

## CALL FOR NOMINATIONS - PETER DUNLOP MEMORIAL OHS AWARD 2006

Nominations are now being called for the Peter Dunlop Memorial OHS Award 2006. This is an annual award presented to a staff member or group of staff members in recognition of their significant contribution to improving workplace health and safety at the University of Sydney.



The award was established in memory of Peter Dunlop, an Occupational Health and Safety and Radiation Safety Officer with the Risk Management Office of the University of Sydney at the time of his death in a traffic accident in October 1992. Peter was well known to many staff at the University of Sydney for his willingness to help others and provide practical OHS advice.

Nominations should be made in writing, explaining how the nominee/s has/have contributed to improving workplace health and safety beyond their normal duties. Each nomination should be supported by 3 or more members of staff. Nominations (by mail, email or fax) should reach Leanne Mumford, Senior OHS Officer, OHS & Injury Management, K07 by 5pm on Wednesday 11th October 2006. For more information, contact OHS & Injury Management on 9351 4335, email [ohsim@usyd.edu.au](mailto:ohsim@usyd.edu.au), fax 9351 5868.

## ohsrm PROGRAM AUDIT 2006

The 2006 OHS Audit has commenced. All academic and administrative units within the University are required to complete the audit by 22nd December. Staff and postgraduate students are expected to cooperate with their OHS auditor to enable completion of the audit in an accurate and timely manner.

Those Units that have not yet nominated an In-house OHS Auditor (or contact person for Units with fewer than 10 staff) are reminded to do so without delay. Contact OHSIM on 9351 4335 or [ohsim@usyd.edu.au](mailto:ohsim@usyd.edu.au).

There have been numerous enhancements made to the 2006 OHS Audit process. The reduction in number of audit elements, simplified marking, expanded time for completion of the audit and enhanced auditor training have all been well received to date. Small Units (with fewer than 10 staff) may request external assistance to complete the audit. Further details about the audit are available on-line from: [http://www.usyd.edu.au/ohs/ohs\\_manual/ohsrm\\_self\\_audit/index.shtml](http://www.usyd.edu.au/ohs/ohs_manual/ohsrm_self_audit/index.shtml)

OHS Audit results will be lodged intermittently by departments as their audits are completed. OHSIM will review and

provide individual audit results promptly to each Unit. Higher level reports eg, for the University or faculty clusters, will be compiled in early 2007 after completion of the audit.

## UPDATED POLICIES & GUIDELINES

At its meeting on 4th September 2006 the Central OHS Committee endorsed revisions to the

- OHS Policy Guide for Staff

<http://www.usyd.edu.au/ohs/policies/ohs/guide.shtml>

- First Aid Policy and Arrangements

<http://www.usyd.edu.au/ohs/policies/ohs/firstaid.shtml>

- Guidelines for Using Carcinogenic Substances

<http://www.usyd.edu.au/ohs/policies/ohs/carcingl.shtml>.

The Emergency Help Page has also recently been updated with guidance on dealing with unattended bags and suspicious items and reporting of suspicious behaviour. [http://www.usyd.edu.au/ohs/ohs\\_manual/emergency/help.shtml](http://www.usyd.edu.au/ohs/ohs_manual/emergency/help.shtml).

## EMERGENCY TRAINING

Chief Warden Training will be held on Thursday 12th October 2006. This course has been designed for those staff currently acting as Chief Emergency Wardens or as Deputies, as well as other staff who may be directly involved with the emergency planning process. The course will cover the University's Policy and Guidelines for Fire and Other Emergencies, and includes practical exercises on the development of building based emergency procedures, conducting effective emergency evacuations, and the operation of emergency warning systems. Enrol online at Sydney Learning [http://www.usyd.edu.au/sydneylearning/learning\\_development/workplace\\_safety.shtml](http://www.usyd.edu.au/sydneylearning/learning_development/workplace_safety.shtml).

## HAZARDOUS MATERIALS INCIDENT

An incident in the basement of the Madsen Building has highlighted several lessons or reminders that are relevant to other areas of the University.

- Not all emergencies commence with automatic alarm activation. Break Glass Alarms are positioned throughout most buildings to allow for the manual activation of the building's alarm system in response to a non-fire emergency.
- The manual activation of an Emergency Warning Intercommunication System (EWIS) does not automatically notify Security Patrol or the emergency services. Someone needs to notify Security (ext 13333) and the emergency services by phone (0-000).
- Once a building has been evacuated communication between staff members becomes difficult.
- The NSW Fire Brigade and their HAZMAT Unit will always

be reliant on the building occupants for relevant information about the incident (eg, type of chemicals involved and other hazards they may face when entering the building).

