

OHS638-Minutes**Level 2 OHS Committee**
UNSW
 THE UNIVERSITY OF NEW SOUTH WALES

UNIVERSITY OF NEW SOUTH WALES – Australian School of Business
MINUTES for Level 2 OHS Committee Meeting

Date	Thursday 12 th November 2009	
Time	10:00 – 11:30 am	
Place	ASB Boardroom, ASB Building	
Attendance	Madeleine Burchall Di Montgomerie Bindya Subba Huang Xiao Rebecca Archer Kanami Torii Erica Bowron Terry O'Callaghan Paul Maher Tricia Hartley Bibi Moore Avis Wong Michael O'Connor Simon Arnold Paula Aldwell Soheila Rafie	UNSW OHS & Workers Compensation Chairperson, Employer Representative Actuarial Studies Representative Dean's Unit/OHS Administrator Student/Marketing Unit Representative AGSM MBA Programs Representative MBT Representative Organisation & Management Representative Faculty Client Facilities Manager SISTM Representative Business Law & Taxation Representative Strategy & Entrepreneurship AGSM Executive Programs Representative General Manager Marketing Representative IT@ASB Representative
Apologies	Alec Cameron Chris Adam Dominique Motteux Michelle Wolfgramm Fei Wong Colin Withers Vince Hooper Suzanne Bonanno Justin Green	Dean Senior Management Representative Economics Representative OHS Committee Secretary Economics Representative Accounting Representative Banking & Finance Representative HR Representative Student Representative

Minutes	Action & By whom
1 Welcome and Apologies 1.1 Welcome Tricia Hartley replaced Farhad Daneshgar as the rep in School of Information Systems, Technology and Management. 1.2 Welcome Soheila Rafie replaced Roxane McDonald as the IT Rep 1.3 Apologies (as above)	Di Montgomerie
2 Minutes of the Previous Meeting – 19 August 2009 <ul style="list-style-type: none"> Minutes approved 	
3 Action items and matters arising from the previous meeting 3.1 OHS representative on OHS Committee Simon Arnold received Written authorisation from Dean to act on Dean's behalf by email on 19 November 2009.	Complete

<p>4 Correspondence In & Out</p> <ul style="list-style-type: none"> • Defibrillator for CBD first aid kit: <ul style="list-style-type: none"> ✓ Karl Natshev in UNSW Emergency Management confirmed there is no obligation for XP Unit to equip a defibrillator in CBD ✓ Executive Programs has negotiated with Venues & Events in regard to equip a defibrillator, but V&E has no intention to purchase one. However, XP would install it in their V&E space. • Trip hazard of waste paper bins in corridors raised by a staff member in School of Marketing again <ul style="list-style-type: none"> ✓ Reinforce the message to staff – staff members have the responsibility to bring the bins back in their offices during the day ✓ Advocate staff to minimise office waste by disposing food wastes in kitchen bins ✓ Request FM to install sensor to control Quad corridor lights at night to avoid staff tripping on the bins in the dark • Rebecca Archer resigned <ul style="list-style-type: none"> ✓ The Committee thanked Rebecca for her outstanding performance as a unit rep and her significant contribution to the Committee ✓ Suggest Dean to send a thank letter to recognise Rebecca's contribution 	<p>Action: Di will have a further discussion with V&E in regard to the defibrillator for CBD</p> <p>Action: Di will draft a message to ASB staff members to address the waste bin issue</p> <p>Action: Huang & Paul to investigate</p> <p>Action: Simon will speak to Dean.</p>
<p>5 Standing items</p> <p>5.1 Human Resources OHS Representative's Report</p> <ul style="list-style-type: none"> • Thanks for Schools/Units submitting their quarterly reports in time; however, there are some mismatches between the implementation plan scores and the OHS stats in some reports. • Reports data shows that average score of Implementation Plan and percentages of completion of OHS training registers across Faculty have significantly increased. • Great success of Fluoro Friday on 30/10. Welcome all Committee members, first aid officers, emergency team member to join next year's Fluoro Friday • Developed a special hazard checklist for OHS reps to complete in next 3 months, as part of the "Slips, Trips & Fall" campaign. • New issue UNSW OHS Newsletter produced & distributed UNSW wide • New online reporting system has the front-end screens designed. IT project team is working on the back-end. Expected to start training people in March/ April next year • Level 1 Committee developed OHS Key Performance Targets for senior managers, Head of Schools to ensure the senior management commits to OHS. <p>5.2 OHS Reports from Schools/Units</p> <p>5.3 Client Facility Manager's Report</p> <ul style="list-style-type: none"> • Torn carpet in Quad offices will be gradually repaired. In the interim, Spotless suggested using plastic floor chair mats to cover the damage carpet 	<p>Appendix A</p> <p>Contact Madeleine if requires assistance to revise the School/ Unit Implementation Plan.</p> <p>Nil reports from Reps</p>
<p>6 Incidents, Hazards and Corrective Action</p> <p>6.1 9 incidents reported for the period of 1/8/09 – 4/11/09</p> <p>6.2 3 Hazards reports received by OHS Unit</p>	<p>Appendix B</p> <p>Appendix C</p>
<p>7 Inspection, Testing and Monitoring Program</p>	

