

**SCHOOL OF MARKETING,
AUSTRALIAN SCHOOL OF BUSINESS
UNIVERSITY OF NEW SOUTH WALES**

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:-

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

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 (eg. new construction/ refurbishments, design of plant/equipment);
- Risks will be eliminated at the purchasing stages (eg. 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

P. Aldwell
15/12/06

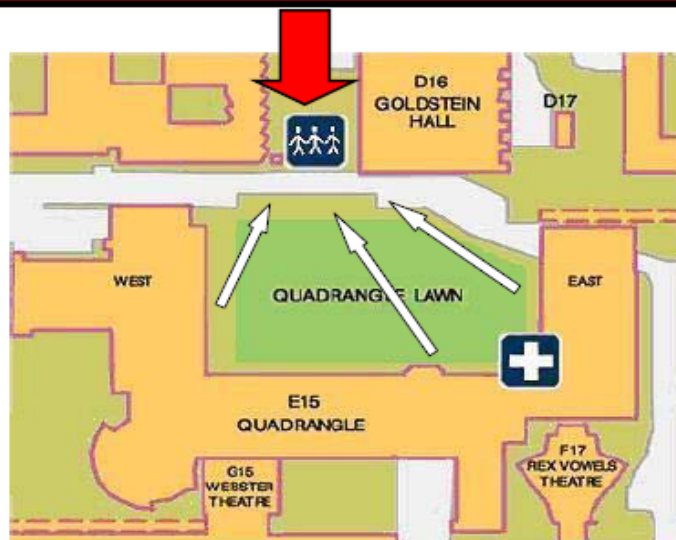
AUSTRALIAN SCHOOL OF BUSINESS – EMERGENCY & EVACUATION INFORMATION



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



EXIT

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

FIRST AID

EMERGENCY



Location of Nearest First Aid Box:

School of Marketing
Room 3032

First Aid Officers

Christine Van Toom	Rm: 2092A	2nd Floor	x55642
Mandy Cheng	Rm: 3093	3 rd Floor	x55821
Margot Decelis	Rm: 3037	3 rd Floor	X53385



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

Bibi Moore	x53719	Shawn Sijnstra	x55902
Tricia Hartley	x55320	Bindya Subba	x51886
Paul Andon	x55821	Margaret Lo	x54413
Lisa Lifman	x55830	Colin Withers	x56343
		Tracey Firth	x55842

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))

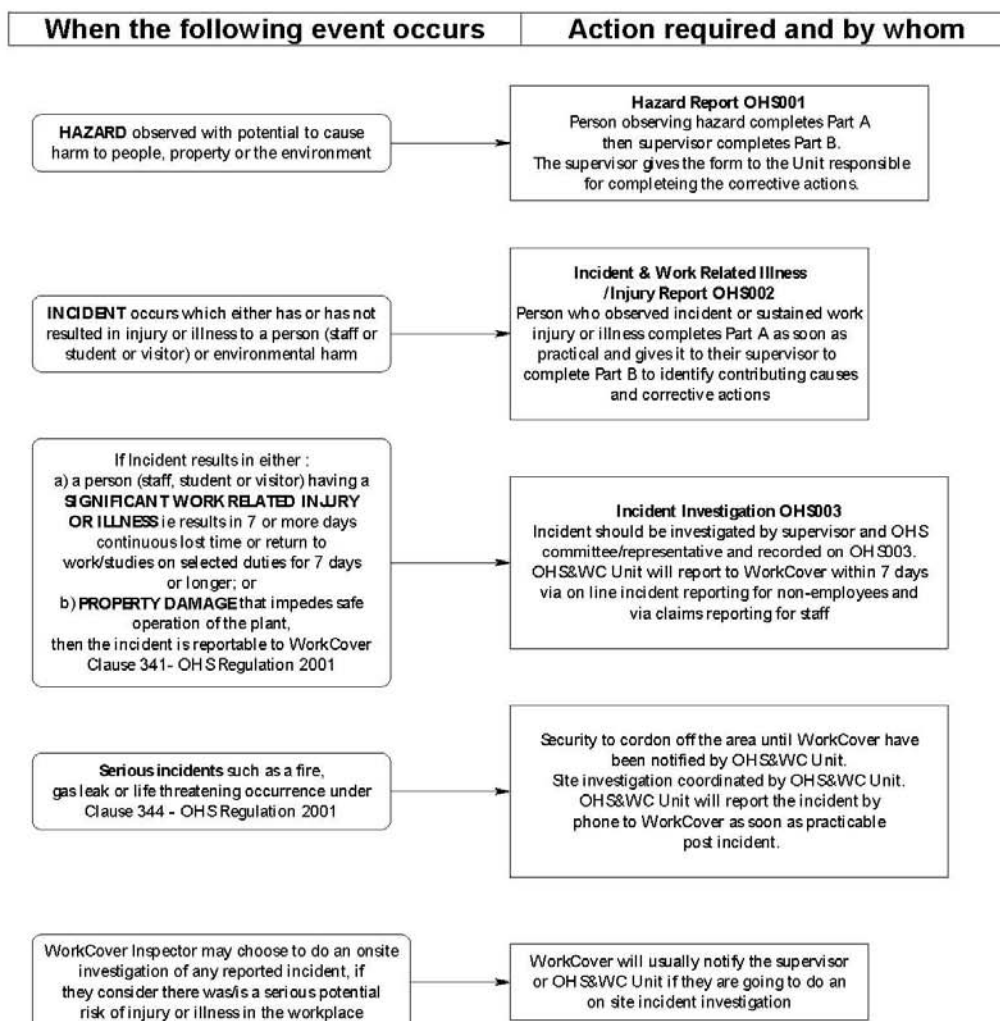
It's an Audit requirement for the school to keep copies of all OH&S forms. Please give a copy of completed forms to Paula in Room 3038.

