OCCUPATIONAL SAFETY AND HEALTH MANUAL

General Statement on Health and Safety Management

The Faculty of Architecture Landscape and Visual Art fully endorses the Occupational Safety and Health 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 Faculty of Architecture Landscape and Visual Art’s website.

Endorsed by:

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<th>Print Name:</th>
<th>Signature:</th>
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<td>SIMON ANDERSON</td>
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1 PURPOSE

Persons who conduct a business or undertaking have the primary duty to ensure the health and safety of workers and other persons at the workplace. This requires the person to ensure 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.

MSDS
Material Safety Data Sheet is an information sheet on the properties and hazards associated with chemical substances used in the workplace that contains essential information in the safe handling and storage of substances.

Hazardous substances
This includes chemicals which could be corrosive, known carcinogens or toxic. It also includes pathogens, solvents, gases and others. For further information regarding hazardous substances contact UWA Safety and Health.

Noise Treatment Plan
A report that indicates areas around equipment and processes that exceed noise exposure levels and sets out a treatment plan to reduce noise by the implementation of engineering controls or the mandatory wearing of hearing protection.

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. (WA).
This is 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.

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.

5.1.3 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 and Health 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 and Health website.


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>
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<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>
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<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>• 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>
<tr>
<td>Officers:</td>
<td>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:</td>
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<td>• acquire and keep up to date knowledge of work health and safety matters associated with the operations of the workplace</td>
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<td>• ensure that the organisation has and uses appropriate resources and processes to eliminate or minimise risks to health and safety</td>
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<td>• ensure appropriate processes for receiving and considering information on incidents, hazards and risks and responding in a timely way</td>
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### Duty holder Responsibilities

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<th>Duty holder (cont.)</th>
<th>Responsibilities</th>
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<td></td>
<td>• 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)</td>
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<td>• verify the provision and use of resources</td>
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### 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. Feedback meetings should be arranged to seek the views of workers affected by Health and Safety Committee decisions.

### 6.3 Resolution of Issues.

As part of their duty-of-care, all individuals are encouraged to raise concerns about health and safety with appropriate managers or supervisors. If they are not able to put it right themselves it must be immediately escalated as follows overleaf:
Report the matter to their immediate Supervisor for resolution.

If not resolved, where there is a Safety and Health Representative at a workplace, the Supervisor shall advise and consult with the Safety and Health Representative with a view to agreeing a strategy for resolving the issue and implementing appropriate controls measures. Otherwise, the Safety Officer is to be consulted.

If the issue remains unresolved then the Safety and Health Representative or School / Section Safety Officer shall refer the issue to the Head of School or Manager of School, Unit or Centre for resolution.

If the issue remains unresolved the Safety and Health Representative (who represents the workplace) or the Safety Officer shall refer the issue to UWA Safety and Health for resolution.

If the issue remains unresolved then Safety and Health shall refer the issue to the University Safety Committee for resolution.

Safety and Health Representatives and senior representatives of the University are authorised to notify WorkSafe if there is a risk of imminent and serious harm.

Also refer to www.safety.uwa.edu.au/policies/resolving_safety_&_health_issues

For further information regarding nomination, election and duration of position of employee Health and Safety Representatives contact UWA Safety and Health 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 (pp) 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:


(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 many workplaces including laboratories, workshops, kitchens and others. Similarly, complying with all uniform requirements will ensure that clothing is safe. Footwear is to be worn at all times in the faculty and its surroundings.
- 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 adjacently 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. Some signs are mandatory. See page 50 for examples.
- Report incidents, injuries, near misses and hazards via the formal University reporting procedure. Refer to 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 and Health website http://www.safety.uwa.edu.au/health/uwa_is_smoke_free_2012

7.3 Electrical Safety

All electrical equipment in the workplace that has been properly installed, maintained and inspected shall bear a current safety inspection tag.

Items that do not have a current safety inspection tag MUST NOT be used. Everyone must 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 must be taken out of service, labelled and either discarded or sent for repair. OUT OF SERVICE tags are available from the ALVA Student Workshop.

Equipment must be positioned to avoid the need for leads to trail across floors.

The use of socket or double adaptors is not allowed.
Use of power-boards with overload protection and individually switched outlets is permitted.

Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.

Electrical leads should be routed to avoid creation of a trip hazard.

To decide whether a visual inspection or a formal testing/tagging process is required, the electrical classification of the workplace must first be established.

Bar heaters are PROHIBITED.

A non-hostile environment 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. Under these conditions, new and existing equipment must be visually inspected to ensure no physical damage is evident then a visual inspection tag is to be attached (formal electrical testing is not required).

A hostile environment is one wherein the equipment or appliance is 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.

These conditions are such that electrical equipment must be tested and tagged at appropriate intervals by a competent person.

Where privately owned electrical equipment is used, the owner is responsible for ensuring that it complies with the appropriate Australian / international electrical manufacturing standards and that it is maintained in a safe condition. The equipment must be suitable for 230 volts alternating current (at a frequency of 50 Hertz) and use only Australian pattern 3 pin or 2 pin plugs bearing necessary certification and compliance labels which include CE, ACMA “C” tick with the Australian N number. Workplaces may require that all non-UWA owner electrical equipment is inspected, or tested and tagged as appropriate under ASNZS 3760 before use.

Lighting track, power cables or any associated fittings or fixtures are not to be used for hanging or attaching objects to.

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 and Health 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 when 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 and Health website: http://www.safety.uwa.edu.au/topics/off-campus
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 and Health team offers ergonomic assessments for all staff (including staff with ‘working from home’ arrangements) and these can be booked by contacting the UWA Safety and Health team. The UWA Safety and Health 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.
(d) Store items in the correct location.
(e) Do not store over shoulder height.
(f) Do not store items in front of electrical cabinets or fire reels and extinguishers
(g) Do not store items in passageways, escape routes or emergency exits.

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 and Health.

For information regarding the University Policy on Manual Handling refer to the UWA Safety and Health 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 Working After-Hours

Without permission you cannot work after-hours

Normal operating hours in The Faculty of Architecture Landscape and Visual Arts are between 9.00am to 5.00pm weekdays. Other operating hours may apply to workshops and laboratories. If continuing to work past normal operating hours, you must have permission to do so from a Manager or Supervisor. Access outside of these working hours requires formal permission from a Manager or Supervisor.

Apart from computer laboratories, it is a general rule that undergraduate students DO NOT have after-hours access. Undergraduate students (who require after hours access for a specific time or purpose) and research students requiring after-hours access, need prior approval from their Supervisor and the manager of the workplace that they require access to.

