

## SAFE WORK AUSTRALIA WEEK 2009



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week2009

Safe Work Australia Week will run from 25 – 31 October 2009. Departments across the University are encouraged to hold local events during this week to focus on safety, health and wellbeing at work.

Suggestions for events are:

- Hold a safety themed morning tea
- Show an OHS dvd (OHSIM has some for loan)
- Conduct a workplace safety inspection
- Conduct a trial evacuation drill
- Meet to discuss and resolve an OHS problem at work
- Go for a walk at lunch time
- Quit Smoking – October is Quitober:

<http://quitober.com/>

- SOSS – Show Off your Safety Solution
- Embrace “Fluro Friday” – wear fluro colours for visibility on Friday 30<sup>th</sup> October

OHSIM is offering prizes for those who facilitate the best SWAW events held at the University or for the best Safety Solutions. Judging criteria will include originality and relevance to the area involved.

For further information or to register your events and safety innovations online visit:

[http://www.usyd.edu.au/ohs/swaw\\_09.shtml](http://www.usyd.edu.au/ohs/swaw_09.shtml)

## 2009 OHS AWARD

Nominations are now being called for recipients of the 2009 Peter Dunlop Memorial OHS Award. The annual award recognises outstanding contributions to Occupational Health and Safety within the University by an individual or group, beyond their normal duties.

Is there a safety champion in your department?

If so, why not nominate them for this year’s award?

Nominations need to be made using the online form and be supported by at least one other staff member. Submissions should outline specific examples of how the nominee has made a significant contribution to workplace health and safety.



Nominations close on 6th October 2009. Further information about the 2009 OHS Award and the online nomination form is available from:

[http://www.usyd.edu.au/ohs/pdma\\_09.shtml](http://www.usyd.edu.au/ohs/pdma_09.shtml)

## OHS CONSULTATION

The primary medium for OHS consultation is direct dialogue between supervisors/managers and their subordinate staff. Consultation at this level is fundamental to the successful management of OHS risks.

Consultation on OHS issues must be meaningful and effective to allow each member of staff to contribute to decisions that may affect their health, safety and welfare at work. All employees must be given the opportunity to express their views and contribute in a timely manner to the resolution of OHS issues that affect them. These views must be valued and taken into account by those making decisions.

Each manager and supervisor is required to consult with their subordinate staff whenever:

- the risks associated with workplace activities are being assessed and decisions are being made about the control of these risks, and;
- changes are proposed to the facilities, equipment, substances or systems of work.

This direct form of OHS consultation is consistent with the University’s OHS Policy and Guide for Staff, which not only makes a commitment to providing a healthy and safe environment for University staff, students and visitors, but also clearly assigns responsibilities for achieving this.

In addition to the primary method of consultation, the University of Sydney has a network of workplace OHS Committees. These Zone OHS Committees provide a secondary mechanism for consultation on OHS issues

whenever there is a breakdown in consultation within the normal line of management. Each Zone Committee is represented on the Central OHS Committee which oversees the University's OHS risk management system.

Further information about OHS Consultation is online at: [http://www.usyd.edu.au/ohs/ohs\\_manual/OHS\\_consult.shtml](http://www.usyd.edu.au/ohs/ohs_manual/OHS_consult.shtml)

## REPORT ON TIME ONLINE

Work related incidents and injuries must be reported to OHSIM within 24 hours of occurrence. This allows the University to meet its statutory obligation to inform our workers' compensation insurer of potentially compensable injuries within the reported timeframes. Departments may incur a penalty for late reporting.

Incident and injury reports are made via myHRonline. In circumstances where a report can not be made online within the required timeframe the details should be telephoned through to OHSIM on ext 14335.

Further details about University requirements for reporting and investigating incidents and injuries are available online from:

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

## TESTING OF EMERGENCY EYEWASH & SHOWER EQUIPMENT



Emergency eyewash and safety shower equipment is required in laboratories where chemicals or other hazardous substances, such as biological tissues/fluids, microorganisms or genetically modified organisms (GMOs), are being used.

**Testing:** It is important that all plumbed eyewash and safety shower equipment is tested weekly and that the results of this testing are documented – documentation should include test date, test result (eg clean water, good pressure) and the name of the person testing. Weekly testing ensures that the supply line to the device is cleared of any sediment build-up and minimises microbial contamination that can result from water sitting in the supply line for prolonged periods. It is not unusual for rusty looking water to initially flow out of a safety shower or plumbed eyewash if they have not been routinely tested. In the event of a chemical/biological splash to the

eye, the use of an eyewash station that has not been tested routinely and does not have clean water flowing from it can potentially worsen an eye injury.

### How to perform weekly test:

Eyewash and safety shower equipment needs to be activated for a sufficient period of time to verify that water is available at the outlet of the device and that the equipment is operating effectively. Usually a bucket or similar capture device is used to contain the water while testing to prevent flooding of the surrounding floor area. There are also commercial “safety shower testers” or “shower test socks” available for safety shower testing. These devices eliminate the need to hold the bucket under the safety shower while the testing is being performed. Buckets should not be held above floor level due to the manual handling risk associated with the task. Check your laboratory supply catalogues for details of these “socks”.



## PERSONAL SAFETY - BE PREPARED

Help to ensure your own safety by being prepared for emergencies. The University's Emergency Help website has recently been updated to provide procedures for response to a range of emergency situations including personal threats from an aggressive or potentially violent person. Take a few minutes to stop and review the Emergency Help website; you never know when the information will come in handy.

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

All staff and students are also encouraged to familiarise themselves with the UniSafe program. This program is aimed at ensuring your personal safety on campus and during your daily commute. Remember that it is important to avoid poorly lit or isolated areas and attract the attention of others and/or contact your local security service as soon as you feel uncomfortable or threatened. Refer to the UniSafe website for more information.

<http://www.facilities.usyd.edu.au/security/unisafe.shtml>

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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).