<p>7.1 Workplace OHS inspections</p> <ul style="list-style-type: none"> • Accounting; Marketing; Economics; Actuarial Studies, BLAT and SISTM feedback – No outstanding OHS issues identified in the workplace inspections. • 2010 workplace inspection schedule draft – School/Unit Reps agreed on the proposed next year’s inspection dates <p>7.2 Electrical testing and tagging completed for 2009 – appliances in Kitchens/ Kitchenettes are due to be re-tested in February/ March 2010.</p>	<p>Appendix D</p> <p>Appendix E</p>								
<p>8 OHS Training Program</p> <p>8.1 Training records Stats update</p> <ul style="list-style-type: none"> • School reps need to separate staff and HDR students training records • Faculty training workshop will include OHS Awareness, Preventing Overuse Injuries, and Manual Handling • The tentative OHS training dates for 2010 are: Wednesday 10/2/10; 5/5/10; Friday: 16/7/10; 15/10/10 • Schools/ Units can arrange individual workshop with Madeleine • ASB research students OHS training workshop 	<p>Appendix F</p> <p>Appendix G</p> <p>Action: Huang to discuss with Yukimi</p>								
<p>9 First aid, Emergency and Security</p> <p>9.1 Emergency Matters</p> <ul style="list-style-type: none"> • Searching for new Quad team Chief Warden is still in process • ASB and Quad Buildings off-session drill scheduled for 23/11 <p>9.2 All first aid officers certificates are up to date</p> <p>9.3 Security Issues</p> <ul style="list-style-type: none"> • Update on the policy in regards to accessing to the building after hours – in progress • ASB/ Quad will be on ID card access only during Christmas and New Year period. Academic staff need approval from Alec and general staff need approval from Simon for working in the shutdown period 	<p>Appendix H</p> <p>Action: Huang to follow up</p> <p>Appendix I</p> <p>Action: Di to draft the report for SMT</p> <p>Action: Di to follow up the details of the Building Closing</p>								
<p>10 New Business</p> <p>10.1 Simon Arnold will chair ASB OHS Committee in 2010</p> <p>10.2 UNSW initiated online hazard/ incident reporting system (details see 5.1 above and Appendix A)</p> <p>10.3 OHS Induction checklist for casuals/ visitors/ short term staff in schools/Units – Dean’s Unit version attached as an example</p>	<p>Appendix J</p>								
<p>11 Business without notice - NIL</p>									
<p>12 Next meeting and future dates for 2010</p> <table border="0"> <tr> <td>18 February 2010</td> <td>10:00 -11:30am, 6th Floor, ASB Boardroom</td> </tr> <tr> <td>20 May 2010</td> <td>10:00 -11:30am, 6th Floor, ASB Boardroom</td> </tr> <tr> <td>19 August 2010</td> <td>10:00 -11:30am, 6th Floor, ASB Boardroom</td> </tr> <tr> <td>18 November 2010</td> <td>10:00 -11:30am, 6th Floor, ASB Boardroom</td> </tr> </table>	18 February 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom	20 May 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom	19 August 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom	18 November 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom	
18 February 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom								
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19 August 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom								
18 November 2010	10:00 -11:30am, 6 th Floor, ASB Boardroom								
<p>13 Close of Meeting</p>									

Office Bearers:

Dianne Montgomerie
Committee Chairperson (x55968)

Michelle Wolfgramm
Committee Secretary (x57294)