In general, 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 safety rules and emergency contact numbers displayed in the workplace.
- Do not give anyone else security codes, keys or access cards.
- Do not provide access to buildings to unauthorised persons.
- Report to University Security any breaches of security or suspicious behaviour

No hazardous equipment shall be operated unless:

- The operator is deemed to be competent to carry out the activity with supporting documentary evidence on file.
- Two persons are present and the second person is competent to make the area safe and take appropriate action in event of an incident or injury.
• A breach of any of these conditions shall result in after-hours access being immediately cancelled with any future request for after-hours access requiring personal consultation with the Dean or Senior Manager

7.13 Working Alone

Individuals may occasionally be required to work alone on University premises. In all of the following cases, working alone is not permitted:

• Work which is remote or isolated from the assistance of others due to the location nature or time.
• Operation or maintenance of hazardous equipment or the handling of a hazardous substance.
• Work which is too dangerous for a person to perform alone.

Working alone is permissible only under the following circumstances:

• Staff and students may work alone in office environments; however, if working after-hours then the rules regarding After-Hours Working must be followed.
• Emergency assistance, a means of communication to gain assistance in an emergency is available.

UWA Security offer an escort service to vehicles or residences near the campus, this service is offered 24hrs a day. To ensure availability, 15-20 minutes notice is required.

For further information refer to UWA Safety and Health website http://safety.uwa.edu.au/policies/isolation

7.14 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.


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.
8 SPECIFIC LOCAL SAFETY INFORMATION - ALVA

8.1 Emergency Contacts and Information

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWA Emergency for Fire Brigade, Ambulance, Police,</td>
<td>000 and/or 6488 2222 (24 hrs.)</td>
</tr>
<tr>
<td>UWA Security</td>
<td>6488 3020</td>
</tr>
</tbody>
</table>

For **NEDLANDS - ALVA** site specific emergency contact information see page 21.
For **CLAREMONT – Taylors College** site specific emergency contact information see page 25.
For **CBD (Hay St) - AUDRC** site specific emergency contact information see page 29.

To contact a Faculty First Aid Officer or Safety Officer ring

Graeme Warburton on ext. 1551 or mobile 0410451295
Or Jim Duggin ext. 3720 or mobile 0417185721

All accidents and incidents must be reported to a Faculty Safety/First Aid Officer

Graeme Warburton ([Graeme.warburton@uwa.edu.au](mailto:Graeme.warburton@uwa.edu.au)) Ext 1551 or mobile 0410451295
Jim Duggin ([james.duggin@uwa.edu.au](mailto:james.duggin@uwa.edu.au)) Ext 1551 or mobile 0417185721

Ensure your own safety at all times.
Tend to any injured persons as required by first aid procedures.
Remain with the injured person until medical aid arrives.

Regular Safety and Health updates are posted on the Safety and Health notice board located near the front entrance to the Cullity gallery/Faculty, Nedlands and in the corridor leading to the student workshop.

For further information regarding the incident/ injury (accident) and hazard notification and investigation procedures refer to the UWA Safety and Health website: [http://www.safety.uwa.edu.au/policies/incidentinjury_and_hazard_notification_and_investigation_procedures](http://www.safety.uwa.edu.au/policies/incidentinjury_and_hazard_notification_and_investigation_procedures)

8.2 Risk Assessment

It 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 be undertaken; and
- are supported by adequate and appropriately maintained records.

8.3 Safety Inductions

All persons shall complete safety inductions before undertaking any tasks or activities in the workplace. 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 an area technician. Upon completion of the two safety inductions described below, a record shall be made that they have been completed and it shall be included in the individual’s training records. Information on the following safety induction processes is provided through, http://www.safety.uwa.edu.au/induction-and-training/.

8.3.1 UWA and ALVA Safety Inductions

It is essential that all new staff complete the ALVA Online Safety Induction. It includes information on safety obligations, legislation, hazard management, workplace inspections, occupation hazards and risks, manual tasks, ergonomics, incident reporting and investigation.

The Faculty complies with the UWA requirement that ALL new staff and students and those staff and students who have been absent from the Faculty for a period of more than twelve months receive a safety induction. A Safety induction is valid for five years. Safety inductions are an essential part of the process to ensure that all staff and students are made aware of the various safety roles and responsibilities within the Faculty, general UWA safety and health policies and procedures, specific workplace hazards and requirements for safe working procedures.

Safety inductions are conducted by ALVA Workshop Technicians, usually at the commencement of the first semester or as required. A SAFETY INDUCTION is a pre-requisite for access to the Faculty and studio facilities. A separate workshop induction is required for all staff and students prior to using workshop facilities, machinery and equipment. Separate inductions apply to high skilled and dangerous processes such as welding and spray painting.

Everyone completing a safety Induction will be required to complete a Safety Induction Acknowledgement Form, Attachment A, stating that they have understood the safety induction and will abide by the UWA Faculty of Architecture, Landscape and Visual Arts Safety and Health Manual.

It will then be incumbent upon everyone completing the induction to familiarise themselves with the UWA Faculty of Architecture, Landscape and Visual Arts Safety and Health Manual. For further information regarding training procedures and inductions see the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/training_safety_and_health_guidelines.

8.4 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 technician. 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.

8.5 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 on behalf of the University. Permission to carry out work in an area may only be granted to individuals who are competent to do so where records of that competence exist and are 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 are able to meet the following criteria:

- They have received appropriate information, induction, instructions and training.
- They have the necessary qualifications and/or the necessary knowledge, skills, ability and experience as appropriate.
- They are fit for duty and competent to safely carry out the task.

8.6 Monitoring

All areas shall carry out periodic monitoring to ensure that good health and safety standards in the workplace are being maintained. Safety and health inspections of workplaces will be carried out on an annual basis as a minimum.

Higher risk workplaces such as workshops and laboratories should be inspected at least every 3 months.

Inspections should also be carried out following changes to the area such as new projects, personnel, plant, equipment, procedures or refurbishment. A self-audit questionnaire (based on the AS/NZS4801 OSHMS Standard) and specific workplace checklists are provided in the Safety Auditing section of the UWA Safety and Health website [http://www.safety.uwa.edu.au/policies/safety_and_health_auditing](http://www.safety.uwa.edu.au/policies/safety_and_health_auditing).

8.7 Fire and Emergency Evacuation Procedures

For **NEDLANDS – ALVA**, site specific emergency contact/procedure information see page 22.

For **CLAREMONT – Taylors**, site specific emergency contact/procedure information see page 25.

For **CBD (Hay St) - AUDRC**, site specific emergency contact/procedure information see page 29.

IF A FIRE ALARM SOUNDS AT NIGHT OR ON A WEEKEND, ATTEMPT TO LOCATE THE SOURCE OF THE FIRE AND ASSIST ANY INJURED PEOPLE.

ALERT SECURITY ON 6488-2222.

IF THE FIRE IS SMALL, ATTEMPT TO EXTINGUISH THE FIRE WITH THE APPROPRIATE EXTINGUISHER THEN FOLLOW THE EVACUATION PROCEDURE.

A UWA internal phone for staff and student use is located on each floor as follows:

- Ground floor, there are two internal phones. One is located in the ALVA Student Workshop next to the roller door and one is also located on the ground floor in the eastern stairwell.
- First, second, third and fourth floors, the internal phone is located in the corridor next to the fire hydrant which is beside the lifts.
8.7.1 Faculty of Architecture, Landscape and Visual Arts, Nedlands

NEDLANDS EVACUATION PROCEDURE

DO NOT USE THE LIFTS IN A FIRE OR EMERGENCY

In the event of the Evacuation Warning sounding, (a warning beep followed by a two tone siren), then individuals must cease what they are doing immediately and evacuate the building in an orderly manner.

