

Staff OH&S Induction Course 2004

Introduction to Course

Welcome to the University's OHS Induction Course. This is a hard copy version of the online induction course for those who prefer not to work online or do not have reliable access to the online format.

Purpose of course

This course aims to provide staff with information about OHS systems to enable them to comply with legislative requirements within their own work areas.

It is designed to match generic competencies, as described in the "National Guidelines for Integrating Occupational Health & Safety Competencies into National Industry Competency Standards" (National OHS Commission, 1998). These competencies assist in the implementation of an effective OHS system that is consistent with legislative requirements throughout Australia.

The course addresses level B and C competencies, which are relevant to employees with supervisory or managerial responsibilities. Competency B requires supervisors to be able to implement and monitor the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain OH&S standards. Competency C requires managers to be able to establish, maintain and evaluate the organisation's OHS system in order to ensure that the workplace is, so far as is reasonably practicable, safe and without risks to the health of the employees.

This course is meant to raise general awareness about your supervisory responsibilities in OH&S, rather than provide detailed training in OH&S management.

In particular, it does not provide training in specific Hazards, which might apply within your workplace. If you require training in any specific Hazards (such as Radiation, Chemicals Safety, Electrical Safety, Noise, Manual Handling, Confined Spaces, First Aid etc.) please discuss this with OH&S Unit.

How long will it take to complete this Course?

Most staff take a little over 2 hours to complete this course, although you may take longer if you wish to explore some of the information in more detail on the Internet links provided.

Course structure

There are twelve core modules providing information on the following topics:

1. Why OHS?
2. Legislative framework
3. OHS Responsibilities
4. How the OHS Unit can assist you
5. Consultation
6. OHS Training
7. Staff Welfare
8. Worker's Rehabilitation & Compensation
9. Emergency Procedures
10. Agencies which Monitor OHS
11. Hazard Management
12. Accident Investigation

Although they are designed in a sequence, you may attempt the modules in any order. As you work through each module you will find activities to complete. Several modules have a simple quiz relating to the content. These quizzes are found at the end of the training modules and you may wish to complete each quiz as you finish each module.

Your completed responses should be sent to the OH&S Unit, Human Resources, for marking.

Periodically, the OH&S Unit will do a print run of certificates of competency for participants, as proof of completion of the course.

Assessment

The University Health & Safety Committee has agreed that a pass-mark of 70% is considered acceptable for these OH&S courses.

Module 1 - Why OHS?

Legislative Requirements

Occupational Health & Safety (OHS) is an essential component of all successful management systems. Employers have a legal duty of care not to place their employees in danger whilst at work. Each state has its own OHS legislation and it is also addressed at a national level. In this course we refer primarily to South Australian legislation.

Worker's Rights

It is the basic right of a worker to leave work at the end of the day with the same level of health as they had at the start.

National statistics

Most statistics in OHS are based on the incidence of and/or costs associated with work-related injury or disease. According to the National Occupational Health and Safety Commission* Report published in December 1999:

Approximately 440 Australians die due to work related injuries every year. Many more are seriously injured. In Australia there are over 15 serious injuries every hour and at least one death per day.

[*National Occupational Health & Safety Commission (NOHSC) was previously known as Worksafe Australia]