Appendix A HR OHS Representative’s Report

Agenda Item	Information
<p>5.4.7 OHSMS Implementation Plan and OHS Quarterly Reports from Units</p>	<p>1. Quarterly Reports</p> <ul style="list-style-type: none"> • Thank you to everyone for sending thru their Quarterly reports. Most units are sending me their quarterly reports on time, except for IT@ASB. • NOTE: When completing your quarterly report, make sure that you have reviewed your implementation plan score sheet, as some of the reports don't make sense, when they score themselves 30% for the Implementation Plan score, and then 100% for the Hazard & Risk Register, Plant register, OR vice versa, ie.95% for Implementation Plan, and then only 50% for Hazard & Risk and Plant Registers etc. (NOTE: If need help to revise your Implementation Plan score email or ring Madeleine on x52916), <p>Progress on Quarterly Reports:</p> <ul style="list-style-type: none"> • Over last 12 mths, the average “Implementation Plan score across the Faculty has improved from 50% to 71%, which means that a lot of schools have been actively implementing OHS systems & procedures – well done • Percentages for the completion of training registers has also improved significantly from 46% to 80% - well done <p>2. Fluoro Friday 30th October</p> <ul style="list-style-type: none"> • Thank you to those people who attended • Great success, approx 300 people attended • Lots of fun, people dressed up in Fluoro & were awarded prizes for best dressed, hazard spotting competition • Make sure you come next year! <p>3. “Slips, Trips and Fall Project” is currently being rolled out in Session 2:</p> <ul style="list-style-type: none"> - Giving out posters to L3 OHS Reps for staff to put up in your workplace to remind people to report “Slip, trip and fall hazards” - Have developed a specific hazard checklist for “Preventing of Slips, Trips and Falls” for OHS Reps to complete during next 3 months - Identifying fall “hot spots” across UNSW from examining statistical data on all hazards and incidents reported <p>4. New OHS Newsletter October 2009</p> <ul style="list-style-type: none"> • Please communicate this to all your staff (eg. Put up on staff noticeboard and email a copy out to all staff) • Looking for “good news stories” about any health and safety initiatives or improvements you have made in your workplace – send email to me <p>5. New online OHS Reporting system</p> <ul style="list-style-type: none"> • Have developed the “front-end screens” of what the new reporting forms in myUNSW will look like • Now over the next 2-3 months, IT project team will be developing the “back-end” or behind the scene tables/rules to make the “workflows’ work • Hoping to start training people March/April next year
<p>Items from L1 OHS Committee, etc</p>	<p>Progress on Recommendations made by Noel Arnold:</p> <p>Project 1 – Establish clear leadership and direction for OHS at UNSW</p> <ul style="list-style-type: none"> • Specific “OHS Key Performance Targets” have been developed for Senior Managers and Managers (ie.Head of School/Unit) that need to be incorporated in business plans and performance indicators (see attachment)

	<ul style="list-style-type: none"> Projects to reduce Lost Time Injuries – “Slips, Trips and Falls Project” as discussed above <p>Project 2 – Online Incident and Hazard reporting systems</p> <ul style="list-style-type: none"> Currently investigating whether we can build our own system “in-house” using “NSS”, versus buying an “external product”
5.4.1 Div OHS Statistics	<p>Workers Comp and Incidents –</p> <p>Incident reports for the period 01/08/09 to 04/11/09: 10 incidents Cause of Injuries: Repetitive Muscle Movement = 5 incidents (Pain in neck, shoulder, elbow & lower back from either repetitive strain, or sitting at computer for long periods with poor ergonomic set up) Muscular lifting = 1 Equipment failure = 2 Falls from height/depth = 1</p> <p>Workers Compensation Claims 01/05/09 to 07/08/09 = Out of 10 incidents, 4 have resulted in claims, with 3 being a result of repetitive muscle movement from working on computers for long periods.</p> <p>Hazards reported since 01/08/09 to 04/11/09:</p> <ul style="list-style-type: none"> 3 hazards reported to OHS & WC unit: <ul style="list-style-type: none"> Loose pavers near ASB South East doors Trash bins left outside offices for emptying by cleaners in Quad Hazard wet slippery floor in bathroom in Ladies Bathroom, Grd Flr, East Wing, ASB
5.4.2 Div Training	<ul style="list-style-type: none"> Conducted 3-in-1, “OHS Awareness, Preventing Overuse Injuries & Manual Handling training” for 37 staff on 9/10/09.
5.4.3 Div OHS Audits	<ul style="list-style-type: none"> Bibi Moore from Business Law & Taxation raised a concern in meeting, that it is not fair to audit her school, when the Head of School is new to the position, and not familiar with the OHS requirements. Paula Aldwell also advised that she didn’t think it fair to audit Marketing again, when they have been done before, like Business Law & Taxation. Madeleine Burchall will talk to Di Montgomerie to decide which School/Unit will be proposed to be audited either at the end of this year (2009) or early next year (2010).
5.4.4 OHS Website Changes	Nil
5.4.5 New/Changes to OHS Legislation/Standards	<ul style="list-style-type: none"> Currently Australia is undergoing a reform of it’s OHS legislation. A national organisation called Safe Work Australia has been established to draft the National OHS legislation and get feedback from all the states, with the aim of producing a national OHS Act and regulation adopted by Dec 2011.
5.4.6 New/Changes to UNSW OHS policy / procedures	<ul style="list-style-type: none"> Nil
6.1 WorkCover reported incidents since last meeting	<ul style="list-style-type: none"> This quarter, have had 1 “significant’ workers comp claim so far.

