OCCUPATIONAL HEALTH & SAFETY INFORMATION FOR EMPLOYEES/ STUDENTS & VISITORS

This information is to help ensure your health, safety and welfare during your time with the School of Marketing and in the Quadrangle Building (“The Quad”). By law UNSW has the responsibility of consulting with you and assessing any risks to your wellbeing, however, by law YOU have the responsibility to take care for the health and safety of YOURSELF AND OTHERS in the workplace and comply with health and safety requirements.

The OH&S website is at www.business.unsw.edu.au, click staff, then click Occupational health and Safety under Information for Staff. Copies of forms, minutes of meetings, policies, ergonomic exercises can be found here. Madeleine Burchall is the OH&S Co-ordinator and can assist with any and all OH&S matters.

The UNSW OH&S and Workers Comp website is www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html

KEY STAFF MEMBERS FOR YOUR REFERENCE ARE:--

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>EXT:</th>
<th>POSITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Di Montgomerie</td>
<td>X55968</td>
<td>Faculty OH&amp;S Chairperson</td>
<td>Level 6,</td>
</tr>
<tr>
<td>Madeleine Burchall</td>
<td>X52916</td>
<td>Faculty OH&amp;S Co-ordinator</td>
<td>Level 2, Chancellery</td>
</tr>
<tr>
<td>Paula Aldwell</td>
<td>X53388</td>
<td>OH&amp;S Committee School of Marketing Rep</td>
<td>Room 3038, Quad</td>
</tr>
<tr>
<td>Margot DeCelis</td>
<td>X53385</td>
<td>School of Marketing First Aid Officer</td>
<td>Room 3037, Quad</td>
</tr>
<tr>
<td>Tracey Firth</td>
<td>X53615</td>
<td>Quad Building Floor Warden – level 3</td>
<td>Room 3015, Quad</td>
</tr>
<tr>
<td>Paul Maher</td>
<td>X56773</td>
<td>Facilities Management Representative</td>
<td>Level 1, Quad</td>
</tr>
</tbody>
</table>

CHECKLIST FOR NEW STAFF:  The ‘s HR Consultant is Ms Leigh Skene, Room 611, Building, X56431. It is recommended new academic staff contact the Education Development Unit which offer induction workshops. Information about the, structure & governance, operations, student/staff demographics, teaching & learning issues, guidelines, policies & practices is provided. The Dean presents a session on the strategy and future plans. Participants have an opportunity to meet other new staff and the Executive Group, over lunch.

EMERGENCY EVACUATION PROCEDURE: (SEE ATTACHED MAP)
1. Call Security X56666 or 9385.6666 – give your name, location of the incident, type of emergency
2. Leave the building via the nearest exit and follow the directions of marshals and/or security personnel
3. Assemble at the designated assembly area (located at lane way next to Goldstein College
OHS Policy Statement

This Policy states the commitment of UNSW to the health, safety and welfare of all people who work or study at this Institution. This Policy applies to all staff, students, visitors and contractors of UNSW. It also applies to UNSW staff and students who work at premises other than UNSW campuses.

The University of New South Wales is a leading Australian University with a diverse range of research, teaching programs and centres of excellence covering a multitude of disciplines and research areas. As an internationally recognized organisation the University is represented by a variety of campuses in metropolitan, regional and international locations. UNSW is committed to implementing an effective and integrated OHS management system to achieve its research and teaching objectives.

UNSW will provide a safe and healthy workplace for all staff, students and others through:
- demonstrating strong leadership in setting and achieving its OHS goals;
- identifying and controlling all health and safety hazards and associated risks;
- consulting with its staff and students on decisions that may impact their health and safety;
- integrating OHS risk management principles into all of its operations;
- encouraging a culture of cooperation, initiative and responsibility across the University community to maintain a safe and healthy workplace;
- continually reviewing and improving its Occupational Health and Safety Management System (OHSMS) to eliminate workplace injury and illness.

UNSW will comply with the NSW OHS Act 2000, the OHS Regulation 2001, other legislation and industry standards. UNSW will also meet its license conditions as a self insurer for workers compensation. The University of New South Wales management is responsible for the planning, provision of resources, consultation, implementation and review of the OHS Management System.

The strategies to implement this policy are:
- No hazardous research, teaching or operational activities will be undertaken unless a risk assessment of the work is completed and the responsible person is satisfied that all foreseeable hazards associated with the work are controlled as far as is reasonably practicable;
- Resources will be provided to control OHS risks commensurate with the level of risk;
- Risks will be eliminated at the design and planning phases (e.g. new construction/ refurbishment, design of plant/equipment);
- Risks will be eliminated at the purchasing stages (e.g. when introducing new equipment, substances, materials or services) through the process of determining OHS specifications prior to purchase and verification on receipt;
- Effective consultation will exist at the workplace to ensure that the views of all staff are represented;
- The OHS responsibilities for all levels of staff will be documented and communicated;
- Staff, students and visitors will be provided with information, instruction, training and supervision, relevant to their existing knowledge and skills and identified needs;
- Corrective action will be taken for reported hazards, incidents, inspections, audits etc;
- Senior Management will report on the Key Performance Indicators of their Operational Plans annually to Council;
- OHS audits will be conducted to measure the progress of implementation of the OHSMS across the University.

Approved by

Vice Chancellor and President on January 1, 2007

[Signature]

5/12/06
AUSTRALIAN SCHOOL OF BUSINESS - EMERGENCY & EVACUATION INFORMATION

Report all Emergencies: dial x56666
- State your name
- Location of the incident, building/Floor & Room No.
- What the emergency is: fire, bomb threat etc

Quadrangle Building (Marketing) - ASSEMBLY AREA
Goldstein Hall Court Yard - behind wall next to College Road

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

FIRST AID

Location of Nearest First Aid Box:
School of Marketing
Room 3032

First Aid Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Van Toom</td>
<td>2055A</td>
<td>2nd</td>
</tr>
<tr>
<td>Mandy Cheng</td>
<td>3033</td>
<td>3rd</td>
</tr>
<tr>
<td>Margot Deeks</td>
<td>3037</td>
<td>3rd</td>
</tr>
</tbody>
</table>

EMERGENCY

STAY CALM & advise others about it:
- Security
- Your work mates
- Your supervisor
- Other students

Chief Warden:
Roxane McDonald (x54415)

Deputy Chief Warden:
Paul Maher (x56773)