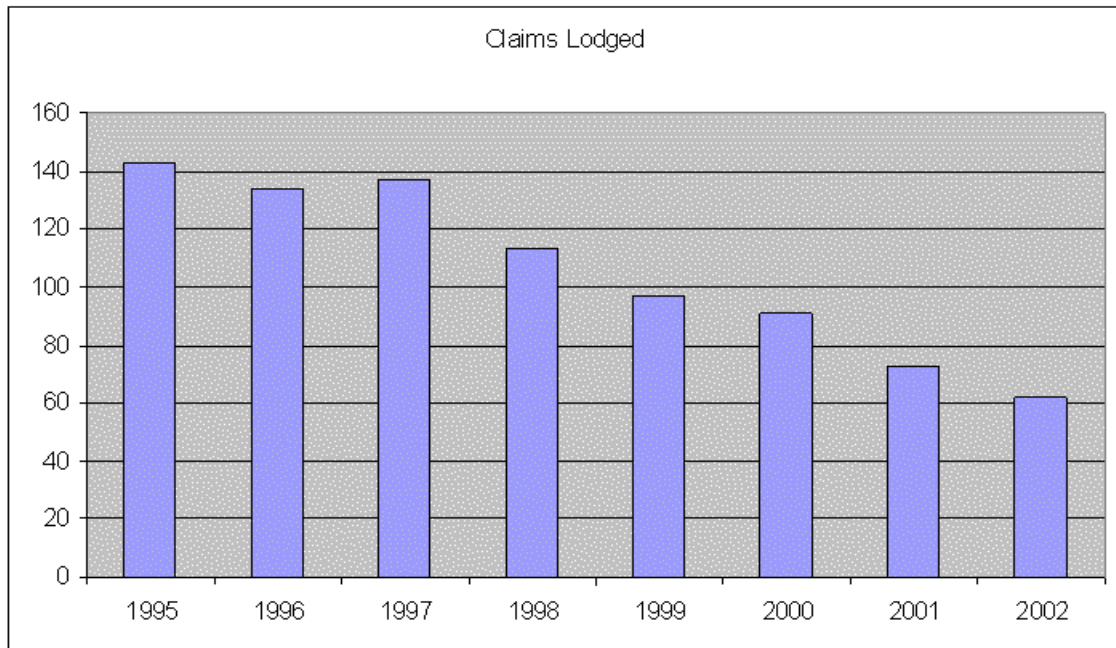
State statistics

The 2000 WorkCover Annual Report stated that in the financial year 98/99, a total of 47,160 South Australians claimed compensation for workplace-related injuries or illness. This is much higher than the injury toll from our roads. This number does NOT include work-related any injuries/illnesses for which no compensation claim was made. The report also points out that for every injured or ill worker, several people suffer the consequences - spouses, children, coworkers and/or employers.

Workplace fatalities in South Australia numbered 28 in the financial year 1998/1999.

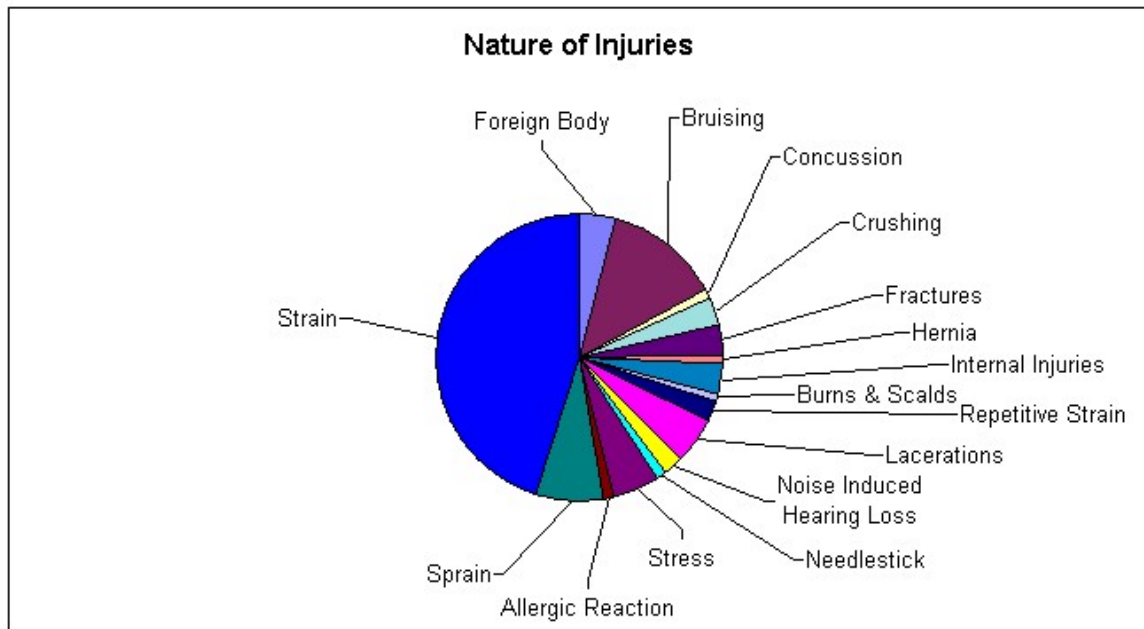
University statistics

The number of Claims reported annually within the university is shown in the bar graph below.