Appendix B Incidents Quarterly Reports for the period of 1/8 – 4/11 09

ACCIDENT DATE	DESCRIPTION	ACCIDENT TYPE	AGENT OF INJURY	NATURE (Injury, illness)	BODY LOCATION	WORK COMP	TREATMENT/ CORRECTIVE ACTION
12-Aug-09	Weld on chair broke, fell from chair	Equipment Failure	furniture and fittings	Not specified	N/A		N/A
14-Aug-09	Student not feeling well	N/A	N/A	N/A	N/A		Student declined Medical Treatment
20-May-09	R arm loss sensation, workstation setup	Repetitive Muscle Movement	furniture and fittings	Disorders of muscle, tendons etc	Forearm		Medical treatment
01-Sep-08	Neck, shoulder pain from sitting at desk for a long period of time.	Repetitive Muscle Movement	Computers / keyboard	Disorders of muscle, tendons etc	Neck	Yes	<ul style="list-style-type: none"> • Medical treatment • Ergonomic assessment • Injury management plan • Return to work plan • New ergonomic workstation installed
18-Aug-09	L tendonitis from keyboard work	Repetitive Muscle Movement	Computers / keyboard	Sprains and Strains	Wrist	Yes	Ergonomic assessment conducted to the workstation
25-Aug-09	Pain in back after standing from chair	Repetitive Muscle Movement	furniture and fittings	Sprains and Strains	Lower back	Yes	Medical treatment
07-Sep-09	Lifting copy paper pain in back	Muscular - Lifting	Manual lifting equipment	Sprains and Strains	Back	Yes	N/A
19-Aug-09	R foot injured in fall Mt Norway	Falls - Height/Depth	Outdoor Environment	Sprains and Strains	Knee		Medical treatment
14-Sep-09	Cable panelling cover fell from ceiling to floor close to office door	Equipment Failure	Other Equipment	Not specified	Not specified		Reported to FM

Appendix C Hazard Quarterly Reports received during the period of 1/8 – 4/11 09

REPORT DATE	DESCRIPTION	LOCATION	HAZARD TYPE	CONSEQ.	PROB'LITY	PRIOTY RATING	ACTION BY SUPERVISOR	REQUIRED DATE	STATUS
10-Aug-09	Loose pavers near ASB South East doors	ASB Building, outside southeast entry	Trip Hazard	Moderate	Possible	Medium	Contact Facilities Management	ASAP	Complete
03-Sep-09	Trash bins left outside by cleaning staff and employees	Quadrangle Building, level 3 corridors	Trip Hazard	Minor	Possible	Low	Contacted Madeleine Burchall	Not advised	In progress
18-Sep-09	Hazard wet slippery floor bathroom	ASB Building, Ground Floor, East wing ladies toilets	Trip Hazard	Major	Possible	High	Extra cleaning of floors in middle of day (through semester) - Facilities ASB	25/09/2009	Complete

Appendix D Workplace Inspection report 2009

Department	Inspection Schedule	Report Schedule	Inspect Team	Completed	Outstanding corrective issues
Accounting	July	Report to Nov Meeting	Collin, Paula	26/8/09	Exposed wire under a desk in 3089
Marketing	July	Report to Nov Meeting	Collin, Paula	26/8/09	Nil
Economics	Aug-Sept	Report to Nov Meeting	Fei, Dominique	15/9/09	Nil
Banking & Finance	July	Report to Nov Meeting	Shirley Webster	2/2/09	Nil
Business Law & Taxation	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia, Huang	2/10/09	Nil
Information Systems, Technology & Management	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia, Huang	2/10/09	Nil
Actuarial Studies	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia, Huang	2/10/09	Nil
IT Group	June	Report to Nov Meeting	Roxane, Huang	No	

Workplace Inspection Schedule 2010

Department	Inspection Schedule	Report Schedule	Inspect Team	Completed	Outstanding corrective issues
AGSM MBA Program	Jan/Feb	Report to Feb Meeting	Kanami/Huang		
ALL/CSI,ASB Research Office/ Accreditation	Jan/Feb	Report to Feb Meeting	Di/Huang		
IT @ASB	Jan/Feb	Report to Feb Meeting	Soheila/ Huang		
Dean's Unit	March	Report to May Meeting	Huang, Michelle		
Student Centre/ EDU/	March	Report to May Meeting	TBA		
KAREC/APuHC	April	Report to May Meeting	Huang		
B & F	April	Report to May Meeting	Shirley Webster		
AGSM XP	June	Report to Aug Meeting	Michael, Huang		
MBT	June	Report to Aug Meeting	Erica		
O & M	July	Report to Aug Meeting	Terry, Avis		
S & E	July	Report to Aug Meeting	Terry, Avis		
ECON	July	Report to Aug Meeting	Fei, Dominique		
ACCT	Aug-Sept	Report to Nov Meeting	Collin, Paula		
MKTG	Aug-Sept	Report to Nov Meeting	Collin, Paula		
BLAT	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia		
SISTM	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia		
ACTL	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia		

