.

Personal safety may be threatened in situations which could include behaviours such as:

- shouting
- a display of anger, agitation or threatening behaviour
- suspicious, evasive or other unusual behavior
- actual threat of harm.

Such behavior may be dealt with by a range of legislation and University policies, such as:

- [Work Health & Safety legislation](#)
- [Code of Conduct](#) (HUPP 1.50.1)

- [Discrimination and Harassment](#) (PPL 1.70.06)
- [Misconduct/Serious Misconduct](#) (PPL 5.17.10)
- [Racism](#) (PPL 1.70.03)
- [Sexual Harassment](#) (PPL 1.70.02)

In the event of a staff member being in a situation where violence may occur, the staff member should immediately notify their supervisor and co-workers, and either the staff member involved or the supervisor should contact Security Emergency (telephone 3365 3333).

Any threat to personal safety must be reported to your supervisor or other relevant manager. The supervisor may need to seek advice to determine which policy or procedure needs to be followed for the type of threat or behavior. It is imperative that the recipient of such threats or behavior is immediately placed in a position of safety.

Any staff member who is, or has been, affected in any way by a threat to personal or workplace safety, may seek counselling or other assistance ([see PPL 5.70.06 Staff Assistance Services](#)).

Should an injury or dangerous occurrence arise from a threat or act of violence, the Director of Occupational Health and Safety should be notified immediately or as soon as possible following the necessary emergency action. An [Injury, Illness and Incident](#) Report form should be submitted and forwarded to the Director, Occupational Health and Safety ([see PPL 2.10.07 Workplace Injury, Illness and Incident Reporting](#)).

Unit staff, and particularly those who work directly with students in a casework setting are encouraged to configure the security emergency contact on the speed dial of their office phone. Staff should contact ITS for assistance in setting up speed dial functions.