Floor Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Moore</td>
<td>x5719</td>
</tr>
<tr>
<td>Shane Sjoha</td>
<td>x5502</td>
</tr>
<tr>
<td>Theo Hartley</td>
<td>x5320</td>
</tr>
<tr>
<td>Bredya Sitiha</td>
<td>x1885</td>
</tr>
<tr>
<td>Paul Anderson</td>
<td>x55821</td>
</tr>
<tr>
<td>Margaret Lee</td>
<td>x54413</td>
</tr>
<tr>
<td>Lisa Lithman</td>
<td>x55820</td>
</tr>
<tr>
<td>Colin Withers</td>
<td>x56843</td>
</tr>
<tr>
<td>Tracey Finih</td>
<td>x58842</td>
</tr>
</tbody>
</table>

Updated as at 6 November 2008
**ERGONOMIC ADVICE:** If you experience any form of pain in your fingers, arms, shoulders or back contact Lauren Muir, UNSW Return to Work Co-ordinator X53784 (l.muir@unsw.edu.au)

**FIRST AID KIT:** Located in Room 3032, Level 3, Quadrangle Building. Margot DeCelis (room 3037 X53385) is our First Aid Officer.

**FIRE EXTINGUISHERS, EXITS & EVACUATION ASSEMBLY POINTS:** Maps showing the location of fire extinguishers, exits, evacuation procedures and assembly point are located near the lift and stair wells and the photocopy/mail room – Room 3032. Dr Tracey Firth (room 3015 X53242) is the School of Marketing Floor Warden. Colin Withers (room 3055A X55830) and Lisa Lifman (room 3055 X55842) (both from the School of Accounting) are the other floor wardens for level 3, Quad building.

**HAZARD & INCIDENT REPORTING:** *All emergencies must be reported to Security on 9385.6666.* Please report any risks so they can be addressed before an incident occurs. Complete a Hazard Report Form (OH&S001) (Copy attached). If you are off work for more than 7 days as a result of an incident, *you must report the incident to your supervisor.* Use the Incident, Accident and Work Related Illness Report Form (OH&S002), (Copy attached). (Copies of these forms can also be found in the Occupational Health & Safety white folder located in the Kitchen (room 3035)

It’s an Audit requirement for the school to keep copies of all OH&S forms. Please give a copy of completed forms to Paula in Room 3038.
OHS207
Hazard and Incident Reporting and Investigation Flowchart

When the following event occurs  Action required and by whom

HAZARD observed with potential to cause harm to people, property or the environment
- Hazard Report OHS001
  - Person observing hazard completes Part A
  - The supervisor gives the form to the Unit responsible for completing the corrective actions.

INCIDENT occurs which either has or has not resulted in injury or illness to a person (staff or student or visitor) or environmental harm
- Incident & Work Related Illness Report OHS002
  - Person who observed incident or sustained work injury or illness completes Part A as soon as practical and gives it to their supervisor to complete Part B to identify contributing causes and corrective actions.

If incident results in either:
  a) a person (staff, student or visitor) having a SIGNIFICANT WORK RELATED INJURY or ILLNESS; or results in 7 or more days continuous lost time or return to workplace on selected duties for 7 days or longer; or
  b) PROPERTY DAMAGE that impedes safe operation of the plant,
then the incident is reportable to WorkCover
- Incident Investigation OHS003
  - Incident should be investigated by supervisor and OHS committee representative and recorded on OHS 003.
  - OHS&WC Unit will report to WorkCover within 7 days via on line incident reporting for non-employees and via claims reporting for staff.

Serious incidents such as a fire, gas leak or life threatening occurrence under Clause 344 - OHS Regulation 2001
- Security to cordon off the area until WorkCover have been notified by OHS&WC Unit.
- Site investigation coordinated by OHS&WC Unit.
- OHS&WC Unit will report the incident by phone to WorkCover as soon as practicable post incident.

WorkCover Inspector may choose to do an onsite investigation of any reported incident, if they consider there was a serious potential risk of injury or illness in the workplace
- WorkCover will usually notify the supervisor or OHS&WC Unit if they are going to do an on site incident investigation.
OHS001
OHS Hazard Report

A hazard is something with the potential to cause harm to persons, property or the environment

This form is for reporting hazards. If injury or illness has occurred, you need to complete Form OHS002. Complete this form if you notice a hazardous situation. Rectify the hazard immediately if possible. Let us know what action you have taken. If unable to rectify the hazard yourself, state what action you recommend and give this report to your supervisor.

PART A To be completed by the person identifying the hazard

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Family Name: First Name: Staff/student no.:</td>
</tr>
<tr>
<td>□ Employee □ Student □ Contractor □ Visitor Other:</td>
</tr>
<tr>
<td>Email: Phone (w): Phone (h):</td>
</tr>
<tr>
<td>Faculty/Division: School/Unit:</td>
</tr>
<tr>
<td>Position: Gender: □ Male □ Female</td>
</tr>
<tr>
<td>Supervisor: Phone: email:</td>
</tr>
</tbody>
</table>

Identify the hazard

Date hazard identified: / / Time hazard identified: am/pm

Describe the hazard

Select Hazard category from Part E Hazard Category List:

Location of hazard – if external give nearest building:

Building: Floor: Room:

Other:

Assess the risk

The risk rating of a hazard is based on a combination of Consequence and Likelihood. Please complete the following table by referring to the UNSW Risk Rating Procedure. Circle one option only in each section below.

<table>
<thead>
<tr>
<th>Consequence</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Likelihood</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Risk Rating</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action required:</td>
<td>Very High..Act Immediately</td>
<td>High..Act Today</td>
<td>Medium..Act This Week</td>
<td>Low..Act This Month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations, insurance companies and WorkCover NSW.

Your name: Your signature: Date forwarded to Supervisor: / /

Send copies to:

Copy Part A to:

1. Chairperson of your Workplace Safety Committee or Representative
2. Faculty/Division OHS Coordinator
3. Manager, OHS&WC – fax 9385 2365
4. Keep a copy for yourself

Give original of your completed Part A to your supervisor, who will complete Part B overleaf within two working days and then take action or forward to the UNSW Unit responsible for follow up action on the hazard.
PART B  To be completed by the supervisor

This section is to be completed by the Supervisor in response to receiving Part A.

Corrective Action Plan

To complete the following Corrective Action Plan use the following Hierarchy of Risk Controls. Give priority to eliminating the hazard.