The graph shows that, as the university adopts a more pro-active attitude towards occupational health and safety, the number of incidents is generally declining.

Also shown below is a breakdown of the types of incidents reported for 2000:



["Other" includes those entered as a "near miss" - where an incident occurred, but there was no injury or property damage. It is important to report these too as they alert people to a possible hazard.]

The largest percentage of incidents involves slips, trips and falls that may result in strains and sprains. This is a common trend in OHS statistics across Australia.

Cost considerations

Another reason to focus on OHS is the cost to the employer (and subsequently the community) when OHS is not managed effectively.

Consider the following scenario ...

Joe, an employee, was carrying stationery supplies through the main office. Unable to see over the packages he was carrying, he tripped on an extension cord and fell over. He dropped the packages and reached forward to break his fall, grabbing at a desk.

He fell heavily to the floor hitting his chin on the side of the desk on the way down. A computer was also thrown to the floor. Joe suffered minor bruising and a small cut to the face, which required stitches; he was absent from work for two days.

The cost of the medical attention was \$58 and the two days off work cost the University \$176.

When the workplace injury statistics were reviewed at the end of the month the case in question was dismissed as a minor incident, with an estimated cost of only \$234. We will revisit this later.

State statistics

The WorkCover Report records that the annual cost of claims for Workers' Compensation in South Australia was \$297 million for the financial year 1998/99. This figure is for non-Exempt employers only, which makes up approximately 60% of the state's workforce. These employers pay a levy to WorkCover to contribute to workers' compensation claims costs. The other 40% are known as "Self-insured" or "Exempt" employers. They include private organisations, State Government departments, statutory bodies and Local Government.

Overall costs for the University of Adelaide

The University is an Exempt Employer, which means that our compensation costs are self-funded, rather than insuring through WorkCover. This entitles the University to an exemption from the WorkCover levy. Exemption is granted to employers with over 200 employees that have been able to demonstrate to WorkCover that they comply with the Performance Standards, by auditing their OH&S management systems.

The University's total costs of Workers Compensation per year (when averaged over recent years has been around \$600,000. If we lose exempt status and have to insure through WorkCover, the total cost will rise to around double this, to about \$1,300,000. (The number of compensation claims made over recent years is shown in the previous section of this course.)

Additional Costs

The insured (direct) costs are generally easy to identify, e.g.