OHS207

Hazard and Incident Reporting and Investigation Flowchart



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OHS001

OHS Hazard Report



UNSW
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Page 1

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

Personal Details

Title:		Family Name:		First Name:		Staff/student no.:	
☐ Employee	☐ Student	☐ Contractor	☐ Visitor	Other:			
Email:		Phone (w):		Phone (h):			
Faculty/Division:				School/Unit:			
Position:		Gender:		☐ Male	☐ Female		
Supervisor:		Phone:		email:			

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.

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

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

OHS001 OHS Hazard Report

Page 2

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.

1. Eliminate 2. Substitute 3. Engineering control 4. Administrative control 5. Personal Protective Equipment

Actions recommended to be taken

By whom

By when

A.

B.

C.

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

Date: / /

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

Page 3

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

Is further system wide action required by OHS&WC?

☐ Yes ☐ No

If Yes, what action is needed?

Is notification required to an external agency, eg WorkCover, EPA, Sydney Water, Health Department?

☐ Yes ☐ No

Name:

Signature:

Date: / /

PART E Hazard Category List

Use this list to complete Part A

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

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

CONSEQUENCES:	<i>How severely could someone be hurt</i>
Severe	death or permanent disability to one or more persons
Major	hospital admission required
Moderate	medical treatment required
Minor	first aid required
Insignificant	injuries not requiring first aid
LIKELIHOOD:	<i>How likely are those consequences?</i>
Almost certain	expected to occur in most circumstances
Likely	will probably occur in most circumstances
Possible	could occur at some time
Unlikely	is not likely to occur in normal circumstances
Rare	may occur only in exceptional circumstances

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain A	M	H	H	VH	VH
Likely B	M	M	H	H	VH
Possible C	L	M	H	H	VH
Unlikely D	L	L	M	M	H
Rare E	L	L	M	M	M

Risk level	Required action
Very high	Act immediately: - 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.
High	Act today: 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.
Medium	Act this week: 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.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

OHS002

Incident and Work Related Illness/Injury Report



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Incident number:

Page 1

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

Personal Details

Title:	Family Name:	First Name:	Staff/student number:
Email:	Phone (w):	Phone (h):	Mobile:
Faculty/Division:	School/Unit:		
☐ Employee	☐ Student	☐ Contractor	☐ Visitor
Position:		Gender:	☐ Male ☐ Female
Residential address:			