<table>
<thead>
<tr>
<th>Actions recommended to be taken</th>
<th>By whom</th>
<th>By when</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Referral

If referred to Client Facilities Manager, which one:  
Date forwarded: / / 

Is referral required to another UNSW Unit for follow up?  □ Yes  □ No  Which Unit:

Send copies to:

Supervisor to send original to:

- Manager of UNSW Unit responsible for follow up action

and copy Page 2 to:

1. Person who raised the Hazard report (see Part A)
2. Chairperson of Workplace OHS Committee
3. Manager, OHS&WC - fax 9385 2365
4. Copy retained for Unit’s OHS Documentation System

Signature

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations, insurance companies and WorkCover NSW.

Supervisor’s name:  Supervisor’s signature:  Date: / / 

[must not be the same person who completed Part A]

PART C  To be completed by UNSW Unit responsible for follow up action

What additional action has been taken by your Unit to eliminate the hazard?

Date corrective action completed: / / 

How will you monitor that the risk control measures are effective?

Name (print):  Signature:  Phone:

Send copies to:

Manager of UNSW Unit responsible for follow up action to send original to:

- Manager, OHS&WC - fax 9385 2365

and copy Page 2 to:

1. Person who raised the Hazard report (see Part A)
2. Chairperson of Workplace OHS Committee
3. Copy retained for Unit’s OHS Documentation System
### OHS001 OHS Hazard Report

**PART D OHS&WC Unit review for OHS Management System implications**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is further system wide action required by OHS&amp;WC?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Yes, what action is needed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is notification required to an external agency, eg WorkCover, EPA, Sydney Water, Health Department?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date: / /</th>
</tr>
</thead>
</table>

**PART E Hazard Category List**

*Use this list to complete Part A*

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air quality, eg dust, air conditioning, inadequate ventilation</td>
<td>Animal handling hazard</td>
</tr>
<tr>
<td>estos hazard</td>
<td>Bomb threat</td>
</tr>
<tr>
<td>Building defect, eg material falling from façade</td>
<td>Confined spaces</td>
</tr>
<tr>
<td>Construction hazard</td>
<td>Dangerous Goods transport</td>
</tr>
<tr>
<td>Demolition</td>
<td>Electricity hazard</td>
</tr>
<tr>
<td>Ergonomic hazard, eg inadequate or excessive lighting, workstation setup</td>
<td>Exposure to extreme temperature, eg hot or cold</td>
</tr>
<tr>
<td>Fall hazard, eg working at height or working in trench</td>
<td>Fatigue hazard</td>
</tr>
<tr>
<td>Fire hazard</td>
<td>Gas leak hazard</td>
</tr>
<tr>
<td>Hazardous substances, eg carcinogen, cryogens</td>
<td>Hot work hazard, eg welding</td>
</tr>
<tr>
<td>Infectious or communicable disease hazard</td>
<td>Laceration hazard</td>
</tr>
<tr>
<td>Manual handling hazard</td>
<td>Microbiological hazard</td>
</tr>
<tr>
<td>Noise hazard</td>
<td>Personal security risk</td>
</tr>
<tr>
<td>Plant and equipment hazard</td>
<td>Radiation hazard, eg isotope, laser, X-ray, etc</td>
</tr>
<tr>
<td>Scuba diving hazard</td>
<td>Sharps hazard, eg needlestick</td>
</tr>
<tr>
<td>Travel hazard, eg motor vehicle, boat, plane, bicycle</td>
<td>Traffic hazard, eg pedestrian, vehicle</td>
</tr>
<tr>
<td>Work related stress</td>
<td></td>
</tr>
</tbody>
</table>
UNSW OHS Risk Rating Table
OHS697

What you need to do
1. Consider what can go wrong that can hurt someone
2. Determine what the most likely outcome would be - Consequences
3. Determine how likely those consequences are - Likelihood
4. Calculate the risk rating
5. Required action

<table>
<thead>
<tr>
<th>CONSEQUENCES:</th>
<th>How severely could someone be hurt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe</td>
<td>death or permanent disability to one or more persons</td>
</tr>
<tr>
<td>Major</td>
<td>hospital admission required</td>
</tr>
<tr>
<td>Moderate</td>
<td>medical treatment required</td>
</tr>
<tr>
<td>Minor</td>
<td>first aid required</td>
</tr>
<tr>
<td>Insignificant</td>
<td>injuries not requiring first aid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIKELIHOOD:</th>
<th>How likely are those consequences?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>expected to occur in most circumstances</td>
</tr>
<tr>
<td>Likely</td>
<td>will probably occur in most circumstances</td>
</tr>
<tr>
<td>Possible</td>
<td>could occur at some time</td>
</tr>
<tr>
<td>Unlikely</td>
<td>is not likely to occur in normal circumstances</td>
</tr>
<tr>
<td>Rare</td>
<td>may occur only in exceptional circumstances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insignificant</td>
</tr>
<tr>
<td>Almost certain</td>
<td>M</td>
</tr>
<tr>
<td>Likely</td>
<td>M</td>
</tr>
<tr>
<td>Possible</td>
<td>L</td>
</tr>
<tr>
<td>Unlikely</td>
<td>L</td>
</tr>
<tr>
<td>Rare</td>
<td>L</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Required action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very high</td>
<td><strong>Act immediately:</strong> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.</td>
</tr>
<tr>
<td>High</td>
<td><strong>Act today:</strong> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.</td>
</tr>
<tr>
<td>Medium</td>
<td><strong>Act this week:</strong> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.</td>
</tr>
<tr>
<td>Low</td>
<td><strong>Act this month:</strong> Managed by local documented routine procedures which must include application of the hierarchy of controls.</td>
</tr>
</tbody>
</table>
**OHS002**

**Incident and Work Related Illness/Injury Report**

---

**PART A**  
**To be completed by employee, student, visitor or contractor**

**Personal Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Family Name:</th>
<th>First Name:</th>
<th>Staff/student number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone (w):</td>
<td>Phone (h):</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Division:</th>
<th>School/Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Employee</td>
<td>□ Student</td>
</tr>
<tr>
<td>□ Contractor</td>
<td>□ Visitor</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Male</td>
<td>☐ Female</td>
</tr>
</tbody>
</table>

| Residential address: | |

**Incident details**

<table>
<thead>
<tr>
<th>Tick one box only</th>
<th>Incident with no injury or illness</th>
<th>Work related illness</th>
<th>Work related injury</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date incident occurred:</th>
<th>/</th>
<th>Time of incident:</th>
<th>am/pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of onset of symptoms (if applicable):</td>
<td>/</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date incident reported:</th>
<th>/</th>
<th>To whom was the incident first reported:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Incident location:</th>
<th>On campus</th>
<th>Off campus</th>
<th>On fieldwork</th>
<th>On journey to or from work</th>
</tr>
</thead>
</table>