Appendix E Testing and Tagging Schedule

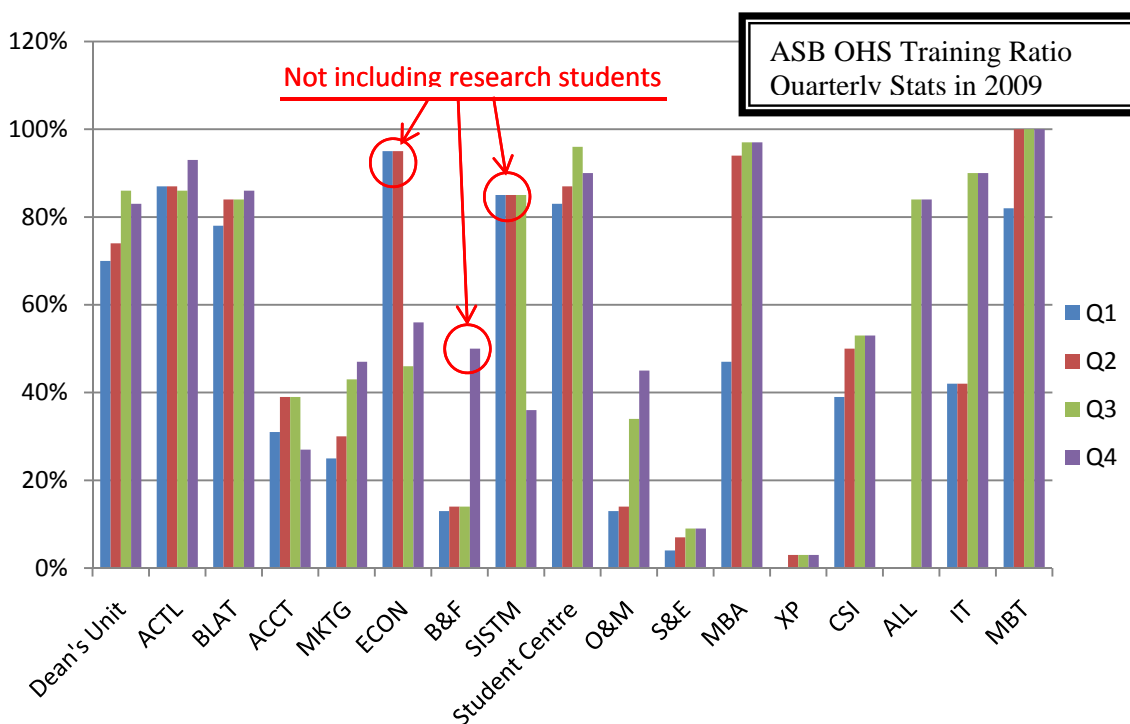
Building	Areas	Inspected (Y/N)	By whom	Next inspection due
ASB	B&F offices & utility rooms	Yes (18/2/09)	Huang Xiao	18/2/2014
	Econ utility rooms	Yes (24/3/09)	Huang Xiao	24/3/2014
	O&M utility rooms	Yes (24/3/09)	Huang Xiao	24/3/2014
	S&E utility rooms	Yes (24/3/09)	Huang Xiao	24/3/2014
	Student Centre/ MBT/ EDU	Yes (24/3/09)	Huang Xiao	24/3/2014
	Postgrad common room	Yes (24/3/09)	Huang Xiao	24/3/2010
	Dean's Unit/ CSI/ Business Lounge	Yes (23/3/09)	Huang Xiao	23/3/2014
	Kitchen/ Kitchenettes	Yes (24/3/09)	Huang Xiao	24/3/2010
Quad	Actuarial Studies offices & work areas	Yes (2/6/09)	Huang Xiao	2/6/2014

	BLAT offices & utility Rms	Yes (18/2/09)	Huang Xiao	18/2/2014
	BLAT Kitchen	Yes (18/2/09)	Huang Xiao	18/2/2010
	Quad schools utility rooms	Yes (25/2/09)	Huang Xiao	25/2/2014
	Quad kitchenettes	Yes (26/2/09)	Huang Xiao	26/2/2010
AGSM	MBA work areas	Yes (27/3/09)	Huang Xiao	27/3/2014
	MBA kitchenette	Yes (27/3/09)	Huang Xiao	27/3/2010
	ALL work areas	Yes (27/3/09)	Huang Xiao	27/3/2014
	ALL kitchenette	Yes (27/3/09)	Huang Xiao	27/3/2010
CBD	XP work area	Yes (17/8/09)	Huang Xiao	17/8/2014
	XP Kitchenette	Yes (17/8/09)	Huang Xiao	17/8/2010

Appendix F ASB OHS Training Records – Ratio

School/Unit	ACCT	ACTL	BLAT	B&F	ECON	MKTG	O&M	S&E	SISTM	IT @ ASB
No. of Staff/PhD	(59) 63	(14) 14	(19) 21	(148) 44 staff	(81) 119	(70) 71	(87) 78	(11) 11	(66) 66	(19) 20
No. of Trained	(23) 17	(13) 13	(16) 18	(21) 22	(37) 67	(30) 33	(30) 35	1	(22) 24	(8) 18
OHS Trained Ratio	(39%) 27%	(86%) 93%	(84%) 86%	(14%) 50% staff	(46%) 56%	(43%) 47%	(34%) 45%	(9%) 9%	(33%) 36%	(42%) 90%
School/Unit	MBT	MBA	XP	ALL	Dean's Unit	Alumni	Student Centre/Marketing	EDU	ASB Res. Office	CSI
No. of Staff/PhD	11	(35) 32	30	(19) 19	(37) 35		(26) 31		(18) 17	
No. of Trained	11	(34) 31	1	(16) 16	(32) 29		(25) 28		9	
OHS Trained Ratio	100%	(97%) 97%	3%	(84%) 84%	(86%) 83%		(96%) 90%		(50%) 53%	

N.B. Previous data are listed in the brackets.