- Medical costs
- Rehabilitation
- Income maintenance

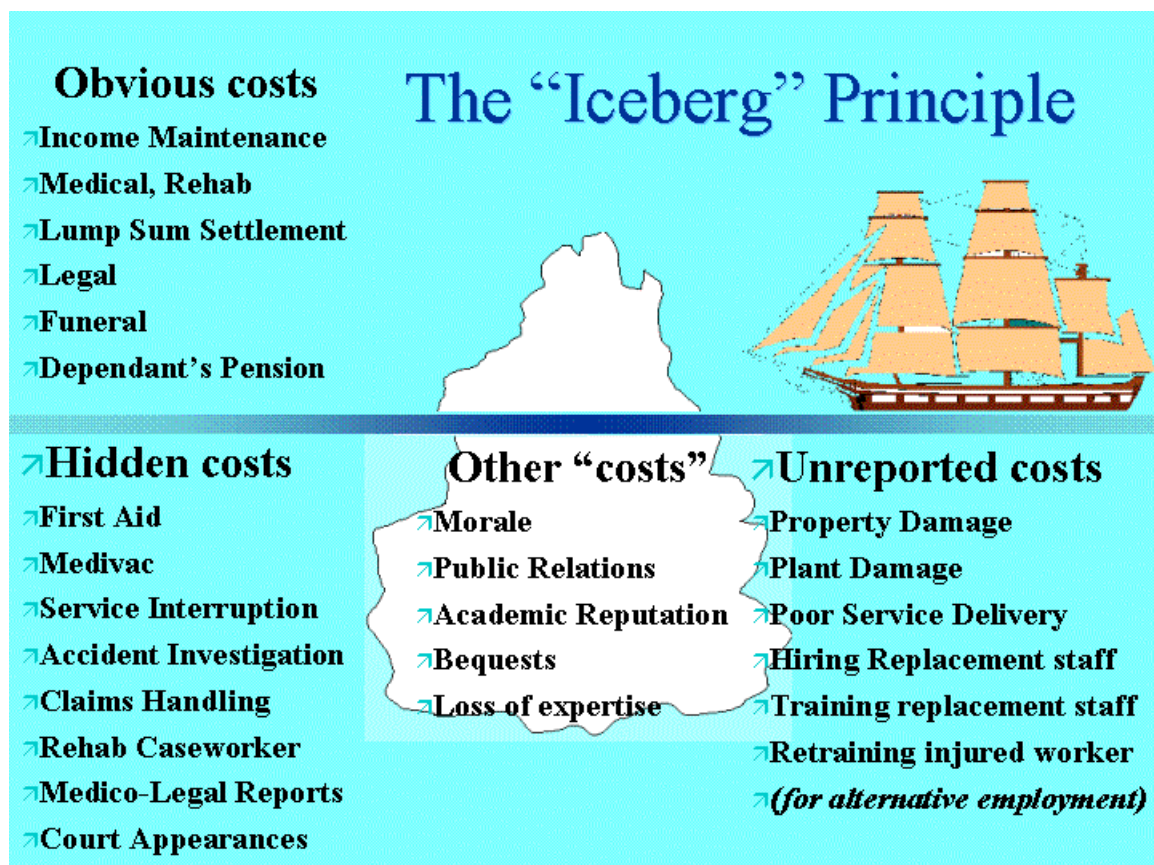
Uninsured (indirect) costs are often more difficult to assess; for example

- Incident investigation
- Retraining of injured worker
- Training of replacement worker
- Loss of self-esteem of injured worker
- Impact on co-workers (morale)
- Impact on family of injured worker

These hidden costs can impact more on an organisation than may be recognised. Can you think of others?

The Iceberg Principle

The analogy of an iceberg is often used to demonstrate that the costs associated with an accident/incident are quite high but people tend to only see the direct costs that are covered by insurance. The hidden costs (below the surface) are estimated as being - on average - FOUR times higher than the obvious costs.



True Costs

Now look at the costs not considered in Joe's accident

Replacement of computer	\$2,000
Removal and fitting of stand-by computer	\$30
Re-keying of data as it had not yet been backed up	\$88
Downtime while other employees in office went to aid of injured worker (20 minutes)	\$30
First aid officer called away from normal duties (half hour)	\$50
First aid officer transporting (and waiting with) injured worker to medical centre (2 hours)	\$200
Accident investigation by supervisor	\$200
Administration of WorkCover claim form	\$60
Total	\$2658

Therefore the total cost of Joe's accident was actually \$2892!!

It isn't hard to see how, when you claims over a full year, the estimate of hidden costs averaging FOUR times the total claims costs can be achieved.

Module 2 - Legislative Framework



This pyramid shows the legislative framework and supportive documents for occupational health and safety in South Australia.

OHS&W Act, 1986

The OHS&W Act provides the foundation for OHS in South Australia. Sections 19 and 21 are the most important parts for you to understand.

Section 19 outlines the responsibilities of employers; section 21 describes the rights and responsibilities of employees. (See modules 3 and 4).