Describe location of incident as follows: building name, room number or street address or fieldwork site

Names and contact details of any witnesses:

Describe how the incident occurred and any contributing factors:

Attach additional information if space insufficient including sketches and photographs
## Injury details

### Complete sections A, B and C if injury/illness occurred

#### A. Part of body injured

<table>
<thead>
<tr>
<th>Section</th>
<th>Yes</th>
<th>No</th>
<th>Name of First Aid Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ankle, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>arm, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>back</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>chest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>elbow, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ear, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eye, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>face</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fingers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>foot, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hand, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>head</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>groin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>knee, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>leg, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lungs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mouth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>neck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>psychological</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>shoulder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>stomach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>teeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>toes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wrist, left / right</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B. Nature of injury

<table>
<thead>
<tr>
<th>Section</th>
<th>Yes</th>
<th>No</th>
<th>Name of First Aid Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>amputation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>anxiety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>asthma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bruising / crushing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>burns</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>concussion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>depression</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fracture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>infectious disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>laceration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>needle-stick</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OOS / RSI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>poisoning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>rash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sharps injury</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sprain / strain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>trauma to joints and ligaments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>trauma to muscles and tendons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>zoonoses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### C. Type of incident

<table>
<thead>
<tr>
<th>Section</th>
<th>Yes</th>
<th>No</th>
<th>Name of First Aid Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>bending, stretching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bit by animal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bite / sting by insect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>chemical exposure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>contact with cold object</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>contact with hot object</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>falling from same level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>falling from height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hit by animal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hitting stationary object</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lifting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>noise exposure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>repetitive muscle injury</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>psychological</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pulling, pushing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>radiation exposure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>struck by moving object</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sunstroke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vehicle accident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>weather exposure</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Details of treatment and work status

<table>
<thead>
<tr>
<th>Section</th>
<th>Yes</th>
<th>No</th>
<th>Name of First Aid Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you receive First Aid?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you see a doctor?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you cease work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you cease study?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you go to hospital?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Action

Employee, student, visitor or contractor to complete Part A and send to Supervisor within 1 working day. 
Supervisor to complete Part B and distribute copies of form (see Send Copies To) within 2 working days of notification of incident. 
For students consult academic supervisor or program coordinator.

### Signature

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations, insurance companies and WorkCover NSW. 
Signature: Date: / / 

### Privacy Statement

The personal information you provide on this form is protected by the NSW Privacy and Personal Information Protection Act 1998. 
Access to the information you provide is only available to those persons authorised to access the information in the course of their duties to The University of New South Wales.
PART B  To be completed by supervisor

Incident number:  Incident date: / /  Incident reported by:

Immediate incident management response

☐ Security notified on x56666  ☐ Supervisor notified  ☐ First Aid Officer notified  ☐ Floor warden notified

☐ Other:

Contributing factors

☐ Slip/trip/fall hazard  ☐ Risk assessment incomplete  ☐ Personal Protective Equipment not worn or not available  ☐ Insufficient training

☐ Lifting equipment not used  ☐ Workplace ergonomics  ☐ Electrical hazard  ☐ Weather

☐ Other:

Risk rating

The risk rating of an incident is based on a combination of Consequence and Likelihood. Please complete the following table by referring to the UNSW Risk Rating Procedure. Circle one option only in each section below.

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Likelihood</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Risk Rating</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Action required: Very High .. Act Immediately  High .. Act Today  Medium .. Act This Week  Low .. Act This Month

Corrective Action Plan

To complete the following Corrective Action Plan use the following Hierarchy of Risk Controls. Give priority to eliminating the hazard.


Actions recommended to be taken

By whom  By when

A.

B.

C.

Help

In the first instance contact your Supervisor, your OHS Representative or your OHS Committee Chairperson.

The OHS&WC Unit may be contacted by phone on 93851565 or by fax on 93852365 for OHS or 93851107 or by fax on 96634203 for Workers Compensation

Send copies to:

1. Send original report to Manager, OHS&WC Unit
2. Forward copies to the following:
   a. Chairperson of your Workplace OHS Committee or OHS Representative
   b. Faculty/Divisional OHS Coordinator
   c. Retain copy in your School/Divisional Unit Incident Register

Signature

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations, insurance companies and WorkCover NSW.

Supervisor’s name:  Supervisor’s signature:  Date: / /  Contact phone number:  email address:
### UNSW OHS Risk Rating Table

**OHS697**

#### What you need to do
- Consider what can go wrong that can hurt someone
- Determine what the most likely outcome would be - Consequences
- Determine how likely those consequences are - Likelihood
- Calculate the risk rating
- Required action

<table>
<thead>
<tr>
<th>CONSEQUENCES:</th>
<th>How severely could someone be hurt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe</td>
<td>death or permanent disability to one or more persons</td>
</tr>
<tr>
<td>Major</td>
<td>hospital admission required</td>
</tr>
<tr>
<td>Moderate</td>
<td>medical treatment required</td>
</tr>
<tr>
<td>Minor</td>
<td>first aid required</td>
</tr>
<tr>
<td>Insignificant</td>
<td>injuries not requiring first aid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIKELIHOOD:</th>
<th>How likely are those consequences?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>expected to occur in most circumstances</td>
</tr>
<tr>
<td>Likely</td>
<td>will probably occur in most circumstances</td>
</tr>
<tr>
<td>Possible</td>
<td>could occur at some time</td>
</tr>
<tr>
<td>Unlikely</td>
<td>is not likely to occur in normal circumstances</td>
</tr>
<tr>
<td>Rare</td>
<td>may occur only in exceptional circumstances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>CONSEQUENCES</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost A</td>
<td></td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
<tr>
<td>Likely B</td>
<td></td>
<td>M</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>VH</td>
</tr>
<tr>
<td>Possible C</td>
<td></td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>VH</td>
</tr>
<tr>
<td>Unlikely D</td>
<td></td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>H</td>
</tr>
<tr>
<td>Rare E</td>
<td></td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Required action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very high</td>
<td><strong>Act immediately:</strong> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.</td>
</tr>
<tr>
<td>High</td>
<td><strong>Act today:</strong> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc; (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.</td>
</tr>
<tr>
<td>Medium</td>
<td><strong>Act this week:</strong> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.</td>
</tr>
<tr>
<td>Low</td>
<td><strong>Act this month:</strong> Managed by local documented routine procedures which must include application of the hierarchy of controls.</td>
</tr>
</tbody>
</table>
HEALTH AND WELFARE SERVICES ON CAMPUS: The following services are available:
- University Health Service, Quadrangle Building (E15), 9385.5425, (unihealth@unsw.edu.au)
- Risk Management Unit, Golf House, Corner High & Botany St, X51565 (www.riskman.unsw.edu.au)
- National Tertiary Education Union, 9385.2479