Appendix G Tentative ASB OHS Training Dates – 2010

Schedule ASB OHS Training	Date	Location	Number of Seats Available
OHS Awareness, Ergonomics & Manual Handling	Wednesday 10/2/10	9.30-12, Quad 2063	30
OHS Awareness, Ergonomics & Manual Handling	Wednesday 5/5/10	9.30-12, Quad 2063	30
OHS Awareness, Ergonomics & Manual Handling	Friday 16/7/10	9.30-12, Quad 2063	30
OHS Awareness, Ergonomics & Manual Handling	Friday 15/10/10	9.30-12, Quad 2063	30

Appendix H Emergency Update

Building	Emergency Teams Set Up (Y/N)	Evacuations	Issues/ Comments/ Vacancies
ASB	Y	8/9/09 @7pm – False fire alarm	Alumni function in Business Lounge: a caterer was browning butter in the prep kitchen. The smoke set fire alarm off. Some alarm speakers on CATS floor 1 & 2 seemed not working properly. FM has been notified.
Quad	Y	Nil	Chief Warden
AGSM	Under V&E management		
CBD	Under #1 O’Connell St Building Management		

Appendix I First Aid Officers/boxes Summary

Building	First Aid Officers	Certificate Current (Y/N)	Renewal Date	First Aid Box Audit (Y/N)
ASB	Bass Bizri	Yes	27/3/12	Y (March 2009)
	Stephanie Osborne	Yes	7/7/12	
	Joanne Woo	Yes	18/9/11	
	Julieann Lyons	Yes	8/10/11	
	Robyn Tompkin	Yes	30/10/10	
	Di Montgomerie	Yes	30/10/11	
Quad	Christine Van Toorn	Yes	16/8/10	Y (March 2009)
	Mandy Cheng	Yes	3/6/11	
	Margot Deceils	Yes	17/8/10	
AGSM	Catriona Debelle	Yes	16/5/10	Y (March 2009)
	Jane Parker	Yes	11/12/11	
	Lisa Barrett	Yes	26/3/12	
CBD	Michael O’Connor	Yes	31/10/10	Y (March 2009)

Appendix J OHS Induction for Casuals/ visitors/ short term staff (<3 months) in Dean’s Unit

General OHS Information	
The UNSW OHS Information web link: <ul style="list-style-type: none"> Policy, Procedures & Guidelines 	http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html
The ASB OHS information we blink: <ul style="list-style-type: none"> ASB L2 OHS Committee members OHS meeting minutes Emergency & first aid information 	http://www.business.unsw.edu.au/OHS
OHS representatives on ASB Level 6:	<ul style="list-style-type: none"> Simon Arnold – Dean’s Representative; Dianne Montgomerie – ASB OHS Committee Chairperson Huang Xiao – ASB OHS Coordinator Michelle Wolfgramm – ASB OHS Committee secretary

Emergencies

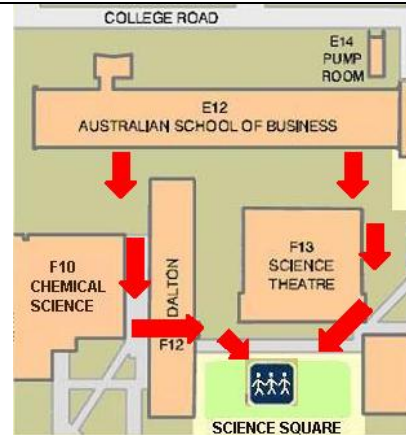


- Emergency number: **9385 6666** ;
- General Security number: **9385 6000** ;
- Free call internal security: **1-800-626-003**

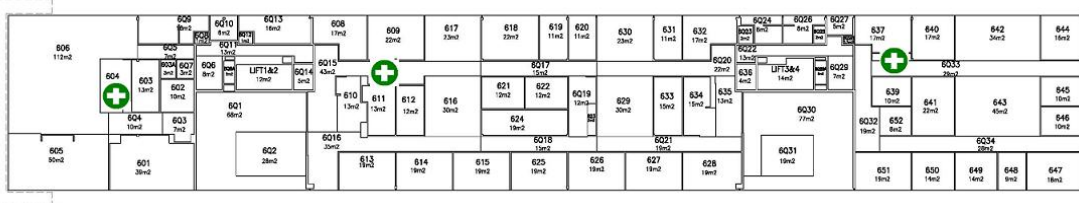
Emergency evacuation:

