Our OH&S Responsibilities

Outline

• Introduction of Jim Carmichael (Director of UQ OH&S Division)
• An overview of responsibilities (HoS)
• A laboratory Manager perspective (Jonathan Read)
• An academics perspective (Bo Feng)
Mr Jim Carmichael

Director of the Occupational Health and Safety Division at The University of Queensland

UQ OHS Division - role

- Provide overall direction to UQ on OHS matters
- Co-ordinate and monitor the UQ OHS management system
- Support the OHS consultative arrangements
- Encourage consistency across UQ
- Support the UQ OHS network and provide specialist advice as required
- Manage relationships with regulators
- Manage the UQ workers’ compensation self-insurance function
OHS Division - who we are

- Occupational hygienists
- Radiation safety advisor
- Biosafety team – biosecurity, quarantine
- Ergonomics
- Boating/diving
- Occupational health
- Work injury management

UQ OHS operating environment

- Central hub of professional OHS staff
- Network of OHS staff in Faculties, Schools and Institutes
- Consultative committee framework
- System of internal OHSMS audits
- Local inspection regime
- Staff training and professional development program
- Monitoring and reporting system
- Range of OHS programs e.g. health surveillance program, flu vaccination
- Strong links with related organisational units e.g. P&F, HR
- Networks with regulators
- Wide range of advisory services, policies, guidelines etc
- Work injury management team
Current issues

- OGTR cost recovery proposal
- UNSW prosecution case – implications for UQ work practices
- UQ OHS operations review
- Compliance burden – proportionate risk management
- UQ consultative arrangements
- “Resting on our laurels” – complacency

Overview of Responsibilities

David Mee
Head of School
Responsibilities

Introduction

“Everyone has a responsibility to work safely in laboratories. The aim is for every person to be able to make informed decisions based on sound risk management principles. Management has a duty to provide information, instruction, training and supervision. Management should communicate and reinforce safety rules and work practices. They should show leadership and foster appropriate attitudes and behaviours in all personnel who work in laboratories.”

Extract from AS/NZS 2243.1:2005

Responsibilities

OH&S Responsibilities and Obligations

- Under the Work Health and Safety Act 2011, we all have legal responsibilities and obligations for health and safety.
- OH&S Responsibilities for UQ staff are further reflected/emphasised in UQ Policy 2.10.04 “Staff Responsibilities for OH&S”
- Please ensure you are familiar with the sections of this UQ Policy that apply to you.
- For clarity, specific responsibilities for individuals and supervisors are also discussed on the following slides.
Responsibilities

OH&S Responsibilities and Obligations (continued) ...

Supervisors/Principal Investigators:

- Provide information, training and supervision to staff and students relevant to laboratory tasks/activities and chemical usage
- Ensure all laboratory workers and students under their control understand how to work with chemicals and equipment safely
- Ensure standard and chemical risk assessments have been completed, and appropriate safety controls are in place
- Ensure all staff and students have access to required resources, and that they are used appropriately e.g. personal protective equipment
- Report any OH&S problems to the local Work Health and Safety Coordinator (WHSC) and/or the OH&S Division immediately

Responsibilities

OH&S Responsibilities and Obligations (continued) ...

Individuals:

- Attend all laboratory safety training sessions and/or induction that is provided
- Follow all safe working procedures and laboratory practices that have been adopted in your laboratory and/or as instructed by your Supervisor or Laboratory Manager
- Perform risk assessments for activities and chemicals prior to use
- Use appropriate personal protective equipment (PPE), and safety systems, as required / provided
- Report any OH&S problems to the supervisor immediately
A laboratory Manager’s perspective

Jonathan Read
Health & Safety Responsibilities

UQ

To provide a safe workplace for staff, students and visitors

Staff, Supervisors and Students

To provide a safe working environment, and to identify and control risks

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Health & Safety Responsibilities

UQ

All workers at the UQ are aware of their OH&S responsibilities and have defined roles and accountabilities

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Staff OH&S Responsibilities

- Heads of Schools and Organisational Units
  - Set a clear OH&S policy
  - Allocate responsibility for OH&S management and delegation of authority
  - Allocate sufficient resources for OH&S management
  - Implement a risk management program
  - Implement a scheme for hazard and accident follow-up
  - Enthusiastically assist and support University procedures for identification, processing and managing Workers’ Compensation Claims and Workplace Rehabilitation
  - Ensure provision of OH&S information, training and supervision
  - Establish and disseminate emergency procedures

- Supervisors
  - Provide OH&S information, training and supervision
  - Undertake risk assessments
  - Ensure application of appropriate risk control measures
  - Implement a scheme for hazard and accident follow-up

- Individual staff / RHD students
  - Comply with safe working procedures
  - Use of appropriate personal protective equipment and safety systems
  - Assist with the preparation of risk assessments
  - Report OH&S problems

The Laboratory Manager

I’m the Lab Manager...
This IS my smiley face.
Laboratory Manager Responsibilities

Day to day operations
- Equipment
- Consumables
- Budgets
- Keep records

Safety
- In the following slides

Laboratory
- Equipment
- Inductions
- Risk Assessments
- Incidents Near Misses
Laboratory Manager
Responsibilities

Laboratory

• Identify hazardous conditions or operations
• Implement and enforce safety procedures
• Laboratory manual / rules of the lab
• OH&S Workplace Assessment Inspection Checklist
Laboratory Manager Responsibilities

**Equipment**

- **Expert user**
- **Write a RA/SOP (including emergency procedures)**
- **Training (RA database for records)**
- **Training & supervision**
Laboratory Manager Responsibilities

