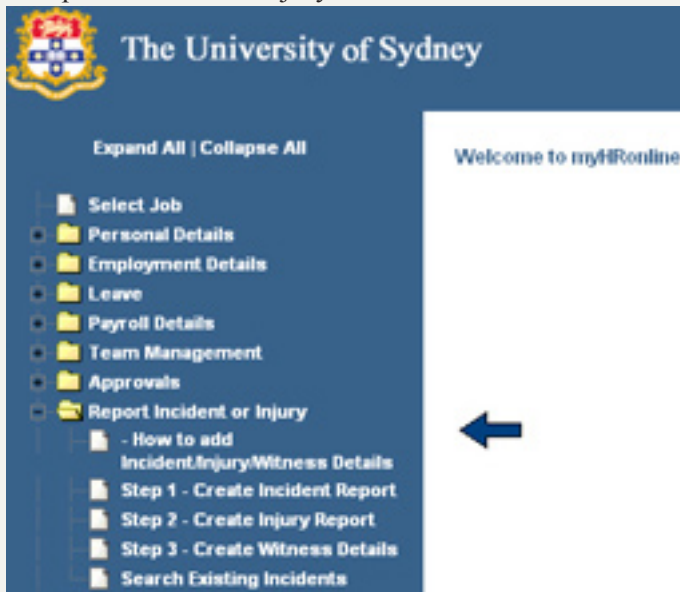


# OHSIM Newsletter

Tel: 9351 4335 Fax: 9351 5868 Email: [ohsim@usyd.edu.au](mailto:ohsim@usyd.edu.au) Web: [www.usyd.edu.au/ohs/](http://www.usyd.edu.au/ohs/) March 09 Issue 1

## NEW ONLINE REPORTING OF INCIDENTS

The traditional paper-based method of reporting incidents and injuries has now been replaced by on-line reporting through myHRonline. University employees can now login to myHRonline where you will have the option to "Report Incident or Injury".



There are certain steps involved with reporting on-line:

Step 1 is for reporting the basic details of an incident i.e. who, what, where, and when.

Step 2 is for adding details of any injuries resulting from the incident.

Step 3 is for adding details of any witness/es to the incident.

All reports will require completion of Step 1 as a minimum. If an incident being reported has no related injuries or witnesses, then only Step 1 is needed. For those incidents that have resulted in injuries, both Steps 1 and 2 should be followed in sequence. Witness details can be added to any incident via Step 3.

A full description of the incident should be provided in the free text field, including what happened, how it happened and any injuries or damage that resulted. Proposed actions to prevent recurrence should also be noted in the relevant field.

Submitting an incident and injury report on-line will automatically trigger an email to OHS & Injury

Management. OHSIM will routinely inform the direct supervisor of the person involved via e-mail and seek a response via e-mail (copied to Head of Department) with notes of the actions proposed to prevent recurrence.

Anyone who submits an incident and injury report using myHRonline will be able to look up their records by selecting "Search Existing Incidents".

The enhanced reporting capability provided by the new database will provide a resource for all university managers to seek (via OHSIM) summary details of incidents and injuries in their area/s of responsibility. Similarly Zone OHS Committees and Departmental Safety Officers will have access to their relevant incident summary reports.

Further details and instruction for the new reporting system are provided on myHRonline under "How to add Incident/Injury/Witness Details".

## OHS 101

The 2008 OHS Audit results provided a good overview of how well University departments are managing their OHS risks. Some of the basic lessons learnt and recommendations for improvement are:

- Include OHS risk management (ohsrn) on the Agenda of management meetings.
- Reference the ohsrn Meeting Guide to ensure this agenda item is properly addressed.
- Set local goals to improve OHS risk management using the ohsrn Action Plan template or similar.

Improvements in OHS risk management are expected in most departments. This will require commitment and action, including the points above. These improvements will be monitored and reported during the next university wide OHS audit in 2010.