OH & S ISSUES FOR STUDENTS: Refer students to the OH&S section of the student online handbook to make themselves aware of OH&S guidelines & policies on fieldwork.
- Report any hazards, incidents, injuries or illnesses during the course of their study to their supervisor particularly if they have not been well enough to study for 7 or more days (continuously).
- They should be familiar with the Emergency Evacuation procedures.
- If students see anything which may cause an accident, e.g., wet floors or loose wires, they should report it to the teacher. Contact OH&S Workers Compensation Manager X52725.

OH&S RESPONSIBILITY FOR LECTURERS/TUTORS:
- If a student reports a hazard the teacher should assess the risk and take measures e.g., move students to a safer part of the room, block access to the danger, move the class to another room, or cancel the lecture.
- If an alarm sounds, teachers and students should immediately gather their possessions and walk to the nearest exit. The teacher should point out any fire exits to students in week 1 one of session.
- In an emergency, teachers and students should make their way to the designated congregation point.
- It is recommended Teachers be aware of these congregating points for the buildings in which they teach. Appropriate signage near lifts and entranceways is available in each building.
- If you cannot find this information, report it to the OH&S Chairperson, Di Montgomerie 9385.5968.
- Insufficient seating and overcrowding can create a hazardous environment. If this is a concern, teachers should cancel the class until suitable accommodation can be found.

(SEE ATTACHED SLIDE FOR USE DURING WEEK ONE OF EACH SESSION).
Occupational Health & Safety – Student Information

- Inform your Lecturer/Tutor:
  - Of hazards ie wet floors, leaky ceiling, loose wires or trip hazards
  - Insufficient seating in lecture theatre/classroom
  - Of Bullying, discriminatory and anti-social behaviour

- If an alarm sounds:
  - Immediately gather up your possessions
  - Move in an orderly fashion to the nearest exit
  - Follow directions of the building emergency team and security
  - Congregate a safe distance from the building
  - Do not re-enter the building unless instructed to do so

- In the event of an accident or emergency, inform your lecturer/Tutor and/or contact Security on 9385 6666
RISK ASSESSMENT: The most common accidents within UNSW relate to muscular stress, repetitive movement and falls. Other causes are work stress and accidents travelling to or from work. Some roads and pathways on campus are designated “dual access” for pedestrians and vehicles. Staff, visitors and students are advised to take care when walking about the campus. Contact Madeleine Burchall, OH&S Co-ordinator for assistance in preparing Risk Assessments X52916 / m.burchall@unsw.edu.au

Safe use of workstations is important for the type of work that is common in the School of Marketing. A self-assessment checklist and a workstation check list is included in this kit. Take a break every hour or so from your keyboard to avoid overuse muscle or strain. To help prevent RSI while using your computer it is recommended you install the Workrave software installer (see the web page).

The adjustable sections of desks are designed to hold computer keyboards, and will not support heavier weights. Do not climb or exert undue pressure on this section of your desk or place heavy objects upon it.

A risk assessment form MUST BE COMPLETED for any University activity involving staff and/or students off campus. This includes field trips/excursions, staff overseas travel (e.g., attending conferences). Please see Paula for a copy of a Risk Assessment precedent which can be amended to reflect the risk assessment of the activity. Contact Madeleine Burchall, OH&S Co-ordinator for assistance in preparing Risk Assessments X52916 / m.burchall@unsw.edu.au)

RISK REGISTER: A copy of the School's Risk Register attached.

TRAINING: The OH&S section in the Human Resources Department organise OH&S training courses for staff and research students. Refer to the OH&S web page under the staff section of the website for copies of the training requirements, the training schedules and application forms.

VISITORS: Although the School of Marketing is considered a low-risk area, please ensure the safety of visitors whom you bring into the School and that children are supervised by an adult at all times.

WORKING AFTER HOURS: The Quad Building is opened between 8am and 6pm. Staff who require out of hours access can be issued with a swipe card. See Nadia Withers, X53652. Staff and visitors should maintain security by not leaving doors ajar or admitting people without swipe cards. Contact Security immediately if you notice anyone behaving suspiciously X56666 or 9385.6666. Staff, visitors and students working at night are advised to use the Unibeat service (9385.6000) to accompany them to car park areas.

WORKING FROM HOME: Strictly speaking, all staff should complete a Working from Home Self-Assessment checklist (attached) to ensure you are working in a safe environment. You are encouraged to complete the attached checklist and hand to Prof Paul Patterson, Head of School.
<table>
<thead>
<tr>
<th>Chair</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The chair is easily adjusted from a seated position</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>(Seat back height and angle, seat height)</td>
<td></td>
</tr>
<tr>
<td>The seat back is adjusted so the lumbar support of the chair supports the lower back</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>When chair height is adjusted appropriately, the feet are positioned on the ground</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>If feet are not positioned on the ground, a foot rest is provided</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Seat back angle is adjusted so user is in an upright position when using keyboard</td>
<td>Yes / No / N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workstation Desk</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk is large enough for the completion of mixed tasks (computer and reading / writing)</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>(Australian Standard 4442:1997 advises this should be at least 1600mm x 800mm)</td>
<td></td>
</tr>
<tr>
<td>Desk is between 680mm and 735 mm high</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Desk is designed so frequent trunk twisting / rotation is not required</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>User is able to sit close to workstation without any impediment</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>(Check that the desktop is thin, chair arms are not in the way, clear leg room)</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td>Yes / No / N/A</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Keyboard and Mouse</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elbows remain close to side of body when keyboard and mouse are utilised</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Mouse is at the same level as the keyboard</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Separate keyboard and mouse is used if utilising laptop compute for extended periods</td>
<td>Yes / No / N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Environment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting is adequate (able to read / refer to documentation without eye strain)</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Noise levels are not distracting from task concentration</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Ventilation (natural or artificial) is adequate</td>
<td>Yes / No / N/A</td>
</tr>
</tbody>
</table>