Other sections in the Act cover the following:

- the responsibilities of other people such as designers/manufacturers of plant and substances
- the appointment & function of health and safety representatives and committees
- the resolution of OHS issues
- and the monitoring and enforcement of OHS

OHS&W Regulations, 1995

To supplement the OHSW Act, there are Regulations, which provide more information on how to comply with the legislation. The current regulations were released in 1995 and cover most South Australian workplaces. An updated edition was released in late 1999.

The Regulations detail specific legislative requirements, such as hazard identification, risk assessment and record keeping. Employers and employees **MUST** comply with the Regulations. Some common hazards are addressed individually within the regulations, e.g. manual handling, electrical installations and equipment, noise, hazardous substances. **ALWAYS** check the wording of the Regulations in relation to these documents - if the words "must" or "shall" appear **YOU MUST COMPLY!**

As a supervisor you should familiarise yourself with the Regulations that apply to your work.

Approved Codes of Practice

The Regulations may refer to specific Codes of Practice or Australian Standards that must also be followed. These documents provide more practical advice on how to comply with the legislation. If a Code of Practice is "Approved" it becomes the minimum legally accepted standard or practice.

In court an employer would need to prove that they were following the code of practice or were able to maintain the same level of safety using a different method in order to avoid prosecution. Some Australian Standards have been gazetted as Approved Codes of Practice (e.g. AS 1270 Acoustics – Hearing Protection). Some National Codes of Practice are also referred to in the OHSW Regulations. Those relevant in South Australia are listed in Appendix 3 of the OHSW Regulations.

Here are some Approved Codes of Practice that are relevant in all or some work areas of the university:

Approved Code of Practice for Manual Handling
Approved Code of Practice for First Aid in the Workplace
Approved Code of Practice for Labeling of Workplace Substances

AS 1885.1 Workplace Injury and Disease Recording Standard
AS 1674 Safety in Welding and Allied Processes
AS 2243 Safety in Laboratories
AS 1680 Interior Lighting and the Visual Environment

Australian Standards/Guidance Notes

Australian Standards also provide practical ways to comply with legislative requirements. They cover a wide range of areas and only some relate to OH&S. Australian Standards are usually advisory documents only **UNLESS** they are "called up" specifically in the Regulations. Some NOHSC (Worksafe)

publications, sometimes called Guidance Notes, are also in this category. Those that are called up are listed in Appendix 4 of the Regulations. Once called up, they acquire legal force and you MUST comply with them.

Some of the documents called up are:

AS 2444 - Portable Fire Extinguishers - Selection and Location

AS 1269 - Acoustics - Hearing Conservation

List of Designated Hazardous Substances (NOHSC)

Guidance Note on Storage of Chemicals (NOHSC)

University Policies and Procedures

At a local level, the university has developed its own OHS policies and procedures. These describe how university employees will comply with the OHSW Act, Regulations, Approved Codes of Practice and Australian Standards. Many schools/departments have referred to these documents to develop their own written procedures addressing specific OHS issues. Safe operating procedures (SOP's) or safe work practices (SWP's) may also be developed to ensure employees follow specific steps for certain tasks; e.g operating machinery, conducting an experiment.

As a supervisor, it is your responsibility to ensure policies and procedures are followed correctly.

Worker's Rehabilitation and Compensation Act, 1986

The university also has legal responsibilities under this Act. It describes the general framework for protecting the safety and financial security of workers who suffer injury or disease due to work-related activities. As a supervisor, you may be involved in assisting an injured worker to return to work successfully. This will be addressed further in a separate module.

Module 3 - Your OH&S Responsibilities

Vice-Chancellor

The Vice-Chancellor is the Responsible Officer under OHS legislation and is therefore legally accountable for the health, safety and welfare of the university's employees and students at work. It is the Vice-Chancellor's responsibility to ensure that the university implements an effective OHS management system.