Incident details

Tick one box only	☐ Incident with no injury or illness ☐ Work related illness ☐ Work related injury
Date incident occurred:	Time of incident:
Date of onset of symptoms (if applicable):	
Date incident reported:	To whom was the incident first reported:
Incident location:	
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	

OHS002 Incident and Work Related Illness/Injury Report
Part A continued
Page 2
Injury details

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

A. Part of body injured

☐ ankle, left / right	☐ arm, left / right	☐ back	☐ chest	☐ elbow, left / right	☐ ear, left / right
☐ eye, left / right	☐ face	☐ fingers	☐ foot, left / right	☐ hand, left / right	☐ head
☐ groin	☐ knee, left / right	☐ leg, left / right	☐ lungs	☐ mouth	☐ neck
☐ psychological	☐ shoulder	☐ stomach	☐ teeth	☐ toes	☐ wrist, left/right

Other:

B. Nature of injury

☐ amputation	☐ anxiety	☐ asthma	☐ bruising/crushing	☐ burns	☐ concussion	☐ depression
☐ fracture	☐ infectious disease	☐ laceration	☐ needle-stick	☐ OOS/RSI	☐ poisoning	☐ rash
☐ sharps injury	☐ sprain/strain	☐ trauma to joints and ligaments	☐ trauma to muscles and tendons	☐ zoonoses		

Other:

C. Type of incident

☐ bending, stretching	☐ bit by animal	☐ bite/sting by insect	☐ chemical exposure	☐ contact with cold object	☐ contact with hot object	☐ electricity
☐ falling from same level	☐ falling from height	☐ hit by animal	☐ hitting stationary object	☐ lifting	☐ noise exposure	☐ repetitive muscle injury
☐ psychological	☐ pulling, pushing	☐ radiation exposure	☐ struck by moving object	☐ sunstroke	☐ vehicle accident	☐ weather exposure

Other:

Details of treatment and work status

Did you receive First Aid?	☐ Yes ☐ No	Name of First Aid Officer:
Did you see a doctor?	☐ Yes ☐ No ☐ Not Yet	Did the doctor issue a WorkCover medical certificate? ☐ Yes ☐ No
Did you cease work?	☐ Yes ☐ No	Date and time of cessation: Date and time of return:
Did you cease study?	☐ Yes ☐ No	Date and time of cessation: Date and time of return:
Did you go to hospital?	☐ Yes ☐ No	If yes, state which hospital:

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.

OHS002 Incident and Work Related Illness/Injury Report

Page 3

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.

<u>Consequence</u>	1	2	3	4	5	<u>Likelihood</u>	A	B	C	D	E	<u>Risk Rating</u>	Low	Medium	High	Very High				
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.

1. Eliminate	2. Substitute	3. Engineering control	4. Administrative control	5. Personal Protective Equipment
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

CONSEQUENCES:	<i>How severely could someone be hurt</i>
Severe	death or permanent disability to one or more persons
Major	hospital admission required
Moderate	medical treatment required
Minor	first aid required
Insignificant	injuries not requiring first aid
LIKELIHOOD:	<i>How likely are those consequences?</i>
Almost certain	expected to occur in most circumstances
Likely	will probably occur in most circumstances
Possible	could occur at some time
Unlikely	is not likely to occur in normal circumstances
Rare	may occur only in exceptional circumstances

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain A	M	H	H	VH	VH
Likely B	M	M	H	H	VH
Possible C	L	M	H	H	VH
Unlikely D	L	L	M	M	H
Rare E	L	L	M	M	M

Risk level	Required action
Very high	<u>Act immediately:</u> 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.
High	<u>Act today:</u> 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.
Medium	<u>Act this week:</u> 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.
Low	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.

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 on line 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).



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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.

OHS113

Working from Home Checklist



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This checklist is to be completed by staff members intending to work from home. This checklist should be completed by the staff member applying to work from home and should be reviewed by the supervisor prior to the staff member commencing a working from home arrangement to determine if the home work area is appropriate and or if any equipment or furniture is required. It is recommended that the staff member should also attend Preventing Occupational Overuse Injury Training.

