Welcome
This information is designed to help ensure your health, safety and welfare during your time at the School of Accounting. UNSW management have a responsibility to ensure the health, safety and welfare of employees, students and visitors. This means consulting with you and assessing any risks to your wellbeing. You have a responsibility to take reasonable care for the health and safety of yourself and others in the workplace and to comply with health and safety requirements.

All supervisors should ensure that the work for which they are responsible is carried out in ways, which safeguard the OHS of staff or students in their charge and visitors, including contractors whom they engage.

OHS School of Accounting, Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>QUAD/Ext</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Wai Fong Chua</td>
<td>Head of School</td>
<td>QUAD3087</td>
<td><a href="mailto:WF.Chua@unsw.edu.au">WF.Chua@unsw.edu.au</a></td>
</tr>
<tr>
<td>Colin Withers</td>
<td>Chairperson</td>
<td>QUAD3111</td>
<td><a href="mailto:C.Withers@unsw.edu.au">C.Withers@unsw.edu.au</a></td>
</tr>
<tr>
<td>Diane Mayorga</td>
<td>Secretary</td>
<td>QUAD3095</td>
<td><a href="mailto:D.Mayorga@unsw.edu.au">D.Mayorga@unsw.edu.au</a></td>
</tr>
<tr>
<td>Lisa Lifman</td>
<td>Employee representative</td>
<td>QUAD3124</td>
<td><a href="mailto:L.Lifman@unsw.edu.au">L.Lifman@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

UNSW Occupational Health & Safety Web Site

Emergency Procedures
In each room there should be an Emergency Procedures manual prepared by the UNSW Emergency Management Unit.

For any emergency, call
Security on Ext 56666
Emergency Procedures information can be accessed via the web address below.

http://www.emergency.unsw.edu.au/
http://www.emergency.unsw.edu.au/action.htm

Hazard and Incident Reporting
You are encouraged to report any risks so that they can be addressed before an incident occurs. Please report any health, safety or welfare concerns promptly.
Flowchart for hazard, accident and incident reporting located at.


A Hazard Reporting Form OHS001 can be accessed via web page below.

If you are off work for more than seven days as a result of an incident, reporting is a requirement. It is however vital that you report all work-related incidents and accidents to the Head of School and to the School's OHS Employee Representative. Please use the Incident and Work-Related Illness/Injury Reporting Form OHS002 can be accessed via web page below.

University Workers Compensation & Rehabilitation Policy:
If, as an employee you sustain an occupational injury or contract an occupational illness then you should report the incident to Mr. Colin Withers, the School’s Executive Officer and read the University Workers Compensation & Rehabilitation policy.

http://www.riskman.unsw.edu.au/workComp/compensation.shtml

First Aid Kit
Located in room 3098
The first aid officers in the School of Accounting are:
Nicole Ang  Room 3097  Ext 55832
Mandy Cheng Room 3125  Ext 56343

Fire Extinguishers
Located in rooms 3098, 3102 & 3128 (marked on map attached in yellow).
Please do not place any object in front of the Fire Extinguishers such as trolleys or garbage bins.
Go to web page below on how to use Fire Extinguisher. Instructions are also available on the fire extinguisher.


Emergence Alarms
Located near room 3109 School Office
Opposite room 3081
End of west corridor past main school kitchen.

Fire Exits and Evacuation Assembly Points
Maps showing the layout fire exits, evacuation procedures and assembly points Quadrangle Building level 3 are attached.

Floor Fire Wardens are:

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<tr>
<th>Name</th>
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<th>Email</th>
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<tr>
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<td>QUAD3111</td>
<td><a href="mailto:C.Withers@unsw.edu.au">C.Withers@unsw.edu.au</a></td>
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<tr>
<td>Lisa Lifman</td>
<td>QUAD3124</td>
<td><a href="mailto:L.Lifman@unsw.edu.au">L.Lifman@unsw.edu.au</a></td>
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Workstations
The safe use of workstations is of particular importance for the type of work that is common in our School. (see slide show which should be emailed to each new employee, visitor and research student).

Please arrange with your supervisor or one of the OHS Committee Members to undertake an ergonomic assessment of chair, desk and screen height, keyboard, document holder and mouse layout.

Recommended exercises
Every hour you should take a ten minute break from using your computer. During this time you may wish to do a few simple exercises.

http://www.itassist.unsw.edu.au/hardware/ergonomics/info-exercise.htm#exercises

Office
- Offices should be clean, tidy and comfortable to work in. All risks and hazards should be eliminated or reduced to an acceptable level.
- Ensure that books and materials are stored safely.
- Ensure that the dustbins are put out each day.
- Always lock door when leaving office and ensure all equipment is turned off.
- Always lock the door to the Mail Room and the Print Room.