Senior Management

The Vice-Chancellor has delegated to the Executive Director, Student and Staff Services, the task of developing and maintaining the overall OHS management system within the university. The executive director is responsible for meeting the aims and objectives of the university's OHS Policy as well as the requirements of the Occupational Health Safety and Welfare Act, 1986 and the Workers Rehabilitation and Compensation Act, 1986.

The Vice-Chancellor's Committee monitors the implementation of the university's OHS Management Plan and regularly reviews its progress, through the University Health and Safety Committee.

Faculty Heads/Division Heads

This group includes all Executive Deans of Faculties and Executive Directors of Administrative Divisions. These staff members have the overall responsibility for the health, safety and welfare of all staff, students and visitors within areas under their control. They must ensure that OHS management systems are implemented and maintained and that adequate resources are made available for OHS legislative requirements to be met.

The responsibilities outlined in this module apply to Senior Management, Faculty Heads, Division Heads, Heads of Schools and other Administrative Sections and supervisors.

Responsibilities of Manager/Supervisor

Section 19 of the OHSW Act outlines an employer's duty of care to ensure the safety of their employees. They must "ensure as far as reasonably practicable that the employee is, while at work, safe from injury and risks to health". The Act identifies the following responsibilities of the employer under his duty of care:

- Provide a safe working environment
- Provide safe systems of work, i.e. safe ways to perform specific tasks
- Provide safe plant, such as machinery and electrical equipment
- Provide substances in a safe condition, for example, chemicals stored safely
- Provide information, training, instruction and supervision. Eg. about hazards, procedures, policies
- Provide safe and healthy facilities for the welfare of employees
- Monitor the health and environment of workers
- Keep records of injury and illness to monitor overall health and safety in the workplace

The remainder of this course addresses some of these responsibilities in greater detail.

Section 20 of the OHSW Act describes the requirement for employers to consult with employees on OHS issues and prepare OHS policies and procedures. Under the Act, volunteers and some contractors are deemed to be employees and therefore must also be consulted.

It is important to note that managers, heads of schools and administrative sections, supervisors, etc are deemed to act as a representative of the employer and therefore have the same legal OHS responsibilities. The university's policy on OHS&W provides the following definition: "a supervisor is any person, academic or non-academic, who provides guidance and/or instruction regarding the activities of another person at work or study".

What is a supervisor?

You are a supervisor if your work involves any of the following:

- Managing the work of other staff or students
- Giving guidance or instruction to other staff or students
- Supervising students

Examples of specific tasks include:

- Supervising post-graduate students
- Managing a laboratory
- Lecturing students
- Coordinating field trips

In all of the above situations the manager/supervisor has a duty of care towards the people under their management/supervision. An employer can be prosecuted under the OHS legislation if it is proven in court that they have failed in this care. The current maximum fine for an employer is \$100,000 for a first offence. A second offence of the same type of incident can result in a fine of up to \$200,000. There would also be additional court costs, so it can be seen that contributing to an incident can be very expensive! If it is considered that "reckless endangerment" was involved a prison sentence may be handed down.

Managers and Supervisors would generally be liable for a fine of up to \$10,000 in the first instance, as they DO have legal responsibilities for the safety of people under their supervision. Managers are responsible for developing and maintaining OHS systems to ensure the health and safety of their workers; supervisors are responsible for the implementation of those systems.

Record Keeping

Under the OHS legislation reference is made to documentation required. This includes:

- OHS committee minutes
- Safety inspection reports
- Accident reports
- Electrical equipment register
- Plant register
- Chemical register
- Material safety data sheets (for chemicals)
- Maintenance, repair and testing records
- First aid treatment administered

- Results of workplace monitoring
- Results of health surveillance

Most records need to be kept for at least three years. The last two listed must be kept for 30 years as some work-related diseases take years to manifest (e.g. cancer, noise-induced hearing loss).