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) (Australian Standard 4442:1997 advises this should be at least 1600mm x 800mm)	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 (neck remains in a neutral position - not required to look upwards or downwards to view monitor)	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: _____

Actions or equipment required

List any actions or equipment (eg. document holder, monitor stand) or modifications (eg. 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/ohswc/workerscomp/pdf/q_ergonomic.pdf
- Attend Preventing Occupational Overuse Injury Training:
http://www.hr.unsw.edu.au/ohswc/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 9663 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

Australian Standard 3590.2-1990. *Screen Based Workstations - Part 1. Workstation Furniture*
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



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Building Level Room	QUAD 3 3001	Date: 7JUL08	Inspector/s: PAULA ALDWELL / COLIN WITHERS	Signature/s:
Room/area manager/supervisor (<i>print name</i>) Adjuncts			Room manager signature to signify this is an agreed record of inspection and corrective actions:	

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

Faculty/Division		School/ Divisional Unit MARKETING		
Document number SOM	Initial Issue date	Current version VERSION	Current Version Issued	Next review date

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.

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
1.Housekeeping and Environment							
1.1 Are work areas free of rubbish, obstruction, slip and trip hazards?							
1.2 Are floor coverings in good condition?							
1.3 Is high storage avoided for heavy or frequent use items?							
1.4 Is stock or material stored appropriately and safely?							
1.5 Are filing cabinets and desk drawers closed when not in use?							
1.6 Are doors fully functional?							
1.7 Are stairs, steps and handrails in good order?				✓			
1.8 Are all areas adequately lit?							
1.9 Are areas free from glare?							
1.10 Is there adequate ventilation?							
1.11 Are noise levels acceptable?							
1.12 Is the temperature within the UNSW standard 19°C-26°C?				✓			
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	Y	N	N / A	?	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
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.Comnments							
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> (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

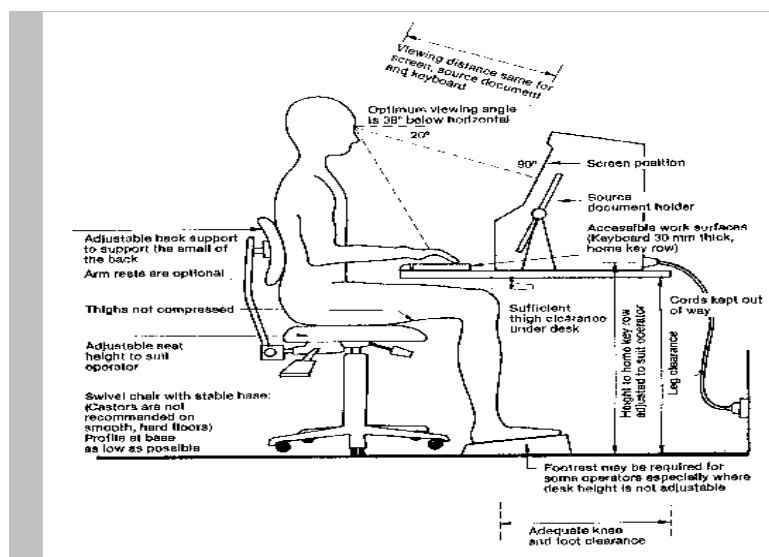
All staff must attend the following:

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

Other Useful Resources

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

The Virtual Office: http://www.comcare.gov.au/virtual_office/virtual_office.html



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.



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:

UNSW Ergonomic Guidelines <http://www.riskman.unsw.edu.au/OH&S/policies.shtml#E>

Australian Government Comcare 'The Virtual Office': http://www.comcare.gov.au/virtual_office/virtual_office.html

Office of the Australian Safety and Compensation Council

<http://www.nOH&Sc.gov.au/PDF/Standards/GuidanceNotes/OOSKeyboardEmployment.pdf>

Victorian Workcover publication "Officewise"

<http://www.workcover.vic.gov.au/vwa/publica.nsf/docsbyunid/fa59e78ffb7abfc3ca256fd300089311>

Reference List:

- Australian/New Zealand Standard: 4442:1997 *Office Desks*. Standards Australia
- Australian Standard 3590.2-1990. *Screen Based Workstations - Part 1. Workstation Furniture*. 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