Do not run.

Do not use the lifts.

If present on the upper floors of the building, use the stairwells located at either end of the building corridors.

All exterior doors will unlock.

Proceed directly to the muster point on the LAWN AREA next to the car park on the NORTHERN SIDE of the Faculty building (near the child care centre). See page 23 for map.

Move away from the building as far as possible.

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

DO NOT LEAVE THE ASSEMBLY/MUSTER AREA UNTILL GIVEN THE ALL CLEAR BY A FIRE WARDEN OR FIRE DEPT. PERSONEL.

All instructions given by the Fire Wardens must be followed. Individuals are not permitted to return to the building until authorised to do so by Fire Wardens or Fire Department personnel.
8.7.1.1. NEDLANDS SAFETY PERSONNEL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>PHONE</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Warden</td>
<td>6488 2590</td>
<td>Gnd. Floor G.07 ALVA</td>
</tr>
<tr>
<td>Deputy Building Warden</td>
<td>6488 1551</td>
<td>Graeme Warburton</td>
</tr>
<tr>
<td>Health and Safety Representatives</td>
<td>6488 3721</td>
<td>Jim Duggin</td>
</tr>
<tr>
<td></td>
<td>6488 3714</td>
<td>Linda Clarke</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>6488 2590</td>
<td>Gnd. Floor G.07 ALVA</td>
</tr>
<tr>
<td>First Aid Officers</td>
<td>6488 3721</td>
<td>Jim Duggin</td>
</tr>
<tr>
<td></td>
<td>6488 1551</td>
<td>Graeme Warburton</td>
</tr>
</tbody>
</table>

First Aid box locations

- Front Office anteroom (room G.08 – portable first aid box).
- On the ground floor in the corridor outside the Laser room (room G.15).
- Inside the Student Workshop next to the personnel door (room G.25).
- On the first floor, opposite the lifts.
- Fourth floor, outside the Computer Technician's Office (room 4.07).

Defibrillator location

On the ground floor, just inside main entrance at the western end of the building 681.

Evacuation Assembly Area

North side of building on grassed area.

Exit routes from the building

- Main doors at western end of building
- Main stairwell door on north side of building
- Student stairwell door on north side of building
- Rear gate next to workshop on south side of the building

Organisational Chart, ALVA Safety and Health Officers/ Fire Wardens

Faculty of Architecture, Landscape and Visual Arts

NEDLANDS

EVACUATION ROUTES
Faculty of Architecture, Landscape and Visual Arts

NEDLANDS

EVACUATION MUSTER/ ASSEMBLY POINT
8.7.2 Faculty, Architecture, Landscape and Visual Arts, Claremont Taylors College

CLAREMONT EVACUATION PROCEDURE

DO NOT USE THE LIFTS IN A FIRE OR EMERGENCY

In the event of the Evacuation Warning alarm sounding, (a warning beep followed by a two tone siren), then individuals must cease what they are doing immediately and evacuate the building in an orderly manner.

Do not run

Do not use the lifts.

All exterior doors will unlock.

If present on the upper floor of the building, use the stairs located in the centre of the ALVA section and exit the building via the main doors on the NORTHERN side(Princess rd.) and proceed directly around the building to the muster point on the LAWN OVAL on the southern side of Taylors College. See next page for map. Move away from the building as far as possible.

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE</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>

DO NOT LEAVE THE ASSEMBLY/MUSTER AREA UNTIL GIVEN THE ALL CLEAR BY A FIRE WARDEN OR FIRE DEPT. PERSONEL.

All instructions given by the Fire Wardens must be followed. Individuals are not permitted to return to the building until authorised to do so by Fire Wardens or Fire Department personnel.
8.7.2.1 CLAREMONT SAFETY PERSONEL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>PHONE</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>64881340</td>
<td>Annique Lynch</td>
<td>Front Reception Taylors College</td>
</tr>
<tr>
<td>Deputy Building warden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety Representatives</td>
<td>6488 3721 6488 3714</td>
<td>Jim Duggin Linda Clarke</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>6488 2590</td>
<td>Gina Evangelista</td>
</tr>
<tr>
<td>First Aid officers</td>
<td>6488 3720 0417 185 721 6488 1551 0410 451 295</td>
<td>Jim Duggin Graeme Warburton</td>
</tr>
<tr>
<td>Fire Warden ALVA</td>
<td>6488 2592</td>
<td>Nigel Westbrook/ Jim Duggin</td>
</tr>
</tbody>
</table>

First Aid box location(s) Studio 2204 Front counter reception, Taylors College
Defibrillator location Nedlands ALVA building 681 In the foyer of the Cullity Gallery just inside the main entrance.
Evacuation Assembly Area Grassed oval on southern side of building
Exit route from the building Exit door onto Princess rd. (northern side of the building)

Organisational Chart, ALVA Safety and Health Officers/ Fire Wardens

For further information regarding Emergency - Fire and Evacuation refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation.
Faculty of Architecture, Landscape and Visual Arts

CLAREMONT

EVACUATION ROUTES
Faculty of Architecture, Landscape
And Visual Arts

CLAREMONTEVACUATION MUSTER/ ASSEMBLY POINT
8.7.3 Australian Urban Design Research Centre.

CBD (HAY ST) EVACUATION PROCEDURE

**DO NOT USE THE LIFTS IN A FIRE OR EMERGENCY**

In the event of the Evacuation Warning sounding, (a “WHOOP, WHOOP, WHOOP”) stop what you are doing immediately and evacuate the building in an orderly manner.

Do not run.

Do not use the lifts.

Proceed via the stairs to the ground floor and evacuate the building via the southern exit onto Hay Street. Turn right and proceed directly to the muster point located on the North West corner of George Street and Hay Street.

See next page for map. Be alert for traffic and emergency services.

If you exit from the rear of the building through the basement car park, turn left along laneway and then turn left into Elder Street. Proceed south then turn right into Hay Street. Proceed west to the Assembly point on the North West corner of Hay and George Street.

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE</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>

**DO NOT LEAVE THE ASSEMBLY/MUSTER AREA UNTIL GIVEN THE ALL CLEAR BY A FIRE WARDEN OR FIRE DEPT. PERSONNEL.**

All instructions given by the Fire Wardens must be followed. Individuals are not permitted to return to the building until authorised to do so by Fire Wardens or Fire Department personnel.
8.7.3.1 CBD (HAY ST) SAFETY PERSONNEL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>PHONE</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Warden</td>
<td>0417 972 879</td>
<td>Glen Morrison</td>
</tr>
<tr>
<td>Deputy Building Warden</td>
<td>0421 376 526</td>
<td>Graeme Woodard</td>
</tr>
<tr>
<td>Health and Safety Representative</td>
<td>6488 3720 0417 185 721 6488 3714</td>
<td>Jim Duggin  Linda Clarke</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>6488 2590</td>
<td>Gina Evangelista</td>
</tr>
<tr>
<td>First Aid Officers</td>
<td>6318 6202</td>
<td>Jill Penter</td>
</tr>
<tr>
<td>AUDRC Fire Warden</td>
<td>6318 6202</td>
<td>Jill Penter</td>
</tr>
</tbody>
</table>

First Aid box location(s): Inside kitchenette in Kitchen

Defibrillator location: None

Evacuation Assembly Area: North west corner of Hay Street and George Street

Exit routes from the building: Exit Via the front entrance or via the rear of the building through the basement car park.