- ❖ Evacuate the building when you hear fire alarm; unless you are instructed to stay by Chief Warden’s announcement.
- ❖ Follow floor warden’s instruction
- ❖ Do not use the lift
- ❖ Do not linger near the building
- ❖ Evacuation assembly spot is Science Square

Chief Warden: James Lew (x51077)
 Deputy Chief Warden: Rebecca Archer (x51894)
 Floor Warden on Level 6: Huang Xiao (x57341);
 Carolina Roberts (x55767);
 Chris Norgrove (x56568)



First Aid Officer:
 Di Montgomerie (x55968) in Dean’s Unit, Room 628
First aid kits location:
 Dean’s Unit; CSI; Business Lounge Prep Kitchen (see ASB L6 floor plan below)



❖ **UNSW Medical Centre – Ground floor, East Wing, Quad Building.**
 Tel. 9385 5425 for an appointment

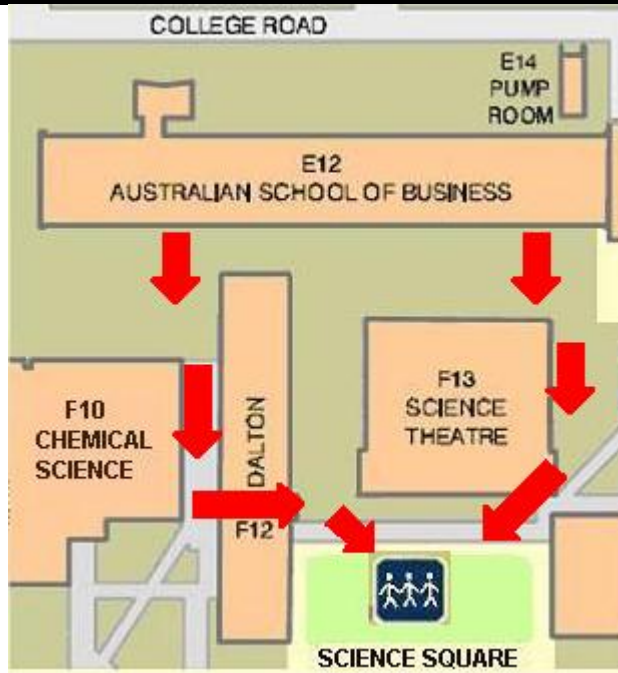
Please find more information on the Emergency & Evacuation diagram at next page. Please keep it handy at your workplace.



Report all Emergencies: dial x56666

- State your name
- Location of the incident, building/ Floor & Room No.
- What the emergency is: fire, bomb threat etc

**Australian School of Business – ASSEMBLY AREA
Science Square Lawn**



EXIT

- Leave via the nearest safe EXIT (fire stairs)
- Follow directions of Emergency team & Security

FIRST AID



Location of Nearest First Aid Box:

- **Dean's Unit**
- **CSI Corridor**
- **Business Lounge Prep Kitchen**

Officers

Bass Bizri	MBT Office	Ground	x56761
Stephanie Osborne	Rm: 325	3 rd Fl	x55858
Joanne Woo	Rm: 425	4 th Fl	x53333
Robyn Tompkin	Rm: 529	5 th Fl	x57157
Di Montgomerie	Rm: 628	6 th Fl	x55968

EMERGENCY



STAY CALM & advise others about it:

- **Security**
- **Your work mates**
- **Your supervisor**
- **Other students**

Chief Warden:

James Lew (x51077)

Deputy Chief Warden

Rebecca Archer (x51894)

Floor Wardens

Erica Bowron	x54906	Jacqui Check	x54274
Soon Ng	x53507	Julie O'Brien	x51737
Jacqui Lawson	x51041	Bebbie Bordeos	x51409
Shirley Webster	x55255	Ashley Coull	x55867
Fei Wong	x53380	Julieann Lyons	x59903
Avis Wong	x55641	Yazmin Seremley	x59722
Carolina Roberts	x55767	Huang Xiao	x57341
		Chris Norgrove	x56568

Your OHS and Duty of Care responsibilities

- Cooperate with UNSW in regards to OHS matters
- Take reasonable care for the health and safety of themselves and others at work.
- Do not interfere with anything provided for health, safety and welfare.
- Do not interfere with the giving or receiving of aid in respect to illness or injury.
- Do not interfere with anything in place to control OHS risks.
- Follow UNSW procedures as applicable.

Incidents, hazards, injuries reporting

- Explain that all hazards and incidents must be reported to a supervisor. Reporting forms located at [Forms and Checklists](#) link on OHS website.
- If the hazard is a building or campus related issue, the corrective action is to contact Facilities Management on x55111

UNSW's Return to Work Program at <http://www.hr.unsw.edu.au/ohswc/workerscomp/injury.html>

If employee requires medical treatment or time off work, they need to contact **Alecia Ford** in the Workers Comp dept on **x52722** for advice on their eligibility for Workers Compensation.