Responsibilities of an employee

As a university employee you also have a duty of care under Section 21 of the OHSW Act. An employee must:

- Protect his/her own safety at work
- Avoid adversely affecting the health or safety of any other person through any act or omission at work
- Use any equipment provided for health and safety purposes, e.g. trolley, fume hood
- Obey any reasonable instruction in relation to OHS
- Ensure that they are not affected by alcohol or drugs such that they endanger their own or another person's safety at work
- Comply with any policy that applies at the workplace

What this basically means is that if you are instructed to do a task in a particular way for safety reasons, **YOU MUST DO IT THAT WAY**. You must comply with all University policies and procedures, safe operating procedures and so on.

In addition, employees are required to report all accidents, incidents and hazards to their supervisor and to participate in developing and implementing OH&S solutions.

Remember - an employee can be prosecuted under the legislation if it is shown that they failed in their duty of care. The maximum fine for an employee is currently \$10,000. Once again there may also be court costs on top of the fine. There are documented cases of workers getting injured and then being fined for failing in their duty of care to themselves.

Duties of Others

The OHSW Act also specifies duties of other people that relate to the workplace.

Self-employed workers must protect their own health and safety whilst working and not endanger others. They must comply with relevant OHS legislation, Codes of Practice and Standards.

Owners AND occupiers of buildings must maintain them in a safe condition. The owners are responsible for the state of the infrastructure; the occupiers must ensure they keep their work areas in a safe condition.

People who design, manufacture, import and/or supply tools and equipment to workplaces must ensure that it is in a safe condition.

Section 25 of the Act places a duty of care all persons (not being an employer, employee or occupier of a workplace) to ensure they do not place at risk the health or safety of any other person. They must not misuse or damage anything provided in the interests of health, safety or welfare. Under the legislation students fall into this category.

Contractors

OHS responsibilities for contractors can be confusing as it depends on whether they are on a contract of service or a contract for service. Workers who are engaged in contracts similar to Contracts of Employment should be entitled to the same right and should accept the same responsibilities as other employees under the OHSW Act.

Examples of a contract for service include the following:

- Contract for major works
- Contract for minor works
- After hours (emergency) contracts

The Act places responsibilities upon employers regarding workers engaged on contracts for service to the extent the employer can reasonably control the contractor's activities. The contractor also has responsibilities under the Act as an employer or self-employed person. They must protect the safety of their own employees, university staff and students and any other people present at the worksite.

The contractor should provide their own employees with any necessary induction or other training relevant to hazards in the university environment. Property Services provide contractors employed by them with relevant safety information; Schools should do the same if they independently employ a contractor for a service. The contractor should also inform the School of any safety issues that may arise during the course of their work, e.g. noise, fumes (painting), possible exposure to hazardous substances. The contractors must abide by relevant university policies and procedures whilst on university business.

Module 4 - The OHS Unit

How the OHS Unit Can Assist You

The university has established an Occupational Health and Safety Unit in the Human Resources Branch as an essential component of the university's OHS management system. The OHS Unit is located on Level 3, 230 North Terrace. It provides a central consultancy service to oversee and assist departments in their efforts towards creating a safe working environment for staff and students. Each OHS adviser liaises with a number of departments within the university, however they DO NOT assume responsibility for OHS management within those departments.

The role of the OHS Unit is varied, for example:

- Oversee the university's progress against its OHS Action Plan.
- Provide information, guidance and assistance on a wide range of OHS issues.
- Conduct ergonomic assessments on request.
- Assist in conducting an investigation of serious accidents.
- Develop and review OHS policies and procedures, in consultation with affected parties.
- Assist in the development of safe operating procedures at a faculty or school level.
- Provide a support network for health & safety representatives and OHS committees.
- The Rehabilitation Coordinator organises the rehabilitation of injured employees.
- Provide or coordinate OHS training.
- The unit may become involved in health promotion from time to time, e.g. vaccinations for Hepatitis B, Tetanus, Q Fever and Asthma Prevention Programs.

Internal OHS Auditing

The advisers have been trained to audit OHS management systems at a school, faculty or university level to ensure legal compliance. These audits regularly review how the university is addressing OHS, and are an essential condition of the University retaining its Exempt status. When your work area is audited you may be asked to participate in this process.