Organisational Chart, ALVA Safety and Health Officers/ Fire Wardens

Faculty of Architecture, Landscape and Visual Arts

CBD (HAY ST)

EVACUATION ROUTES
Faculty of Architecture, Landscape
and Visual Arts

CBD (HAY ST)

EVACUATION MUSTER/ ASSEMBLY POINT
8.7.4 In the Event of Fire or Emergency

RAISE THE ALARM:

If safe to do so, ensure the immediate safety of anyone within the vicinity of a 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, internal 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.

An alarm can be activated from either a fire detector located on the ceiling or a Fire and Emergency break glass unit.

8.7.5 Fire Fighting

If safe to do so and if trained in the use of fire equipment, attempt to extinguish the fire.
Do not use water or foam extinguishers on electrical fires or flammable liquids.

8.7.5.1 FIRE EXTINGUISHERS:

Portable fire extinguishers are located in all workshops and on all floors.

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, Pic. 5) 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, see Pic. 6): 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, see Pic. 7): For use on electrical, flammable gases and flammable liquid fires.
8.7.5.2. FIRE BLANKETS

Fire blankets (Pic. 8) are installed in the workplace 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.

8.7.5.3 FIRE HOSE REELS

Fire reels (Pic. 9) are located on each floor near the lifts, at the western end of the corridor on each floor, and on the ground floor in the Cullity Gallery adjacent to the main entrance and in the corridor leading to the workshop. There may be more than one type of extinguisher offered. Most extinguishers are carbon dioxide which is red with a black band. These can be used on all types of fires.

8.7.5.4. CHEMICAL OR DANGEROUS LIQUID SPILL

In the case of a chemical or dangerous liquid, oil or paint spill, a liquid containment or SPILL KIT, (Pic. 10) is located in the ALVA Student Workshop courtyard next to the Workshop roller door.

8.7.5.5. CHEMICAL SPLASH TO EYES

In case of a chemical splash, a safety shower and eye wash is located in the Print Room at the eastern end of the first floor. Room No 1:10 and in the Model Finishing Room G.21

Organisational Chart, ALVA Safety and Health Officers/ Fire Wardens

For further information regarding Emergency - Fire and Evacuation refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation.

8.7.6 Emergency Information

Refer to the Staff and Support webpage of the UWA Safety and Health website for further information, lists of safety personnel and a building safety personnel poster for wall mounting to display the information shown in the Emergency Information table.
8.8 Incident and First Aid Procedures

For first aid help contact a faculty First Aid Officer

Graeme Warburton on ext. 1551 or mobile. 0410451295
or Jim Duggin ext. 3720 or mobile. 0417185721

- Ensure your own safety at all times.
- Tend to any injured persons as required by first aid procedures.
- For HELP and assistance contact a Faculty First Aid Officer,
  Graeme Warburton on ext. 1551 mobile 0410451295 or Jim
  Duggin on ext. 3720 mobile 0417185721 or ring security on
  6488-2222 for an ambulance.
- Remain with the injured person until medical aid arrives.
- First Aid kits (see Pic. 11) are located;
  For off campus and general use located in the Front Office
  anteroom,
  On the ground floor in the corridor outside the Laser Room
  (room G.15),
  Next to the courtyard door inside the Student Workshop
  (room G.25),
  On the first floor opposite the lifts,
  On the fourth floor outside the Computer Technician’s
  Office (room 4.07).
- All accidents and incidents must be reported to a Faculty
  Safety/First Aid Officer, Graeme Warburton or Jim Duggin in
  person.

For further information regarding the incident/injury (accident) and hazard notification and investigation procedures refer to the UWA Safety and Health website:

8.9 Visitors and Contractors

All visitors to the Faculty should be asked to report to the Front Office. A staff member will then escort the visitor to the relevant office, studio or workshop.

Visitors and contractors are required to comply with the Faculty’s OSH policy at all times.
All contractors must report to the Facilities Management office:
Ground Floor Ken and Julie Michael Building, 7 Fairway Ave Nedlands.
All contractors must have a current UWA Contractor Safety Induction Certificate.

The policy in relation to Visitor Safety may be found on the Safety and Health website:
http://www.safety.uwa.edu.au/policies/electricalpolicy
8.10 General Office and Studio Safety

A copy of the ‘Computer Workstation and Office Safety Checklist’ is available from The Safety and Health Office and individuals should use this to check the safety of their own office accommodation.

The maintenance of high standards of general housekeeping in offices will help to prevent injuries. Particular attention should be given to the condition of floors, trailing leads and storage of items. Rubbish should be removed daily and floors kept in a neat and tidy condition. Walls are not to be painted on at any time without the permission of the Manager.

For further information regarding Computer Workstation and Office Safety Checklist and to view the checklist refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/forms/computer_workstation_and_office_safety_checklist.

8.11 Safety While Off University Premises

Many School activities take place off University premises, including site visits and supervision in isolated areas. Staff and students have a responsibility to identify foreseeable risks and take appropriate action. Relevant aspects might include;

8.11.1 SITE VISITS

Adequate competent supervision, including first aid training, appropriate protective equipment such as safety glasses and hard hats, as well as sensible and appropriate footwear, sufficient communications arrangements, availability of emergency equipment and sun protection are required.

Tutors responsible for site visits should familiarise themselves with the ALVA’s guidelines on site visits. Members of staff responsible for the placement of students should also familiarise themselves with the University guidelines on placement of students.

The following points should be considered when on-site visits:

1. Keep an official record of who is going (staff and students). Lodge a copy with the Front Office prior to the site visit and include the following:
   - The scheduled timing of the visit (arrival, duration of visit and departure date).
   - The date of the visit.
   - The purpose of the visit.
   - The location of the visit.
   - The unit code.

2. Ensure the trip has been organised through the Faculty. If it is stated in the course guide, this insufficient.

3. Staff and students must wear appropriate closed shoes and clothing (sunblock, hat etc.).

4. Personal belongings are not covered under UWA insurance policies.

5. A First Aid Kit should be taken when visiting sites under construction, or when staying away overnight.

6. High visibility vests are also available for site visits, if required.

In relation to fieldwork procedures in rural and remote areas refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/field_work.
8.12 Working Alone

This policy applies to all staff and students whilst performing duties after hours work (between 5.00pm and 8.00am Monday to Friday, between 5.00pm Friday and 8.00am Monday, and all University holidays) on University premises. Student workshop times are 9.15am to 4.45pm weekdays.