How to resolve an OHS problem

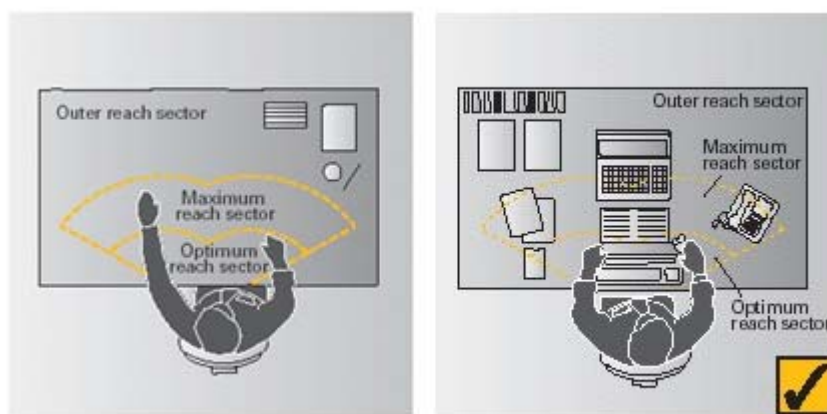
The issue should be raised with your supervisor; but if it remains unsolved the suggested path is:



Basic Ergonomic Principles



- ✓ Computer monitor is a arm length away; eye line is on top edge of the monitor
- ✓ The forearms and wrists are parallel to the floor;
- ✓ Sit comfortably; the feet are positioned on the ground. If necessary, use footrest;
- ✓ The lumbar support of the chair supports the lower back and sit straight;
- ✓ Take a break to relax your eyes and stretch you body every 40-60 minutes.



- ✓ Avoid working in the outer reach sector on your desk
- ✓ Avoid unnecessary body twisting/ rotation and neck movement

❖ **Workstation self assessment checklist:** [Workstation Checklist form \(OHS114\)](#) on next page



This checklist can be utilised as a tool to ensure that workstations are appropriately adjusted to ensure that safe working postures are achieved.

Name:		Name of Supervisor:	
School / Unit:		School / Unit:	
Phone:		Phone:	
E-mail:		E-mail:	

Chair

The chair is easily adjusted from a seated position (Seat back height and angle, seat height)	Yes / No / N/A
The seat back is adjusted so the lumbar support of the chair supports the lower back	Yes / No / N/A
The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted	Yes / No / N/A
When chair height is adjusted appropriately, the feet are positioned on the ground	Yes / No / N/A
If feet are not positioned on the ground, a foot rest is provided	Yes / No / N/A
Seat back angle is adjusted so user is in an upright position when using keyboard	Yes / No / N/A

WorkStation Desk

Desk is large enough for the completion of mixed tasks (computer and reading / writing) (<i>Australian Standard 4442:1997 advises this should be at least 1600mm x 800mm</i>)	Yes / No / N/A
Desk is between 680mm and 735 mm high	Yes / No / N/A
If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly?	Yes / No / N/A
Desk is designed so frequent trunk twisting / rotation is not required	Yes / No / N/A
User is able to sit close to workstation without any impediment (Check that the desktop is thin, chair arms are not in the way, clear leg room)	Yes / No / N/A
If documents are regularly referred to, they can be positioned and supported (ie. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways / downwards).	Yes / No / N/A

Monitor

Is positioned at approximately an arms distance when in an upright seated position	Yes / No / N/A
Is positioned at an appropriate height (<i>neck remains in a neutral position - not required to look upwards or downwards to view monitor</i>)	Yes / No / N/A
If using a laptop, this is either raised, or this is positioned on a docking station	Yes / No / N/A
Monitor is positioned away from direct light sources and is free from glare / reflection	Yes / No / N/A

Keyboard and Mouse

Elbows remain close to side of body when keyboard and mouse are utilised	Yes / No / N/A
Mouse is at the same level as the keyboard	Yes / No / N/A
Separate keyboard and mouse is used if utilising laptop compute for extended periods	Yes / No / N/A

Work Environment

Lighting is adequate (able to read / refer to documentation without eye strain)	Yes / No / N/A
Noise levels are not distracting from task concentration	Yes / No / N/A
Ventilation (natural or artificial) is adequate	Yes / No / N/A

Date Completed: _____

Name: _____
 Dept: _____
 Position: _____
 Room/ Workstation: _____
 Supervisor: _____
 Date: _____

OHS Induction Checklist:

I have read, understood or completed:	✓
❖ UNSW OHS Policy, Procedures and Guidelines	
❖ Read ASB OHS information on ASB webpage	
❖ Your OHS Rep/ Committee members	
❖ Emergency contact numbers	
❖ Emergency evacuation procedure and routine	
❖ First aid officer and location of first aid boxes	
❖ Your OHS and Duty of Care responsibilities	
❖ Incidents, hazards, and injuries reporting	
❖ Pathway of solving an OHS issue	
❖ Basic ergonomic principles in working at your workstation	
❖ Your workstation self-assessment checklist	

If you have any comments or enquires on OHS matters:

Please return the checklist to your supervisor.