Category of staff, students, visitors	Activities	Hazards	Risks	Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)			Risk Controls	Who Responsible?	Revised Risk Rating (See end of document for Legend)		
				likelihood	consequence	Overall Risk Rating			likelihood	consequence	Overall Risk Rating
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 Cttee RMU 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

Category of staff, students, visitors	Activities	Hazards	Risks	Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)			Risk Controls	Who Responsible?	Revised Risk Rating (See end of document for Legend)		
				likelihood	consequence	Overall Risk Rating			likelihood	consequence	Overall Risk Rating
	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
All Staff	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 Individual 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	B	3	H	- Manual handling training - Appropriate shelving - 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	Activities	Hazards	Risks	Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)			Risk Controls	Who Responsible?	Revised Risk Rating (See end of document for Legend)		
				likelihood	consequence	Overall Risk Rating			likelihood	consequence	Overall Risk Rating
	General duties	Unrealistic work deadlines Excessive work load Excessive work hours	Stress/ Nervous Breakdown/ Ill health/ Increase blood pressure	C	2	M	- Regular workload monitoring by Spvr - Review of resources & further recruitment if necessary - Industrial Relations department - Seek help from Spvr - Employee Assistance Program	Spvr Spvr Individual Individual Individual	D	2	L
All staff working with public	Interviewing members of the public	Harassment	Stress	C	3	H	- Buzzer alarm system - Safety Policy	Individual Spvr	D	2	L
		Violence/ Physical threat	Physical danger/injury	C	3	H	- Buzzer alarm system - Safety Policy	Individual Spvr	D	2	L
All staff on Campus	Walking around campus	Vehicles	Physical danger/injury	C	3	M	Watch out for cars & bicycles	Staff involved	C	3	L
All staff & PhD/Hons & Visitors	Working From Home	Electrical hazards / Muscular Stress	Electric Shock, Eye strain Muscle Strain	**	**	**	Staff are encouraged to complete & return a Self assessment checklist of their working environment at home	Individual	**	**	**
Academic teaching duties	Carrying boxes notes teaching aids to class	Manual Handling	Physical danger/injury	C	3	M	- Don't carry large amounts in one trip - Use a trolley - Ask colleague to help	Staff involved	C	3	L
	Store excess paper & teaching aids	Fire	Physical danger/injury	C	3	M	If space available archive unwanted paper materials from room	Staff involved	C	3	L
All Staff & Hons/Hons & Visitors	Fire caused by electrical or unknown causes	Fire	Burns / suffocation	C	3	M	- Fire Extinguishers on each floor - Fire & Evacuation notices at all exits & common areas on each floor - No bar heaters in offices	Facilities Mgt SECO & floor wardens,	C	3	L
All staff	Guest lecture by visitors to UNSW	See hazards above	See risks above				Travel Insurance covers "All guests / invitees of the Insured whilst acting in the interests of the Insured & / or whilst involved in University (including all entities comprising the Insured) business"	Chancellor & Vice Chancellor – UNSW			L

Category of staff, students, visitors	Activities	Hazards	Risks	Initial Risk Rating (AS/NZS4360:1999) (See page 5 for Legend)			Risk Controls	Who Responsible?	Revised Risk Rating (See end of document for Legend)		
				likelihood	consequence	Overall Risk Rating			likelihood	consequence	Overall Risk Rating
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 UNSW 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 1

Level	Descriptor	Examples of Description
1	Insignificant	Injuries do not require first aid
2	Minor	First aid required.
3	Moderate	Medical treatment required.
4	Major	Hospitalisation required.
5	Severe	Death or permanent disability

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

TABLE 2

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

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

TABLE 3

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain (A)	<u>Medium</u>	<u>High</u>	High	Very High	Very High
Likely (B)	Medium	Medium	High	High	Very High
Possible (C)	<u>Low</u>	Medium	High	High	Very High
Unlikely (D)	Low	Low	Medium	Medium	High
Rare (E)	Low	Low	Medium	Medium	Medium



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

Risk Level	Recommended Action
Very High	<i>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</i>
High	<i>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</i>
Medium	<i>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.</i>
Low	<i>Managed by local documented routine procedures, which must include application of the hierarchy of controls.</i>