Staff and students should carry appropriate University identification at all times.

Unauthorised visitors are not permitted inside University buildings at any time after hours.

Some work may require another person to be present e.g. when working in an isolated area, when in the ALVA Workshops or when working on ladders or working with dangerous or inflammable liquids.

The full University policy on working alone can be found on the UWA Safety and Health website: http://safety.uwa.edu.au/policies/isolation.

8.13 Hazardous Equipment and materials.

All hazardous equipment and materials used in the workplace shall be risk assessed with a Standard Operating Procedures (SOP) (see Attachment B) made available for reference. SOPs shall be displayed adjacent to or attached to the equipment (including mobile equipment). Individuals will be trained to use hazardous equipment and will sign a copy of the SOP which will be stored in their training records once they are deemed competent in it’s by a supervisor or manager. Hazardous equipment and materials may only be used by individuals who are deemed competent in its use.

8.14 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided for use by staff, students and visitors when working in any part of the Faculty or surrounding grounds if the environment can be hazardous or involves working with any hazardous material.

Minimum footwear standard for all ALVA buildings and sites are sandals or thongs, **NO BARE FEET** at any time.

PPE includes the following items.
- Approved safety glasses; AS 1337.1
- Appropriate gloves;
- Dust masks;
- Dust coats; welding helmets.
- Ear muffs or ear plugs.

Minimum PPE. For entry into the ALVA workshops is the wearing of approved (AS 1337.1) safety glasses and fully enclosed footwear (Pic. 13) such as safety shoes/boots.

**Fully enclosed footwear** covers the entire foot to at least the ankle (lower tibia) with no part of the foot visible. Individuals are to supply their own footwear.

Pic. 13 Fully enclosed footwear example
Most PPE is kept in either the Print Room on the first floor or in the ground floor Student Workshop.

PPE is to be returned clean and in good condition after use. Damage is to be reported to a Workshop Technician.

For further information as well as guidelines about UWA’s policy on personal protective equipment refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines.

8.15 General Safety in Studios and Workshops

It is the duty of supervisory academic and technical staff to familiarise themselves with the safety and health legislation and Codes of Practice which are relevant to the work being undertaken in their area of responsibility including studios and workshops and to ensure that other members of the staff and students comply with these requirements.

As a part of their day to day responsibilities they will ensure that:

- Safe methods of working exist and are implemented;
- Footwear is to worn at all times.
- They obey mandatory signs, see page 51.
- Staff, students and others under their supervision are instructed in safe working practices and have completed a Safety Induction;
- Positive, corrective action is taken where necessary to ensure the safety and health of all staff, students and others;
- All practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the area in which they work as well as all unauthorised or improper damage to the building or its surfaces;
- Appropriate PPE is provided;

- Toxic and hazardous and flammable substances are correctly used, stored and labelled. Use the appropriate PPE when handling these materials. Wear appropriate gloves when mixing plaster, cement etc. and at no times mix with bare hands.

- Do not cast concrete, plaster or resin around body parts.
- They monitor the standard of safety and health throughout the area 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;
- They report, as appropriate, any safety and health concerns to the appropriate person in authority;
- All work is conducted in accordance with the University’s Occupational Health and Safety Policy and any specific Codes of Practice relating to particular activities and industry specific standards;
- They wear the correct and appropriate safety equipment at all times;
- All workspaces and places, benches, tables and storage areas be kept in a neat and tidy condition;
- Enclosed footwear such as safety boots/shoes or joggers must be worn at all times in Workshops. This includes any area or studio where work is being undertaken when there is a danger from falling or accidently displaced heavy or sharp objects, heavy objects are being lifted or moved, work is conducted at floor level, or there are sparks, high heat or chemicals being used;
- All liquids brought onto the Faculty site must be in an appropriate container and the contents clearly labelled;
- All liquids including oil, solvents paints, chemicals, acids etc. must be decanted in a spill tray and if necessary in the fume cabinet which is located in the Print Room at the eastern end of the first floor. Room No. 1.10
- Drugs, alcohol and machines do not mix. People affected by drugs and alcohol are not permitted in Studios or Workshops or any other area where work is being conducted.


For further information regarding safety in workshops, refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/safety_in_workshops

8.16 Safety when Visiting or Working in the ALVA Workshop and Associated Areas

The areas referred to above include:
- The main Student Workshop and Machine Shop,
- The Model Finishing Workshop,
- The Student Workshop Courtyard,
- The concreted and grassed area at the rear of the Student Workshop,
- When being used for work, the courtyard next to the Cullity Gallery/Resource Room.
- Or, any area adjacent to the Alva building where work by students or staff is being carried out.

Access to the above areas is only granted on successful completion of the ALVA online Safety Induction and the ALVA Student Workshop Safety Induction. All personnel must swipe their Staff/Student card to gain access to the workshop every time they enter.

These regulations apply to ALL staff, students, contractors and visitors.
- Visitors must stay between the marked walkways
• Follow the directions of the Workshop Technicians at all times.

• Students should avoid loud music or the wearing of ear phones. It is essential that persons be able to hear instructions or alarms clearly as well as be able to monitor the machinery or equipment they are using.

• Drugs, alcohol and machines do not mix. People affected by drugs and alcohol are not permitted in Studios or Workshops or any other area where work is being conducted. For further information regarding the UWA policy on drugs and alcohol refer to the University’s Policies website: http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP09%2F5.

• Materials of any description are not to be removed from any ALVA workshop without the permission of a Workshop Technician. The exception being, that staff and students are free to remove items from the recycle bins or the skip bin.

• Tools and equipment must not be removed from the ALVA Student Workshop without signing them out first. Some tools, equipment and materials are for Workshop use only: check first.

• Students are not permitted to bring visitors into Workshop areas.

• Enclosed footwear must be worn at all times. See section 8.18- PPE policy for definition.

• Approved safety glasses are to worn at all times except those people with prescription glasses. Sunglasses are not safety glasses.

• Long hair must be tied back to prevent catching in moving machinery parts.

  Wear neat fitting clothing or a dust coat. Long sleeve shirts with a top button and long trousers must be worn when welding.

  Singlets and tank tops are not appropriate for wearing in the ALVA Student Workshop.

  Remove all loose jewellery.
• Use hearing protection when using loud equipment tools or machinery or near loud equipment, tools or machinery.

![Hearing Protection Must Be Worn in This Area]

• Use dust masks when spray painting, using chemicals or working with dusty materials.

![Dust Mask]

• Use gloves when welding, soldering, grinding or handling dangerous, rough or sharp materials.

• Adopt safe working practices.

• Read all machine tool manuals and standard operating procedures (SOP). (See Attachment B) before using machines

• The dust extractor must be used when using any wood-processing machine.

• Switch off machines before making adjustments to your work or machine.

• Only use tools, machinery and equipment for the use in which they are intended for.

• Disconnect all air tools when not in use. Compressed air is not to be used to dust down clothing or body.

