



Important Information about Notifiable Incidents

Despite our efforts to make our workplace safe, there may be times when a serious incident occurs. It is therefore important that all staff understand about **notifiable incidents** and ensure they report them to the OH&S Unit and the Security Office as soon as possible. This allows OH&S staff to immediately begin identifying the circumstances leading up to the incident and assist management and staff to minimise the risk of a recurrence.

The OH&S Unit, on behalf of the University, is legally required to ensure that any serious injury or dangerous occurrence is reported to SafeWork SA within 24 hours.

A person does not necessarily have to be injured for a report to be necessary, reports are required for a number of different reasons including:

- An uncontrolled explosion, fire or escape of any gas, hazardous substance or steam.
- The unintended ignition or explosion of an explosive.
- An electrical short circuit, malfunction or explosion.
- A work-related injury that causes death.
- A work-related injury that has acute symptoms associated with an exposure to a substance.
- A work related injury that requires treatment as an in-patient in a hospital immediately after the injury.

It is important that staff do not alter the site following a notifiable incident. This means that you cannot reuse, repair or remove any item that was connected to the incident until the circumstances have been fully investigated. SafeWork SA may also send an inspector to investigate. The OH&S Manager (or their delegate) must be present for any interview with SafeWork SA.

For further information please see the University's policy on Incident, Near Miss Reporting and Investigation Guidelines at <http://www.adelaide.edu.au/hr/policies/ohs/> .

Jane Knipe

Acting Manager, OH&S Unit

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3 December is the International Day of Disabled Persons – This year's theme is 'Decent work for persons with disabilities'. This day aims to promote understanding of disability issues, mobilise support for people with disabilities and increase awareness of the gains made by including people with disabilities in every aspect of life. More information is

available at <http://www.un.org/disabilities/> .

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The hot weather has started and summer is just around the corner, so **Linda Knobben** reminds staff it's time once again to think about **preventing sun damage and skin cancer**. The best ways to beat the sun are to:

- Wear a broad-brimmed hat when outside.
- Wear sun protective clothing.
- Wear wraparound sunglasses.
- Seek shade where possible when outside.
- Apply SPF 30+ sunscreen.

More information is available online at:

<http://www.cancer.org.au/Home.htm>

<http://www.skincancer.gov.au/internet/skincancer/publishing.nsf/Content/home>

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David Hale, Advisor to the Faculty of Engineering, Computer and Mathematical Sciences, says all employees and postgraduate students who work with chemicals, including supervisors and those in workshops, are required to attend **Chemical Management Training**. The two-hour course will be held on Monday 3 December 2007 and informs staff and students about legal requirements and University procedures in the handling of chemicals. More information is available at

<http://www.adelaide.edu.au/hr/development/ohstrain.html>

[<http://www.adelaide.edu.au/hr/development/ohstrain.html>](http://www.adelaide.edu.au/hr/development/ohstrain.html) or call Biancamaria Duke on ext 35726.

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As part of the Building Life Impact 2010 developments, the **Schultz Building** has been scheduled for a **lift upgrade** beginning in December. While works are carried out on lifts 3 and 4 (eastern end of the building) staff and students will be directed to use lifts 1 and 2 (western end of the building). When complete, the upgrade will mean lift access to the 12th floor, enhanced safety, improved service and reliability, improved disability access and increased energy efficiency. Works on the Schultz lifts will be completed in June 2008. Upgrades will begin on the lifts in the Oliphant and Ligertwood buildings early next year and **Healthy University** will continue to include details and updates of all lift upgrades

during 2008.

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We'd like to remind you that **tagging** is required for all **new electrical equipment**. In accordance with advice from SafeWork SA, the manufacturer should have performed electrical testing on the new equipment before delivery. However, before using the equipment you should conduct a physical inspection to ensure that no damage has occurred during transit or delivery. Check the item, cord and plug for any obvious signs of damage, such as cracking, breakages and exposed wiring. Once the equipment has passed physical inspection, it must be scheduled for tagging and regular testing.

Regular **electrical inspection and testing** is only required for electrical equipment that is

- hand-held
- moved whilst in operation
- moved often where damage to flexible supply cord could occur
- used in an environment where damage to the equipment or flexible cord can occur.

Staff are reminded that due to the **risk caused by double adaptors**, they must not be used under any circumstances within the University. Where possible, except for commercial office desktop equipment, **power boards** should only be used as a temporary measure and must comply with the Australian Standards.

For further information please refer to the University's Electrical Safety Policy <http://www.adelaide.edu.au/policies/158/>.

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This week our OH&S Officer profile is on **Mary Munro**, Practice Co-Coordinator for University Health (formerly Parklands Medical Clinic).

Mary is responsible for the day-to-day running of University Health and all matters involving clinic staff. Mary explains that University Health provides students and staff with a general practice service that includes health checks, immunisation and a range of other services in a friendly and confidential manner. Of particular interest to many staff at the moment is the Gardasil cervical cancer vaccine which is available free of charge for all female staff and students aged 18 to 26 who have a current Medicare card. Consultations at University Health are generally bulk-billed or covered by Overseas Student Health Cover. Appointments can be made Monday to Friday from 8.00am until 5.00pm on ext 35050.

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