Inductions

• Outline obligations and expectations to lab user
• Hazards that may be encountered
• Emergency procedures
• General safety procedures
• PPE

Risk Assessments

• A risk assessment is required for
  • New experiments or procedures
  • Significant change to existing RA’s
  • New equipment
  • For the same work but in a different lab
  • After an incident

• It is NOT the responsibility of the Lab Manager to write risk assessments
Risk Assessments

Supervisor

Lab Managers

Staff

Students

Laboratory Manager Responsibilities

Incidents

- If an incident occurs
  - Ensure that those involved have been taken care of
  - Medical treatment if required
  - Needs to be reported via the OH&S (or School) web portal
  - Near misses also need to be reported
Safety Culture

Supervisor

Research Group Safety Officer

Lab Managers

Staff Students

Advice for Lab Users

• Work safely
• Seek assistance if required to undertake a task that you don’t feel competent to perform
• Report any hazards observed in the workplace
• Be familiar with emergency and evacuation procedures
• Wear Personal Protective Equipment (PPE) given to you
Advice for Lab Users

• Email the lab manager prior to commencing an experiment with the relevant risk assessment number

• Email the Lab Manager when bringing a new chemical into the lab

• Leave the lab in a clean and tidy state

Advice for Lab Managers

Choose from one of the courses below:

- **Chemical Risk Assessment Database Training**
  - Pre-requisite for this course: Risk Assessment Database Training (CHV015). This course will provide attendees with the knowledge and skills required to.

- **Chemicals Management**
  - The aim of this workshop is to provide the knowledge and skills necessary to implement an overall program to meet the legislative requirements for the.

- **Chemwatch Awareness Training**
  - This course aims individuals through the functionality of this latest version of Chemwatch, ChemRisk III. This course will enable participants to:

- **Dangerous Goods Transport within UQ**
  - The carriage of Dangerous Goods Class chemicals by University Staff and Postgraduate candidates can only be achieved through prescribed training, skill.

- **Managing OSH & Safety in the Laboratory**
  - The aim of this course is to provide Laboratory managers and supervisors with the knowledge and skills to manage the complex range of hazards within a.

- **OSH for Senior Managers**
  - This course is mandatory for dusk level 3-20 professional Staff Managers and Academics who manage staff groups and/or organizational units. Previous.

- **OSH for Supervisors & Managers**
  - The course is mandatory for HEI Level 2-7 professional Staff Supervisors and Academics who supervise or manage staff and/or students, previously k.
Advice for Lab Managers

Confer with other Lab Managers

Workplace Health and Safety
- An academic perspective

Bo Feng
Supervisor’s responsibilities

5.3.1 Provide OH&S information, training and supervision
Disseminate OH&S information to staff and students relevant to the specific work hazards of the area; provide induction and refresher training to ensure ability of staff to discharge allocated occupational health and safety responsibilities including: hazards within the workplace, safe operating procedures, use and maintenance of Personal Protective Equipment (PPE) and safety equipment and emergency response procedures; supervise the OH&S aspects of work undertaken by staff and students within the work area; and facilitate consultative processes regarding occupational health and safety issues between management and staff.

5.3.2 Undertake Risk Assessments
Participate in, or directly supervise the undertaking of, the identification of hazards, evaluation of risks, and design and implementation of hazard control measures - applicable to research projects, teaching, field work, purchasing (plant, equipment or chemicals), service operations and minor or major works; ensure risk assessments are recorded on the online risk management database; incorporate occupational health and safety considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products and substances used in the workplace; and monitor the performance and effectiveness of the risk management program within the work area.

5.3.3 Ensure application of appropriate risk control measures
Implement hazard specific OH&S policies and guidelines and develop and periodically update OH&S procedures for management of risks specific to the work area; ensure the provision of plant, safety systems and personal protective equipment required to control the risk of hazards in the work area; and ensure the maintenance of plant, safety systems and personal protective equipment required to control the risk of hazards in the work area.

5.3.4 Implement a scheme for hazard and accident follow-up
Undertake investigations of injuries and illnesses arising from workplace activities; recommend corrective actions to prevent or minimise the chance of recurrence; oversee the implementation of corrective action arising from accident investigation and hazard reports; and ensure all incidents, accidents or injuries are signed off on and actioned within six weeks of incident.

Individual staff’s responsibilities

5.4.1 Comply with safe working procedures
Follow safe work procedures established by the University, School or Organisational Unit; and follow the OH&S directions of the head of School or Organisational Unit or supervisor.

5.4.2 Use of appropriate personal protective equipment and safety systems
Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in OH&S procedures. Use other safety and emergency equipment provided in the workplace as directed or as required in OH&S procedures.

5.4.3 Assist with the preparation of risk assessments
Before commencing work or research, conduct a risk assessment to identify, assess and control the hazards associated with the work or research. This must be conducted in conjunction with other relevant staff, researchers and the supervisor.

5.4.4 Report OH&S
Report workplace hazards to the supervisor and WHSC as soon as possible after they occur or are identified; and report injury or illness arising from workplace activities using the UQ Injury, Illness and Incident reporting system as soon as possible after incident.
The Engine Lab Story

Setting up a new lab

- OHS is a very important aspect, it is recommended that you:
  - Allow adequate budget for the OHS compliance of the lab, and allow adequate time for the lab to be completed.
  - Discuss early with the head of school about your plan.
  - Prepare a document detailing the lab requirements and find a relevant consultant to develop a plan.
  - Working closely with the project management team.
  - Take time to finalize the plan in consultation with the head of school, OHS officers, and project manager, before going to tender.
  - Do not change the plan during the construction stage.