![Compressed Air Can Cause Serious Injury]

• Workshop and machinery must be kept clean and tidy at all times.

• Personal items and models are to be clearly marked with the person’s name, ID number and contact phone number. Models and materials are to be neatly stored on the shelving and racks provided. Do not leave models on the bench tops.

• Tools and equipment must be cleaned and returned when finished with.

• Report all breakages and hazards to the Workshop Technicians so that they can be rectified.

• Spray painting is only to be conducted in the spray booth located in the Print Room 1.10, on the first floor. Large jobs are to be sprayed at the rear of the ALVA Student Workshop.

• Portable mechanical sanding is to be done at the rear of the ALVA Student Workshop.
• Materials are to be disposed of correctly. Scrap timber, steel, etc. is to be placed into the skip bin at the rear of the ALVA Student Workshop.

• Chemicals must not be poured down the sink but are to be disposed of correctly.

• Individuals using Dichloromethane (methylene chloride) e.g. for gluing acrylic sheet must follow the correct user procedures and sign the chemical register book.

• For information about chemical safety including waste management refer to the UWA Safety and Health website http://www.safety.uwa.edu.au/about_chemical_safety.

• The following solvents are prohibited in workshops and studios:
  - Petrol
  - Kerosene
  - Alcohol
  - Ketones
  - Esters and
  - Carbon tetrachloride.

THE ALVA TECHNICIAN CONTACT DETAILS

<table>
<thead>
<tr>
<th>ALVA Student Workshop</th>
<th>Extension 1551</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graeme Warburton</td>
<td>Extension 1551 or mobile 0410 451 295</td>
</tr>
<tr>
<td>Jim Duggin</td>
<td>Extension 3720 or mobile 0417185721</td>
</tr>
</tbody>
</table>

A UWA internal phone for staff and student use is located on each floor as follows:

• Ground floor, there are two internal phones. One is located in the ALVA Student Workshop next to the roller door and one is also located on the ground floor in the eastern stairwell.

• First, second, third and fourth floors: the internal phone is located in the corridor next to the fire hydrant which is beside the lifts. For further information about safety in workshops, refer to the UWA Safety and Health website: http://www.safety.uwa.edu.au/policies/safety_in_workshops
8.1 Hazardous Chemicals or Substances

- Regard all substances as hazardous unless there is definite information to the contrary. 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 further information regarding risk assessments see section - Risk Management.

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

- Clearly label all containers in use within the working area.

- Use safety carriers for transporting glass or plastic containers with a capacity of 2 litres or greater.

- Do not store flammables (Dangerous Goods class 3) in a domestic refrigerator (cooling and storage of flammables must only be done in a spark proof refrigerator or freezer).

- Segregate and store all Dangerous Goods according to class.

- Hazardous substances must be disposed of in accordance with University policy, statutory and MSDS requirements. Areas must provide suitable waste disposal containers and are responsible for their removal by an approved waste disposal contractor (refer to the Chemical Safety Procedures). Use the correct containers provided to dispose of glass, sharps, metal, paper, infectious, OGTR, AQIS waste etc. (Regularly check disposals against licence requirements).

- Chemical waste is not to be disposed of via sinks, drains or stormwater channels unless using neutralisation processes approved by the WA Water Corporation.
8.1.1 Gas Cylinders

8.1.1.1 CLASSIFICATION OF GASES

Compressed, liquefied or dissolved gases are categorised as Class 2 dangerous goods and sub-categorised as:

- Class 2.1 Flammable gases identified by a red dangerous goods diamond (e.g. Butane)
- Class 2.2 Non-flammable and non-toxic gases identified by a green dangerous goods diamond (e.g. Helium)
- Class 2.3 Poisonous gases identified by a white dangerous goods diamond (e.g. Ammonia)

In instances where the gas presents multiple hazards, additional diamond shaped warning signs indicate the subsidiary risks. For example, Chlorine Class 2.3 (toxicity) and Class 5a (oxidising agent)

8.1.1.2 MOVEMENT OF GAS CYLINDERS

The majority of incidents involving gas cylinders occur while moving them from one location to another. The following control measures must be applied to reduce the potential for an incident:

- The use of purpose-built trolleys or other suitable devices for gas cylinder transportation.
- Closing the gas cylinder’s valve, disconnecting and removing associated regulators and distribution equipment.
- Only trained personnel are permitted to move cylinders.
- Use properly designed lifting equipment for the movement of larger gas cylinders.

8.1.1.3 STORAGE OF GAS CYLINDERS

The guidelines for the storage are detailed for reference in AS 4332 -The Storage and Handling of Gases in Cylinders. The following precautions shall be observed for minor storage and handling of gas cylinders (minor is formally defined – contact UWA Safety and Health for advice)

- Gas cylinders are to be kept away from artificial sources of heat, i.e. radiators, boilers or steam pipes.
- Gas cylinders shall be provided with adequate ventilation at all times.
- Classes of gas cylinders shall be segregated within the store, but need not be separated.
- Outdoor storage of Class 2 cylinders shall be separated from other dangerous goods by 3 metres. They shall not be less than 1 metre from any door, window, air vent or duct.
- All gas cylinders are to be secured in the upright position by chain or other means to prevent falling.
• Indoor storage of gas cylinders should be avoided wherever possible. However where it is not reasonable to have an outdoor cylinder and reticulation system, the indoor storage / use of gas cylinders shall incorporate a risk management approach.

8.2 Specific Local Safety Information

8.2.1 Standard Operating Procedures for Hazardous Equipment

All hazardous equipment in the workplace is to be risk assessed by creation of a Standard Operating Procedures (SOP). SOPs are to be displayed such that they may be referred to at the location of use of the equipment. Individuals will be trained to use hazardous equipment and will sign a copy of the SOP which will be stored in their training records once they are deemed to be competent operators by a supervisor or manager. Hazardous equipment may only be used by competent operators.

For further information regarding SOPs refer to section - Risk Management; section 9.2 - Assessing hazards associated with resources.

8.2.2 General Rules for all Workshops and Laboratories

• SAFETY GLASSES MUST BE WORN
• HEARING PROTECTION MUST BE WORN WHEN USING NOISY MACHINERY
• CLOSED-IN FOOTWEAR MUST BE WORN
• ONLY USE EQUIPMENT WITH PERMISSION FROM THE SUPERVISOR. YOU MUST HAVE BEEN INDUCTED AND DEEMED COMPETENT
• LONG HAIR MUST BE TIED BACK
• VISITORS MUST REMAIN WITHIN MARKED WALKWAYS
• TAKE CARE WHEN USING COMPRESSED AIR
• CLEAN ALL EQUIPMENT AFTER USE
• LOOSE CLOTHING MUST BE TUCKED IN OR NOT WORN
• WEAR LAB COATS AND GLOVES AS PER LOCAL RULES
• COVER ALL OPEN WOUNDS WHEN HANDLING CHEMICALS, ANIMALS OR OTHER BIOLOGICAL MATERIAL. BAND AIDS AND DRESSINGS ARE AVAILABLE IN FIRST AID BOXES.
• USE DISINFECTANTS AFTER HANDLING SUSPECTED INFECTIOUS MATERIALS
• WHEN PIPETTING ALWAYS USE MECHANICAL DEVICES - NEVER PIPETTE BY MOUTH
• KEEP FUME CUPBOARD SASHES CLOSED WHENEVER PRACTICABLE
• DO NOT ALLOW AIR-FLOW INTO FUME CUPBOARDS TO BE IMPEDED
• AVOID ACCUMULATION OF FLAMMABLE SUBSTANCES
• KEEP ONLY MINIMAL REQUIRED QUANTITIES OF CHEMICALS IN LABORATORIES

See also, http://www.safety.uwa.edu.au/policies/safety_in_workshops
8.3 Emergencies, Incidents and Injuries

8.3.1 Emergency Information

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE</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 and Health website for further information, lists of safety personnel and a building safety personnel poster for wall mounting to display the information shown in the table below.