Date Completed: 
Actions or equipment required

List any actions or equipment (e.g. document holder, monitor stand) or modifications (e.g. workstation adjustments) required:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

For further information:

- Contact the Return to Work Co-ordinator on ph 9385 3784
- Refer to UNSW Ergonomic Principles and Guideline: http://www.hr.unsw.edu.au/ohswo/workerscomp/pdfg_ergonomic.pdf
- Attend Preventing Occupational Overuse Injury Training: http://www.hr.unsw.edu.au/ohswo/ohs/ohs_training.html

Please forward completed form to the Return to Work Co-ordinator, OHS & Workers Compensation, Human Resources, Level 1 Chancellery Building, or fax to 9383 4203

Signed: ___________________________ Date: ___________
(Staff Member)

Signed: ___________________________ Date: ___________
(Supervisor)

Risk Management Review

Date Received: ________________

Comments:________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Signed: ___________________________ Date: ___________
(Return to Work Co-ordinator)

Reference List:

Australian/New Zealand Standard: 4442:1997 Office Desks. Standards Australia


Health Safety In the Office, NSW WorkCover Authority, 1993.

Keyboard Workstation Assessment Inspection Checklist, University of Melbourne.

Keyboard Workstation Assessment Inspection Checklist, WorkSafe Australia.
### OHS048a
Workplace OHS Inspection Checklist – Office, General Laboratory and Workshop

<table>
<thead>
<tr>
<th>Building</th>
<th>QUAD</th>
<th>Level</th>
<th>3</th>
<th>Date:</th>
<th>7JUL08</th>
<th>Inspector/s:</th>
<th>PAULA ALDWELL / COLIN WITHERS</th>
<th>Signature/s:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>3001</td>
<td>Room</td>
<td>3001</td>
<td>Adjuncts</td>
<td>Room manager signature to signify this is an agreed record of inspection and corrective actions:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete the following box with document control information if you alter this form to suit the local area.

<table>
<thead>
<tr>
<th>Faculty/Division</th>
<th>School/ Divisional Unit</th>
<th>MARKETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document number</td>
<td>Initial Issue date</td>
<td>VERSION</td>
</tr>
<tr>
<td>SOM ...............</td>
<td>..........................</td>
<td>..........................</td>
</tr>
</tbody>
</table>

This list serves as a guide for evaluation of UNSW workplaces (additional items and categories may be added to suit local needs, but none may be removed). A tick in the NO box requires corrective actions (CA) to be determined by the room/area manager/supervisor in consultation with inspectors. CA’s must be added to the CA Register in your School or unit. Risk Rating follows the OHS Risk Rating Procedure and is required in order to prioritise corrective actions. If you cannot verify an item then place a mark in the “Can’t Tell” column for revision at a later time.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Can’Tell</th>
<th>Risk Rating e.g. 3C H</th>
<th>Corrective action recommended, inspection comments, reference numbers</th>
<th>Person responsible for CA.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.12</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Ergonomics

2.1 Is all furniture fit for purpose?

2.2 Is all furniture in good repair?

2.3 Are all cords/wires out of the way?

2.4 Are Workstation ergonomics in place for: Chairs / Desks / Monitors / Keyboard Mouse / Phone / Work Layout
### Item
<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>?</th>
<th>Risk Rating e.g. 3C H</th>
<th>Corrective action recommended, inspection comments, reference numbers</th>
<th>Person responsible for CA.</th>
</tr>
</thead>
</table>
### 3. Manual Handling
- 3.1 Has the need to lift, carry, push or drag heavy loads been eliminated?  
- 3.2 Is suitable Manual handling equipment available and in good condition?  
- 3.3 Are suitable ladders or steps available and in good condition? ✓

### 4. Electrical
- 4.1 Are electrical appliances tagged and within test date where required?  
- 4.2 Are all plugs, sockets, leads, cords and switches in working order?  
- 4.3 Are electrical appliances kept clear of wet areas?  
- 4.4 Are powerboards used in preference to double adaptors?  
- 4.5 Are RCD’s (safety switches) installed where required? ✓

### 5. Emergency
- 5.1 Is a first aid kit easily accessible and clearly labelled with first aid officers name and contact details?  
- 5.2 Are the contents of the first aid kits clean and valid?  
- 5.3 Do fire sprinklers have at least 500mm of clear space beneath?  
- 5.4 Are fire exits clearly marked and unobstructed?  
- 5.5 Are emergency procedures current and displayed?  
- 5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?  

### 6. Equipment (plant)
- 6.1 Are all machines guarded where required?  
- 6.2 Is the working area for fixed plant clearly marked?  
- 6.3 Are Safe Work Procedures displayed for all equipment?  
- 6.4 Is personal protective equipment available and in good condition?

### 7. Comments
Staff/Research students completed OHS114 Workstation checklist and items (e.g., document holders, footstools) are ordered and provided for the staff/student upon request.
Helpful Resources and Information: Please visit OHS website for the following information:

- ASB OHS Committee Members
- Emergency teams and first aid officers information
- Building Evacuation points
- Incident & Hazard reporting forms
- OHS Training

Website: [http://www.business.unsw.edu.au/staff](http://www.business.unsw.edu.au/staff) (link to the ASB OHS webpage can be found on the right hand side under ‘Information for Staff’)

Free Ergonomic assessments and advice can be source through: If you are experiencing any form of pain in your fingers, arms, shoulders or back while using the computer please contact:

Lauren Muir
UNSW Rehabilitation Co-ordinator
Ext: 53784
l.muir@unsw.edu.au

All staff must attend the following:

- OHS Awareness and ‘Preventing Occupational Overuse Injury Training’ (2 hour workshops). (Please see [http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training.html](http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training.html))

Other Useful Resources

- Refer to UNSW Ergonomic Guidelines ([http://www.hr.unsw.edu.au/ohswc/workerscomp/pdf/g_ergonomic.pdf](http://www.hr.unsw.edu.au/ohswc/workerscomp/pdf/g_ergonomic.pdf))

Workstation posture self assessment*

*Please display in a prominent position and check your posture regularly.

Avoid sustained static postures.
Even appropriate postures become inappropriate when maintained for too long.

There are 6 easy steps to setting up a workstation:

1. Rest your feet flat on the floor or on a foot rest.
2. Keep your thighs parallel to the floor and avoid pressure on the back of the thighs.
3. Back rest should be upright and provide firm support on the lower back.
4. Shoulders relaxed and arms hanging loosely by your side.
5. Forearms loose and wrists straight.
6. Your document holder and screen should be placed at comfortable viewing distances (arms length). The top of the screen should be at your eye level.