- NSWFB chemical MSDS databases are limited. In many cases they will not have immediate access to MSDS on specialty chemicals.
- The ChemAlert II database can be accessed from any USYD computer terminal. In an emergency situation, a department may need to use a computer terminal located in an adjacent building.
- Not all chemicals are listed in the ChemAlert II database but additional MSDS can be added to ChemAlert on request. Contact OHSIM for further details. ChemAlert: <http://www.usyd.edu.au/ohs/course-notes/chemalert.shtml>
- Access to floor plans is important to the NSWFB when attending emergencies.

A copy of the incident timeline and notes from the debriefing will be forwarded to relevant Heads of Departments for their reference.

## FACULTY OHS INITIATIVE

The Faculty of Agriculture, Food and Natural Resources recently promoted OHS risk management within the Faculty via a seminar that was well attended by staff and postgraduate students. After an introduction to the ohsm Program by Jon D'Astoli (OHS Manager, OHSIM) two OHS champions within the Faculty presented their approaches to managing OHS risks.



Dr Willem Vervoort spoke about the Hydrology research group and how numerous risks have been identified and prioritised according to what tasks are done most frequently.

Hazards include:

- office work – ergonomics (chairs, lighting, desk heights), cables and wires (tripping), heaters (fire)
- field work - driving long distances, using 4WD vehicles, sun exposure, dehydration, emergency communication
- physical lab – grinding, water spills, electrical equipment
- chemical lab – chemicals, spills, broken glassware.

Professor David Guest spoke about safety implementation in the Horticulture laboratory group where chemicals and other laboratory hazards are present. He says to manage OHS risks we should:

- develop and implement safe work practices
- ensure appropriate training and supervision
- ensure protective equipment is available, functioning and used properly
- identify, assess and control hazards
- take reasonable care for everyone's safety
- report all incidents to the supervisor.



## OHS TRAINING

Two courses are being offered in October for staff interested in learning more about Office Ergonomics and/or Improving Workplace Safety. These half-day courses are particularly worthwhile for supervisors and managers to gain greater understanding of how to meet their responsibilities for managing the health and safety of their staff. See the Sydney Learning website for further details and to enrol: [http://www.usyd.edu.au/sydneylearning/learning\\_development/workplace\\_safety.shtml](http://www.usyd.edu.au/sydneylearning/learning_development/workplace_safety.shtml).

A *Managers OHS Duty of Care Checklist* is available online from [http://www.usyd.edu.au/ohs/docs/ohsrn/Managers\\_Checklist.pdf](http://www.usyd.edu.au/ohs/docs/ohsrn/Managers_Checklist.pdf).

## TRAINING FOR ZONE OHS COMMITTEE MEMBERS

Ten Zone OHS Committee members from eight different committees participated in the four-day WorkCover accredited OHS Consultation Course recently. The highly interactive course provided them with the legislative background as well as practical training in consultation and risk assessment. The photo shows one group visiting Fisher Library to gain experience in conducting workplace inspections, including talking with staff about workplace OHS issues.



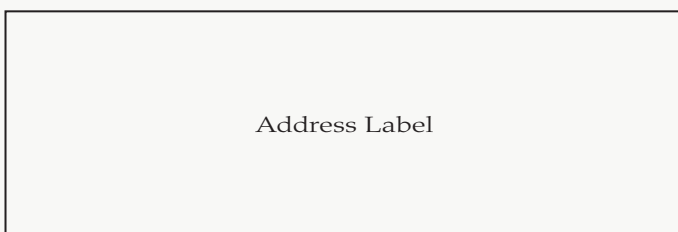
To find out more about your local Zone OHS Committee, including a list of members, visit the OHSIM website [http://www.usyd.edu.au/ohs/committees/zone\\_com.shtml](http://www.usyd.edu.au/ohs/committees/zone_com.shtml). Zone OHS Committees are one part of the University's OHS Consultation arrangements, which are described in the OHS Consultation Statement. Their prime role is to monitor and promote the local implementation of OHS measures in the University through consultation with staff in their Zones.

## DVDS AVAILABLE FOR LOAN

OHSIM has the following new DVDs available for loan to departments for use in their own training sessions:

- *Understanding Safety in the Office*
- *Office Building Fire Safety - Low Rise*
- *Fire Safety for Industry*

Contact OHSIM if interested in borrowing any of these titles.



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