8.3.2 Incidents and 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.

Ensure all incidents and injuries are reported to Supervisors and on a UWA Confidential Incident / Injury / Near Miss Report Form. [http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification](http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification)

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](http://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 and Health 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 and Health 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... see page 52
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.

In research and educational environments documented risk assessments must be completed for the following:

• Laboratory projects – work is not to commence until a written risk assessment has been completed by you and your supervisor. It is to be signed off and recorded.

• All hazardous chemicals to be used must be accounted for.

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

10.1 Mandatory Safety Signs see page 51
10.2 Standard Operating Procedure, see pg.52
10.3 Material Safety Data Sheets example, see pg.53
10.4 Flowchart – Task and Activity Planning in a Safe System of Work, see pg. 54
10.5 ALVA Safety Organisation Chart, see pg…..55
10.6 Method Statement, see pg.56
10.7 Safety Risk Assessment Form, see pg.57-58
MANDATORY SAFETY SIGNS

- Eye Protection Must Be Worn In This Area
- Hearing Protection Must Be Worn In This Area
- Avoid An Accident Store Goods Below Shoulder Height
- Foot Protection Must Be Worn In This Area
- Welding Mask Must Be Worn
- No Smoking
- No Alcoholic Drinks Permitted
- Drugs
- Danger - Moving Parts
- Danger - Do Not Operate
- Out of Service - Do Not Use
- No Unauthorised Persons Allowed Beyond This Point
- Stop
- No Food or Drink
STANDARD OPERATING PROCEDURE SHEET

STANDARD OPERATING PROCEDURE

<EQUIPMENT TITLE>

DO NOT USE UNLESS YOU ARE TRAINED, COMPETENT & HAVE PERMISSION

POTENTIALS HAZARDS

| Blade may ‘grab’ and kick-back | Flying chips |
| Noise                        | Eye injuries |
| Airborne dust                | Rotating blade |
| Blade breakages              |              |

PRE-OPERATIONAL SAFETY CHECKS

1. Check your workspace is adequate to carry out the job.
2. Ensure you are familiar with all the equipment controls.
3. All guards are to be in place before use.

OPERATIONAL SAFETY

1. Do not hold material in the ‘hand hazard’ zone. Keep hands clear of line of cut.
2. Ensure the pressure is within correct ‘working range’ – if not switch off equipment and arrange repair.
3. Do not remove guarding whilst equipment is in operation.

POST-OPERATIONAL

1. Switch off power and reset all guards to fully closed position.
2. Leave the equipment in a clean and tidy state.
3. All guards are to be in place before use.

FORBIDDEN

THIS EQUIPMENT MUST ONLY BE USED FOR THE PURPOSE FOR WHICH IT IS INTENDED

1. This equipment is designed for cutting wood only. Other materials can cause damage which may compromise your safety.
2. Do not cut wood with embedded nails.

This Standard Operating Procedure does not necessarily cover all possible hazards associated with the equipment. It should be used in conjunction with other references. It is designed as an adjunct to training and to act as a reminder to trained, competent operators.
MATERIAL SAFETY DATA SHEET

WILSON INDUSTRIES, INC.
123 Explorer Street Pomona, CA 91768  909-468-3636  (FAX) 909-468-3640
www.wilsonindustries.com

MATERIAL SAFETY DATA SHEET

1. PRODUCT IDENTIFICATION
   • Name:
   • Emergency Phone Number:
   • Prepared:

2. HAZARDOUS INGREDIENTS/IDENTITY INFORMATION

3. PHYSICAL/ CHEMICAL CHARACTERISTICS
   • Point:
   • Pressure (mm Hg.):
   • Density (AIR = 1):
   • Specific Gravity (H2O = 1):
   • Point:
   • Ignition Rate:

4. FIRE AND EXPLOSION HAZARD DATA
   • Point:
   • Spilling Media:
   • Manual Firefighting Procedures:
   • Manual Fire and Explosion Hazards:

5. REACTIVITY DATA
   • Stability:
   • Reactions To Avoid:
   • Stability (Materials To Avoid):
   • Hazardous Decomposition or Byproducts:
   • Hazardous Polymerization:

6. HEALTH HAZARD DATA
   • Route of Entry:
   • Health Hazards:
   • Toxicity:
   • Symptoms of Exposure:
   • Medical Conditions Generally Aggravated by Exposure:
   • Glycerol and First Aid Procedures:

7. PRECAUTIONS FOR SAFE HANDLING AND USE
   • Information to Be Taken in Case Material is Released or Spilled:
   • Disposal Method:
   • Information to Be Taken in Handling and Storing:
   • Precautions:
OUTER RISK SHELL
ASSESSMENT OF WORKING
ENVIRONMENT OR CATEGORY OF WORK

MIDDLE RISK SHELL
ASSESSMENT OF RESOURCES

INNER RISK SHELL
JOB SAFETY ANALYSIS
(PREVIOUSLY UNASSESSED RISKS)

This document is uncontrolled when printed.
## METHOD STATEMENT

### LOCATION:

### TASK/ACTIVITY:

<table>
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<tr>
<th>PREPARED BY</th>
<th>PERMISSION FOR TASK/ACTIVITY TO PROCEED</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
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</table>

This document is part of a Job Safety Analysis (JSA) and reflects the findings of an associated risk assessment which is attached. OR JSA Waiver - There are no identifiable hazards associated with this activity which warrant further risk assessment or description.

### Purpose (suggested title - delete as required)
What is the reason for the existence of this document? What process does it describe?

### Scope (suggested title - delete as required)
The boundaries of the description including what it covers and its limitations such as specific things it does not address.

### Introduction (suggested title - delete as required)
This is to be kept brief to provide a summary – It is often not used if Purpose and Scope have been included.

### Related Information (suggested title - delete as required)
This could be regulatory references or other information which will be required by whoever will carry out the process (the operator) as described.