Helpful Resources and Information:
Please visit ASB OH&S website for the following information:
• ASB OH&S Committee Members
• Emergency teams and first aid officers information
• Building Evacuation points
• Incident & Hazard reporting forms
• OH&S Training

Other Useful Resources:
Victorian Workcover publication “Officewise”

Reference List:
• Australian/New Zealand Standard: 4442:1997 Office Desks. Standards Australia
• Health Safety in the Office, NSW WorkCover Authority, 1993.
• Keyboard Workstation Assessment Inspection Checklist, University of Melbourne.
• Keyboard Workstation Assessment Inspection Checklist, WorkSafe Australia.
Lock Common areas after hours  | Train staff in use of photocopiers & printers  
---|---
Ensure microwave, fridge & hot water system are in working & safe order  | Be vigilant - lock your office doors at all times  
Use Trolley when moving heavy items  | Turn off PC’s, heaters, monitors, photocopiers when not in use  
If floors are slippery, contact Facilities (X55111) to provide warning signs.  | In case of poison emails & bomb threats inform the FOB IT department.  
Complete Self checklist  | Academics to ensure their classes are not overcrowded  

<table>
<thead>
<tr>
<th>Category of staff, students, visitors</th>
<th>Activities</th>
<th>Hazards</th>
<th>Risks</th>
<th>Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)</th>
<th>Risk Controls</th>
<th>Who Responsible?</th>
<th>Revised Risk Rating (See end of document for Legend)</th>
</tr>
</thead>
</table>
| ALL STAFF | Working with Computers | Electrical | Electric shock | C 3 H | • UNSW OHS Inspection, Testing & Monitoring Procedure  
• Testing & tagging program  
• RCD’s on main switchboard checked by Facilities  
• Individual RCD’s on specific equipment | FOB | E 2 L |
| All Staff | Working with computers | Repetitive Action Poor posture / Excessive duration in seated position Incorrect set up of workstation | Overuse injury Muscle strain Skeletal disorder | B 3 H | • UNSW Ergonomic Guidelines provided for all staff  
• Workstation assessment & adjustment service available  
• Training on preventing overuse injury  
• Rest breaks & task rotation  
• Workload monitoring  
• Ergonomic aids  
• Purchasing policy  
• Early intervention when identified  
• Training course | OHS Ctte Dean/RMU Spvr Spvr Individual/Spvr/RMU | D 2 L |
| Glare | Prolonged viewing of monitor | Eye Strain | | D 2 L | • UNSW Ergonomic Guidelines  
• Lighting assessment & adjustment  
• Anti-glare or LCD screens  
• Purchasing policy  
• Task rotation & eye exercises recommended | HOS RMU Individual | D 1 L |
<table>
<thead>
<tr>
<th>Category of staff, students, visitors</th>
<th>Activities</th>
<th>Hazards</th>
<th>Risks</th>
<th>Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)</th>
<th>Risk Controls</th>
<th>Who Responsible?</th>
<th>Revised Risk Rating (See end of document for Legend)</th>
</tr>
</thead>
</table>
|                                     | Other office equipment eg. copiers, printers, staplers, paper drill, fax   | Electrical       | Electric Shock | C 3 H                                                          | • Testing & tagging program  
• RCD’s on main switchboard checked by Facilities  
• Individual RCD’s on specific equipment                                      | All staff        | E 2 L                                                      |
| **All Staff**                       | Using printers                                                             | Exposure to Toner | Irritating to skin, eyes, respiratory                         | C 2 M                                                          | • Use enclosed toner cartridge  
• Instructions for changing toners in photocopy room                           | All staff        | D 1 L                                                      |
|                                     | Bulk copying                                                               | Excessive bending over sorting table | Muscle strain         | B 3 H                                                          | • Ensure sorting table height is adjustable for user  
• Rest breaks & task rotation advised  
• Workload monitoring                                                       | Purchasing unit  
Individually                      |                                            |                      |                                                                                     | Spvr                      | D 2 L                                                      |
| **All Staff**                       | Lifting/ moving furniture                                                  | Manual Handling  | Muscle strain         | B 3 H                                                          | • Log call with Facilities (Day Gang) to arrange moving of furniture         | Spvr             | D 2 L                                                      |
|                                     | Ordering & stocking storeroom supplies                                     | Manual Handling  | Muscle strain         | B 3 H                                                          | • Manual handling training                                                  | Spvr             | D 2 L                                                      |
|                                     | Stacking on high shelves                                                  | Fall Material falling | Material falling      | B 3 H                                                          | • Manual handling training  
• Ensure safe ladder is used                                                  | Spvr             | D 2 L                                                      |
| **Student liaison**                 | Staff Interviews Meetings Customer Service                                 | Intimidation / Harassment Emotional issues | Stress Increased blood pressure | C 3 H                                                          | • Workplace bullying policy communicated to all staff  
• Industrial Relations department  
• EAP program  
• Equity unit advice & Policies  
• Seek help from Spvr                                                        | Interviewer      | D 2 L                                                      |
|                                     |                                                                          | Physical threat  | Physical injury     | D 3 M                                                          | • As above + contact Security                                                 | HOS              | D 3 M                                                      |
| **All Staff**                       | Off site travel by car                                                    | Vehicle Accident | Physical injury     | D 4 H                                                          | • Driver’s Full Licence  
• UNSW travel policy incl. insurance  
• UNSW Cars serviced                                                      | Individual       | D 3 M                                                      |
|                                     | O/S travel                                                                | Country of destination | Physical danger/injury/illness   | C 5 E                                                          | • Check DFAT warnings/advice  
• UNSW travel policy (website)  
• Faculty travel check list                                                   | Individual       | D 3 M                                                      |
### Category of staff, students, visitors