Attached is an Office Check List which should be completed with your supervisor or one of the schools OHS Committee Members.
Kitchens
Should be clean and tidy
- Keep refrigerator and microwave ovens clean after use
- Clean up any spills or breakages

Lifting & Moving Objects
You should avoid lifting and moving heavy objects. Attached is the correct procedure to lift a heavy object. The School of Accounting has a number of trolleys to assist in moving items. Moving filing cabinets or rearranging desk pieces should be undertaken by the Facilities Section.
Use school ladder if you need to place or remove items from high shelves (located in Room 3098)

Bringing Visitors or Children on Campus
Although the School of Accounting is assessed as a low-risk area, we ask that you ensure the safety of visitors whom you bring into the School, and that children are supervised by an adult at all times.
UNSW Children policy statement
http://www.hr.unsw.edu.au/poldoc/children.htm

After-Hours Security
- The third floor of the Quadrangle building is open between approximately 8am and 9.45pm. (buildings are monitored by UNSW Security), phone: 56000.
- Staff who require out-of-hours access can be issued with a swipe card - see your supervisor if this applies to you.
- It is important that staff and visitors maintain security by not leaving doors ajar or admitting people without swipe cards.
- It is also advisable that staff advise Security immediately if they notice anyone behaving suspiciously. There have been after-hours incidents on campus and in car parks. If you are on campus after hours, you can ring Security to request safe conduct to your car or transport to a bus stop via the Unibeat system.

OHS Training
All employees should attend OHS Awareness & Prevention of Overuse Injury Training. The Faculty and School of Accounting organises these OHS courses through the OHS Section
http://www.emergency.unsw.edu.au/training.htm

Health and Welfare Services on Campus

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<tr>
<th>Service</th>
<th>Location</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>University Health Services</td>
<td>Quadrangle Building (E15)</td>
<td>Phones: (938)55425/55426/55427 Email: <a href="mailto:unihealth@unsw.edu.au">unihealth@unsw.edu.au</a></td>
</tr>
<tr>
<td>Risk Management Unit</td>
<td></td>
<td>Phone: 9385.2829 Email: <a href="mailto:emergency@unsw.edu.au">emergency@unsw.edu.au</a> Web URL: <a href="http://www.emergency.unsw.edu.au">http://www.emergency.unsw.edu.au</a></td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>Human Resources: Phone: (938)51486</td>
<td></td>
</tr>
<tr>
<td>National Tertiary Education Union (NTEU)</td>
<td>Phone: 9385.2479 Email: <a href="mailto:nteu@unsw.edu.au">nteu@unsw.edu.au</a> Web URL: <a href="http://www.nteu.org.au/unsw">http://www.nteu.org.au/unsw</a></td>
<td></td>
</tr>
<tr>
<td>Student Counselling</td>
<td>Quadrangle Building, Level 2, East Wing</td>
<td>Phone: (938)55418 Email: <a href="mailto:counselling@unsw.edu.au">counselling@unsw.edu.au</a> Web URL: <a href="http://www.counselling.unsw.edu.au">http://www.counselling.unsw.edu.au</a></td>
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OHS Checklists
Please make sure that all your initial OHS issues and concerns are addressed by your supervisor or a school OHS employee representative.
When you feel adequately aware of OHS issues and requirements within the School, please complete the Occupational Health and Safety Induction Checklist for New Staff (OHS06) and return it to your supervisor or Colin Withers Room 3111.

Contained at the web address below are
(1) OHS Induction check list for new staff OHS006
(2) OHS Induction check list for supervisors of new staff OHS007
(3) OHS Induction check list for academic supervisors of new research students OHS008


Working from Home Checklist
This checklist should be completed by staff members intending to work from home.


We trust that this information will help to make your time with the School both safe and enjoyable.

Best wishes

Wai Fong Chua
Head of School
UTILIZE PROPER LIFTING TECHNIQUES

- Using improper technique to lift heavy objects can cause back pain.
- Even if you do not lift often, use proper technique when you do lift objects in order to prevent injuries.

Proper Lifting Technique

1. Stand close to the object.
2. Stagger your feet and bend at the knees to lower yourself to the level of the object.
3. Grip the object and use your leg muscles to lift.
4. If you need to turn, pivot with your feet. Do not twist.
5. When walking, take small strides.
6. When at your destination, stagger your feet, bend at the knees and slowly lower the object to the desired space.

![The wrong way! The right way!](image-url)