The following Departments involved with hazardous activities will be subject to a "high risk" OHS audit during the third quarter of 2009. This will be communicated in advance to the Heads of Departments involved. These are: Contractors and service providers; Hazardous substances; Biological hazards; Ionising radiation; Machinery; Noise; Outdoor work; and Field work.

OHS risk management guidance material is available on the OHSIM website. For further information contact your OHS officer on x 14335.

## “FIRE” - BE PREPARED

The danger associated with fire is certainly in the forefront of our minds following the devastation caused by the recent Victorian Bushfires. While some of our campuses do need to actively plan and prepare for a potential bushfire, most of us are more likely to encounter a local building emergency. The key to any successful emergency response is preparation.

### What can we all do?

Ensure that you are familiar with the following: the alarm tones in your building and what they mean; your closest emergency exits; the assembly area for your building; and any specific procedures that relate to your work area (eg chemical spills, machinery shut-down). If you are involved in teaching it is particularly important that you understand the basic emergency procedures so that you can safely evacuate the students under your care. Refer to the Emergency Help website for further information.

[http://www.usyd.edu.au/ohs/ohs\\_manual/emergency/help.shtml#prepared](http://www.usyd.edu.au/ohs/ohs_manual/emergency/help.shtml#prepared)

### After-Hours Emergency Contact Details

Most of us go home at night and avoid coming to work on the weekend, but the Security Patrol are here 24/7. Occasionally things go wrong after-hours and local knowledge and technical expertise is required to manage the situation safely. This is why it is important that all departments nominate a number of appropriate after-hours contacts who can assist with the response to tricky after-hours emergencies. We strongly encourage all departments to review their nominated after-hours contact details and confirm these details with Security asap.

Following is a link to the current online form:

[http://www.facilities.usyd.edu.au/security/docs/after\\_hours\\_contacts.pdf](http://www.facilities.usyd.edu.au/security/docs/after_hours_contacts.pdf)

### Do you know how to use a Fire Extinguisher?

If your answer is “no”, and you work in a situation where you may face a fire at work, we encourage you to enrol for the First Attack Fire Fighting Training. Two courses will be facilitated on-site by the NSW Fire Brigade in April. Enrol via the Learning Solutions website.

<http://www.usyd.edu.au/learningsolutions/ohs/index.shtml>



*Fire Extinguisher Training at Camden during Safe Work Australia Week 2008*

## GENE TECHNOLOGY

University researchers (staff/students) proposing to undertake work that involves genetic manipulation or genetically modified organisms (GMOs) must comply with the Gene Technology Act 2000 and Gene Technology Regulations 2001, which govern all work involving Gene Technology in Australia. The objectives of this legislation is to protect the health and safety of people and the environment by identifying risks posed by, or as a result of, gene technology and by managing those risks through regulating dealings and activities with GMOs.

Prior to undertaking a project involving genetic manipulation or GMOs, researchers must apply to the University of Sydney Institutional Biosafety Committee (IBC) for approval. The appropriate application form must be submitted to the IBC at least three weeks prior to the quarterly meeting dates (refer to <http://www.usyd.edu.au/ohs/biosafety/docs.shtml>).

If the project is associated with a Research Grant, funds cannot be released unless IBC approval and clearance has been granted. All application forms should be submitted to the Biosafety Officer, OHS & Injury Management (OHSIM), Margaret Telfer Building, K07. Phone 9351 4126 for further information.

## PACKER WHACKERS

Automated Electronic Defibrillators (AEDs) are being installed in key locations across the University to enhance the First Aid response for heart attack victims. Further details will be communicated as these installations are finalised. In the meantime Security Patrol vehicles will carry portable AEDs and can attend quickly to any medical emergency on-site. Immediately inform Ambulance on 0-000 and Security Services on 13333 of medical emergencies on site.



*Zoll AED (not a toasted sandwich maker)*

Address Label

This and other OHSIM Newsletters are also available on our website at [www.usyd.edu.au/ohs/news](http://www.usyd.edu.au/ohs/news).