

OHSIM INFORMATION ON-LINE

Do you need guidance on a safety matter at work or help after a work related injury? The OHSIM website is your one stop information spot for:

- Office ergonomics
- Manual handling
- Hazardous substances
- Biological Hazards
- Radiation
- Field work
- Emergency Management
- Reporting incidents
- Injury Management
- Workers' compensation insurance
- OHS training and induction
- Managing OHS risks
- Responsibilities
- Consultation and professional advice

Check the OHSIM website next time you need related information and guidance. To find the website easily, just add OHS to the end of the University home page address: www.usyd.edu.au/ohs

PENALTY FOR LATE REPORTING

All incidents must be reported to OHS & Injury Management within 24 hours of the occurrence. Prompt reporting of work related injuries helps protect employee access to workers compensation benefits and reduces the risk of departments incurring a WorkCover penalty which is payable for late reporting of injuries where time is lost from work.

The University of Sydney Injury and Incident Report Form should be used for reporting all incidents, illnesses and injuries. The form is accessible through the OHSIM web link at: <http://www.usyd.edu.au/ohs/report/index.shtml> or by contact with OHSIM on 9351 4335.

Where a staff member is unable or unavailable to complete an Injury and Incident Report form, supervisors are required to submit a form to OHSIM on their behalf with all available information to help minimise penalty risks. A full report can then be resubmitted with all required information, including details of supervisor investigation and corrective actions as soon as possible (within one week).

NEW OHS OFFICER - COLIN CHUA

We welcome Colin Chua to the OHSIM team. Before joining the University in July 2007, Colin worked in the consultancy, construction and project management

sectors. Areas of interest include auditing, systems development, OHS awareness and training. He is a Chartered Professional Member of the Safety Institute of Australia.



Colin Chua - coming to an incident near you!

FIRST AID SAFETY FORUM

The University has a network of Nominated First Aid Officers (NFAOs) who provide an essential first aid service to the University community. To find out details of your local NFAO or first aid procedures visit: <http://www.usyd.edu.au/ohs/policies/ohs/firstaid.shtml>

A Safety Forum has been arranged for NFAOs to provide an opportunity to disseminate the latest first aid information, allow networking between NFAOs and clarify questions relating to this important role. The Forum will address:

- Case studies of first aid situations
- NFAO role during an emergency evacuation
- Dealing with health disorders and
- First aid equipment and maintenance.

The First Aid Safety Forum will be held at 10:00 on September 3rd in Sydney Learning and will be followed by morning tea. All NFAOs are invited to attend. Places are limited so please register at: http://www.usyd.edu.au/sydneylearning/ohs/first_aid_safety.shtml

Cardio-pulmonary resuscitation (CPR) procedures have changed slightly during the last year. Most of our NFAO's have been trained in these new procedures as part of their re-accreditation. Training for the remainder will be arranged by OHSIM during the next few months. For further information contact Sean Gaudron - ext. 14126 or email sgaudron@usyd.edu.au

AUDIT OF HAZARDOUS ACTIVITIES

The University will introduce the next phase of its OHS risk management program in October – November 2007 with an audit of hazardous activities. These activities include the use or involvement of:

- Ionising radiation
- Biological agents
- Machinery
- Outdoor work
- Hazardous substances
- Contractors
- Noise
- Fieldwork, Clinical work.

Departments or work groups involved with hazardous activities are required to have comprehensive systems that effectively manage the related OHS risks to ensure the health and safety of staff, students and others who may be affected. These management systems would typically include:

- Purchasing protocols
- Secure & proper storage
- Information about the hazards
- Training of those involved
- Risk assessments
- Monitoring of exposure
- Proper disposal of hazardous wastes
- Labelling of hazards
- Inventory of hazardous materials
- Warning signs visible on approach
- Supervision of activities
- Safe work procedures
- Guarding and maintenance of equipment
- Appropriate record keeping.

OHSIM will consult with relevant departments during the development of the hazardous activities audit protocol. Those who wish to be included in this consultation should contact OHSIM.

RADIATION SAFETY

The Radiation & Laser Safety page on the OHSIM web site has recently undergone a major revision with the aim of providing all relevant radiation safety information on one page.

Changes include on-line access to:

- Licence and registration application forms
- University Policy & Procedures
- Training course availability and enrolment
- Waste disposal forms
- Information sheets
- Risk assessment template.

Links are provided to ARPANSA Standards, NHMRC Codes and EPA Guidelines. The page can be accessed at http://www.usyd.edu.au/ohs/ohs_manual/radiation.shtml

Radiation Safety Officers and users of radiation are encouraged to visit this site and provide any feedback

to the University Radiation Safety Officer, Howard Ackland [ext. 17722 or email howarda@usyd.edu.au].

RISK ASSESSMENT - YOU CAN DO IT!!

You don't need special qualifications to do an OHS risk assessment. In fact, you and your work mates probably have the best skills and experience to assess the OHS risks associated with your work.

We assess and manage risks to our health and safety everyday, often without realising we are doing so eg. when crossing the road, planning an overseas trip, considering eating that extra slice of cake. We are required to apply the same principles to our workplace and work practices.

It helps to understand the difference between the terms "hazard" and "risk". If someone asked "would you get into a pool with a shark?" you are likely to answer "no" without hesitation. The shark is quickly recognised as presenting a "hazard" ie. it has the potential to cause harm. But if you **stop and think and ask**: What sort of shark is it? Is there a barrier between me and the shark? How long do I have to stay in the pool? Is there someone there to help me?

The answers to these and other questions will help to determine the "risk" associated with the activity ie. the likelihood of coming into contact with the hazard and the potential consequences of this. What else would you want to know?

At work we are expected to apply a relevant set of questions to assess the OHS risks relating to our work activities and workplace hazards. We must **stop and think and ask**: "What is it here that may increase the risk of injury or ill-health?"

The University's ohsrm Part B Form is a simple, user friendly template for doing your own risk assessment by asking a relevant set of questions. It also provides a simple means of recording risk assessments as evidence of due diligence and compliance with OHS requirements.

You can do risk assessments – you do them everyday. OHS risk assessments must be done at work, particularly for your higher risk activities, ie those with the potential to cause injury. Use the ohsrm Part B Form to help with your next risk assessment: http://www.usyd.edu.au/ohs/ohs_manual/ohsrm.shtml

Address Label

This and other OHSIM Newsletters are also available on our website at www.usyd.edu.au/ohs/news.