The ‘Is’ (eyes) have it: Inductions, Incidents & Improvement

How this all works
What you need to do
How we can all help to make it better

School Safety Seminar 12 June 2014
Aims

• Where to go for advice
• Practical understanding of
  – Inductions
  – Incident reporting
  – Improving our safety culture
Who is responsible for safety?

• All University staff
  – Implement safety systems

• Supervisory staff
  – Ensure safe working procedures are understood and followed
  – All plant and equipment is in working order
  – Workplace conditions are maintained at a high standard

• Students, visitors, contractors and volunteers
  – Duty of care for personal welfare and others
  – Follow safe working practices
  – Take care to avoid injury to self and others
  – Prevent damage to plant and equipment

*Note: revised policy puts increased emphasis on supervisors’ responsibilities*
PRINCIPAL CONTRACTOR

DALY'S CONSTRUCTIONS BRISBANE

CONSTRUCTION SITE
AUTHORISED PERSONNEL ONLY

DANGER

FOOT PROTECTION MUST BE WORN IN THIS AREA

EYE & EAR PROTECTION MUST BE WORN AT ALL TIMES

SAFETY VESTS MUST BE WORN IN THIS AREA

PROTECTIVE EQUIPMENT MUST BE WORN AT ALL TIMES

441 Wondall Rd Tingalpa
Brisbane QLD 4173
Ph: (07) 3907 0001
Where to go for advice

• School Manager
• Faculty WH&S Manager
• UQ OH&S Division
• Websites (PPL, OH&S, Faculty, School, Qld Gov’t)
Websites

- School intranet
- Faculty intranet
- OH&S Website
- UQ Policy and Procedures Library, Section 2
- Queensland Government legislation
Inductions
Inductions – Who?

- New staff
- New RHD students
- Visitors
- Equipment installers and maintenance providers (facilities@uq.edu.au)
- Contractors (builders, renovators) (facilities@uq.edu.au)
Inductions – Why do them?

• Inductions help to
  – ensure that people are able to work in a safe environment.
  – minimise risk
  – lessen the likelihood of injury to people
  – lessen the likelihood of damage to plant and equipment
Inductions – What is required?

• All workers
  – UQ General Workplace Safety Induction
  – Annual Fire Safety Training

• Supervisors
  – OH&S for Supervisors and Managers (not on line)
  – Prepare a Training Needs Analysis for your staff

• Laboratory Workers
  – Consult your Training Needs Analysis (TNA) – e.g.
    • Chemical Safety
    • Compressed Gas Safety
    • Risk Management Training

https://learn.uq.edu.au/
Inductions - Contractors

• Includes people coming to UQ to install/commission/service equipment

• On line contractor induction
  – Complete PF244
  – Provide a Work Method Statement (template)
  – Undergo a local induction (facilities@uq.edu.au)
  – Note arrival and departure time
  – Parking permit
School HR
- General inductions
- TNA

Building induction
- Faculty Facilities staff
- Office access

Lab inductions
Other training (TNA)
- Supervisor
- Lab Manager
- Lab access
Inductions – Where and When?

- General Inductions, TNA: School HR, Day 1
- On line Inductions: Week 1
- Lab Inductions: prior to gaining access and/or working alone
- It is the supervisor’s responsibility to ensure that the TNA is accurate and all identified training has been completed.
Incidents – Why report them?

- To ensure all incidents, hazards and accidents are investigated
- To prevent accidents and mitigate risk
- To ensure hazards are reported (and fixed)
- To help maintain a safe working environment
- Legislative requirement (Work Health Safety Act 2011)
Incidents

https://injury.admin.uq.edu.au/forms/default_content.asp?
Incidents – what should be reported?

- Work related injury or near injury
- Injury on the way to, or home from, work
- Actual (or near/almost)
  - Uncontrolled spills, escape of gas/steam
  - Implosions, explosions, fires
  - Escape of substances under pressure
  - Electric shock
  - Anything falling from height
  - Collapses
Incidents – Who do I tell?

1. **work-related injury/illness/incident/**
2. **Serious event/serious bodily injury/dangerous event?**
   - **Yes**: Take necessary emergency action (e.g., call Security 336 53333)
   - **No**: Notify supervisor/Head

3. **Injured person, supervisor or any other person aware of the incident reports incident online**
4. **Medical treatment required?**
   - **Yes**: Contact Work Injury Management (WIM)
   - **No**: Supervisor/Head to investigate injury/illness/incident
Incidents – Where and When?

Where


When

• The Head of School must sign off on all incidents within 12 weeks of the event.
• Incidents should be reported promptly though so that others can be protected from harm.
• Serious incidents need to be reported straight away
Improvement

Safety is everyone’s responsibility
Improvement – Why?

• It’s the law
• Provide a safe work environment
• Safety concerns can be raised with the following -
  Head of School
  School Manager
  Member of the School’s OH&S Committee
  Faculty WH&S Manager
  OH&S Division
  WHSR (Doug Malcolm)
Improvement – Who?

- Workers
- Students
- Supervisors
- Heads of Units
- Senior Executive
Improvement - How

• Discussions within the Group
• OH&S Committee and reports
• Training
  – On line
  – Face to Face
  – Eddie’s Risk Assessment Drop In Sessions
  – Newsletter articles
  – Ad hoc – Eddie, OH&S Division
School Resources

School Health and Safety Guide
Laboratory Manual Template
Unattended Experiment Form
OH&S Committee meeting minutes
Past Safety Seminar presentations

Do you need anything else?
Any questions or comments?

- What do you need to know?
- What help do you need?
- What impediments are there?