<table>
<thead>
<tr>
<th>Activities</th>
<th>Hazards</th>
<th>Risks</th>
<th>Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)</th>
<th>Risk Controls</th>
<th>Who Responsible?</th>
<th>Revised Risk Rating (See end of document for Legend)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>likelihood</strong></td>
<td><strong>consequence</strong></td>
<td><strong>Overall Risk Rating</strong></td>
<td><strong>Who Responsible?</strong></td>
</tr>
<tr>
<td>General duties</td>
<td>Unrealistic work deadlines Excessive work load Excessive work hours</td>
<td>Stress/ Nervous Breakdown/ Ill health/ Increase blood pressure</td>
<td>C</td>
<td>2</td>
<td>M</td>
<td><strong>Regular workload monitoring by Spvr</strong> <strong>Review of resources &amp; further recruitment if necessary</strong> <strong>Industrial Relations department</strong> <strong>Seek help from Spvr</strong> <strong>Employee Assistance Program</strong></td>
</tr>
<tr>
<td>All staff working with public</td>
<td>Interviewing members of the public</td>
<td>Harassment</td>
<td>Stress</td>
<td>C</td>
<td>3</td>
<td>H</td>
</tr>
<tr>
<td>All staff on Campus</td>
<td>Walking around campus</td>
<td>Violence/ Physical threat</td>
<td>Physical danger/injury</td>
<td>C</td>
<td>3</td>
<td>H</td>
</tr>
<tr>
<td>All staff &amp; PhD/Hons &amp; Visitors</td>
<td>Working From Home</td>
<td>Electrical hazards / Muscular Stress</td>
<td>Electric Shock, Eye strain Muscle Strain</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Academic teaching duties</td>
<td>Carrying boxes notes teaching aids to class</td>
<td>Manual Handling</td>
<td>Physical danger/injury</td>
<td>C</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Store excess paper &amp; teaching aids</td>
<td>Fire</td>
<td>Physical danger/injury</td>
<td>C</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>All Staff &amp; Hons/Hons &amp; Visitors</td>
<td>Fire caused by electrical or unknown causes</td>
<td>Fire</td>
<td>Burns / suffocation</td>
<td>C</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>All staff</td>
<td>Guest lecture by visitors to UNSW</td>
<td>See hazards above</td>
<td>See risks above</td>
<td></td>
<td></td>
<td><strong>Travel Insurance covers &quot;All guests / invitees of the Insured whilst acting in the interests of the Insured &amp; / or whilst involved in University (including all entities comprising the Insured) business&quot;</strong></td>
</tr>
<tr>
<td>Category of staff, students, visitors</td>
<td>Activities</td>
<td>Hazards</td>
<td>Risks</td>
<td>Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)</td>
<td>Risk Controls</td>
<td>Who Responsible?</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------</td>
<td>---------</td>
<td>-------</td>
<td>-------------------------------------------------------------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| All staff                           | When a UNSW staff member goes off campus to give a guest lecture or carry out a course in a corporate (or academic) institution? | Vehicle / transport accident | Physical Injury | D 4 H | • "Cover will apply whilst the Insured is engaged in UNSW approved Travel, including Exchange Programs & overseas posting".  
• Staff member check DFAT warnings / advice | Individual | D 3 M |
| All Staff & Research Students       | When a staff member/ Research Student goes to a conference (domestic or international) | Vehicle / transport accident | Physical Injury | D 4 H | • "Cover will apply whilst the Insured is engaged in UNSW approved Travel, including Exchange Programs & overseas posting".  
• Staff member check DFAT warnings / advice | Individual | D 3 M |
| All Staff                           | When a staff member/ Research student goes off campus to conduct interviews & collect data for research | Vehicle / transport accident | Physical Injury | D 4 H | • "Cover will apply whilst the Insured is engaged in UNSW approved Travel, including Exchange Programs & overseas posting".  
• Staff member check DFAT warnings / advice | Individual | D 3 M |
| All Staff                           | Interviewing members of the public | Harassment or violence / physical threat | Stress | C 3 H | • Buzzer alarm system  
• Safety Policy | Individual Spvr | D 2 L |

**LEGEND:** **Refer to individual**
School of Marketing Risk Rating adapted from USNW OHS Risk Rating Procedure dated 1 Nov 2006. Contact Madeleine Burchall, OHS Co-ordinator, UNSW.

**DETERMINE THE CONSEQUENCES** – (determine the most probable consequence in terms of harm should an event occur with existing risk controls.)

<table>
<thead>
<tr>
<th>Level</th>
<th>Descriptor</th>
<th>Examples of Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insignificant</td>
<td>Injuries do not require first aid</td>
</tr>
<tr>
<td>2</td>
<td>Minor</td>
<td>First aid required.</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>Medical treatment required.</td>
</tr>
<tr>
<td>4</td>
<td>Major</td>
<td>Hospitalisation required.</td>
</tr>
<tr>
<td>5</td>
<td>Severe</td>
<td>Death or permanent disability</td>
</tr>
</tbody>
</table>

**DETERMINE THE LIKELIHOOD** – (determine the most probable likelihood of the determined consequence occurring.)

<table>
<thead>
<tr>
<th>Level</th>
<th>Descriptor</th>
<th>Examples of Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Almost certain</td>
<td>Is expected to occur in most circumstances.</td>
</tr>
<tr>
<td>B</td>
<td>Likely</td>
<td>Will probably occur in most circumstances.</td>
</tr>
<tr>
<td>C</td>
<td>Possible</td>
<td>Could occur at some time.</td>
</tr>
<tr>
<td>D</td>
<td>Unlikely</td>
<td>Not likely to occur in normal circumstances.</td>
</tr>
<tr>
<td>E</td>
<td>Rare</td>
<td>May occur only in exceptional circumstances.</td>
</tr>
</tbody>
</table>

**DETERMINE THE RISK LEVEL** – (determine the risk level for each identified hazard)

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant (1)</th>
<th>Minor (2)</th>
<th>Moderate (3)</th>
<th>Major (4)</th>
<th>Severe (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain (A)</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Likely (B)</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>Possible (C)</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>Unlikely (D)</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Rare (E)</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>
RECOMMENDED ACTION GUIDE: (Using Table 4, determine the action required based on the risk level. UNSW requires that activities must be controlled to as low as reasonably practicable using the hierarchy of risk controls. No activities rated Very High or High can proceed until extra risk controls are in place to reduce the risk level.)

TABLE 4

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Very High</strong></td>
<td>The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonable practicable using the hierarchy of risk controls</td>
</tr>
</tbody>
</table>
| **High** | The proposed activity can only proceed provided that:  
the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  
the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc.;  
the risk assessment has been reviewed & approved by the Spvr  
a safe working procedure or safe work method has been prepared; and  
the Spvr must review & document the effectiveness of the implemented risk controls |
| **Medium** | The proposed task or process can proceed provided that:  
the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  
the risk assessment has been reviewed & approved by the Spvr; and a safe working procedure or safe work method has been prepared. |
| **Low** | Managed by local documented routine procedures, which must include application of the hierarchy of controls. |