<table>
<thead>
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<th>Instruction</th>
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Health and Safety manual – Faculty of Architecture, Landscape and Visual Arts
Published: February 2013
Version 1.6
Authorised by the UWA Health and Safety Committee
Review: February 2014
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### PART 1 – ACTIVITY / TASK DESCRIPTION
- Use additional sheets if necessary - Peer check must be by person familiar with the activity/task.

<table>
<thead>
<tr>
<th>Location</th>
<th>Assessment Date</th>
<th>Expiry Date (max. 5 years)</th>
<th>Assessor</th>
<th>Peer checked by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task / Activity / Project Title</td>
<td>How many persons will be involved?</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Description** (alternatively, a separate METHOD STATEMENT or equivalent detailed description may be referenced from here if a copy is attached)

**Workplace conditions** (describe layout, access/egress, physical conditions [e.g. on a public thoroughfare, crowded room, outside exposed by barrier], containment [e.g. ventilation, fume cupboards, safety cabinets, open bench-work] and other key factors impacting on the activity/task).

**Related Documentation / Guidance** (this may include referenced articles, legislation, standards or codes which must be specifically highlighted)

**Method Statement:**
- SOPs (for equipment):
- Other:

### RISK CALCULATOR
- When completing Part 2, refer to the variable definitions to determine Risk Rating and Control Strategies

#### CONSEQUENCES (the most probable outcome of exposure to the hazard)

| Catastrophe | Multiple fatalities | 100 |
| Disaster | A fatality | 50 |
| Very serious | Permanent disability or ill health | 25 |
| Serious | Non-permanent injury or ill health | 15 |
| Important | Medical attention needed | 5 |
| Noticeable | Minor cuts, bruises, sickness | 1 |

#### LIKELIHOOD (that an individual, being exposed to the hazard, will result in the identified consequence)

- Almost certain: The most likely outcome if the event occurs - 10
- Likely: Not unusual and quite possible to occur - 6
- Unusual: Possible but doubtful - 3
- Remotely possible: A possible coincidence - 1
- Practically impossible: Not known to ever have happened anywhere - 0.1

#### EXPOSURE (can be regularity of activity or a simultaneous, collective attendance)

| Continuous | Many times daily | A crowd of people all of whom will be exposed to the hazard (e.g. public event, theatre, cinema) | 10 |
| Frequent | Approximately once daily | A crowd of people some of whom will be exposed to the hazard (e.g. public event, theatre, cinema) | 5 |
| Occasional | Once a week to once a month | A small group of people involved (e.g. classroom, lecture, laboratory, meeting) | 3 |
| Infrequent | Once a month to once a year | Several people involved | 2 |
| Rare | Has been known to occur | A person carrying out a single task | 1 |
| Unheard of | Not known to have occurred | A one-off task by one person | 0.1

#### RISK SCORE

\[ C \times L \times E = \]

- **VERY HIGH**
  - Immediate action required.
  - Do not proceed with task/activity until control measures have been implemented.
  - Notify Supervisor, Safety & Health Representative and Head of School.
  - Arrange continuous review and monitoring.

- **HIGH**
  - Consider not carrying out task/activity until control measures have been implemented as soon as practicable.
  - Notify Supervisor and Safety & Health Representative.
  - Action plan to reduce risk.
  - Monitor every subsequent exposure in addition to any other regular monitoring regime.

- **MEDIUM**
  - Implement immediate action to minimise potential for injuries.
  - Notify Supervisor to organise remedial action before commencing activity.

- **LOW**
  - Required action to be agreed with Supervisor.
  - Remedial action to be taken as soon as practicable and within a month.

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# PART 2 – IDENTIFY HAZARDS, ASSOCIATED RISK RATINGS AND CONTROL STRATEGIES

1. Pick out the hazards which are relevant for this task or activity.
2. Click entries to drop-down selection of inherent risk values for C, L and E.
3. In the comments box, describe when and where the hazard is present and other notes.
4. Specify the control measure type from the Hierarchy of Control (above right)
5. Under Control Measures, give a description of the control to be implemented.
6. Click entries to drop-down selection of residual risk values for C, L and E.

<table>
<thead>
<tr>
<th>IDENTIFIABLE HAZARDS (stable)</th>
<th>INHERENT RISK</th>
<th>COMMENTS</th>
<th>CTRL</th>
<th>CONTROL MEASURES</th>
<th>RESIDUAL RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
<td>L</td>
<td>E</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>GENERIC – associated with the activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Slip and trip</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
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<tr>
<td>Manual handling</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
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<tr>
<td>Becoming stuck, crushed, entangled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
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<tr>
<td>Sustaining cuts or abrasions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
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<tr>
<td>Vibration</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
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<tr>
<td>Dull</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
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<tr>
<td>Projectiles</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
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<tr>
<td>Asphyxiation</td>
<td>0</td>
<td>0</td>
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<tr>
<td>ELECTRICAL</td>
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<tr>
<td>High voltage equipment</td>
<td>0</td>
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<td>0</td>
<td>-</td>
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<tr>
<td>240V equipment</td>
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<td>0</td>
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<tr>
<td>CHEMICALS OR SUBSTANCES</td>
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<tr>
<td>Carcinogens</td>
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<tr>
<td>Toxic (poisons)</td>
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<tr>
<td>Radioactivity</td>
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<tr>
<td>Flammable</td>
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<tr>
<td>Explosive</td>
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<tr>
<td>Infectious material</td>
<td>0</td>
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<tr>
<td>Biological</td>
<td>0</td>
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<tr>
<td>Corrosive</td>
<td>0</td>
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<tr>
<td>Solvents</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Emissions</td>
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<tr>
<td>WORKING ENVIRONMENT</td>
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<tr>
<td>Dust</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
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<tr>
<td>Noise</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
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<tr>
<td>Inadequate or extremes e. temperature</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
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<tr>
<td>Inadequate or extremes e. light</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>UV or other radiation exposure</td>
<td>0</td>
<td>0</td>
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<tr>
<td>OTHER HAZARDS</td>
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**PART 3 – IMPLEMENTATION / ESCALATION PLAN**

I have reviewed this risk assessment and agree that the control measures will be implemented as described above.

If other than a one-off activity, monitoring and review of their effectiveness will be carried out and recorded every [ ] (enter period).

**NAME**  
**SIGNATURE**  
**DATE**  

**SUPERVISOR:**  
**HEAD OF SCHOOL / DIRECTOR, EQUIVALENT or FORMALLY DELEGATED SIGNATORY:**  

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11 APPENDIX A – DECLARATION / TRAINING RECORD

I have completed the required induction for the Faculty of Architecture Landscape and Visual Arts.

I have read and understand this health and safety manual.

I agree to:

- Work according to its contents.
- Follow all the guidelines set out in the health and safety manual.
- Only operate equipment for which records of my competency exist.
- Only carry out activities/tasks with permission from the supervisor of the area where the activities are to be carried out.

Staff Member / Student / Other

<table>
<thead>
<tr>
<th>Name (print):</th>
<th>Staff / Student Number:</th>
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<tbody>
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<tr>
<th>Signature:</th>
<th>Date:</th>
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Technician

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(To be signed, copied and included in individual training records)