Other activities

The Unit maintains close links with several government organisations such as WorkCover, the Department of Administrative & Information Services (DAIS) and the Environmental Protection Authority. The Unit also shares information with other universities in SA and interstate.

On-line OHS information

An important aspect of the unit is the Unit's web site. This is the access point for a lot of OHS information. If the site does not help answer any queries you may have, contact the unit by phone or email.

Module 5 - Consultation

Why consult?

Consultation is a key element in OHS legislation. Under sections 20 and 34 of the OHSW Act, employers (and supervisors) are required to consult with all relevant personnel on health & safety issues that affect them. This includes the development and review of OHS policies and procedures and BEFORE any new work process or new plant or new substance is introduced that may affect the health or safety of the employees. Employers must also consult with employees during the identification, assessment and control of workplace hazards. Any part-time employees should be included in the consultation process wherever possible.

There are four main reasons why consultation is important:

- Employees who are exposed to a hazard should have a say in how it is to be controlled
- Employees are more aware of the hazards in their work area
- Employees are more likely to be committed to health and safety if they are actively involved in its management
- Employees are able to make management more immediately accountable

All staff should be encouraged to provide feedback on issues and to raise concerns or make suggestions about safety in their work area.

Across the university there are several levels of OHS committees and specific positions to help manage OH&S and ensure legislative compliance. These people can assist you in your OHS responsibilities.

Health & Safety Officers (HSO)

It is recommended that departments appoint a health and safety officer to assist the department head. The DHSO will represent the Head of the Department on OHS issues, but this does not remove the legal responsibility from the Head.

Their role may include:

- Conducting workplace inspections.
- Investigating accident/incident reports.
- Researching hazard information relevant to their department.
- Assisting in the development of OHS action plans.
- Preparing local policies and procedures.

- Maintaining records of departmental OHS information.
- Monitoring the provision of OHS training within their department.

Health & Safety Representatives

Each work area within the university is entitled to elect a health and safety representative to represent their group. They are seen as the direct line of consultation between management and employees. Under section 32 of the OHS&W Act, HSR's have legal rights, powers and responsibilities to enable them to perform their role, including:

- Inspect the workplace immediately if there is an accident or a risk to the health or safety of a member of their group and any other appropriate time.
- Access OHS information relevant to their work-group.
- Be consulted on OHS issues affecting their work-group.
- Accompany an inspector during an inspection.
- Investigate complaints relating to OHS.
- Make representations to management on OHS issues.
- Issue "default notices".
- Direct work to cease if there is an immediate threat to health and safety.
- Attend 5 days accredited training per year for their three-year term.

Election of HSRs

Employers have several responsibilities under the OHSW Act regarding HSR's. If a group of employees request a HSR to be elected then the employer must arrange for an election to be held. The OHSW Regulations specify the procedure to be followed for the election of an HSR. An employee cannot be forced to take on the role of HSR. Once elected, the OHS Unit must be notified so the HSR can be entered on a database and registered with WorkCover. The HSR will receive information to assist them in their role.

HSR Training

The employer must assist the HSR by providing them time off work with pay to attend training and with the facilities and time at work to perform their role. If there is a HSR, the employer MUST consult with them on all OHS matters outlined at the start of this module. If an employee approaches you with a problem it may be useful to consult with the HSR in resolving the issue.

If an employee in your work area has a concern about health and safety they should speak to their supervisor first. If they are unsatisfied with the response to resolve the issue then they may approach the HSR for assistance.

Accountability

The HSR is held accountable in that if they abuse their powers they can be removed from that position or liable to a fine. Conversely an HSR cannot be discriminated against by their employer, while trying to address genuine OHS issues (penalties apply). Their position is a privileged one that must be used correctly.

[Click here to find out more about Health and Safety Reps](#)

School/Faculty Health & Safety Committees

Most schools and all Faculties/Areas have an OHS Committee or have OHS as a standing item on the agenda of their board meetings. The Area Committees consist of a representative from each school. An adviser from the OHS Unit may also attend these meetings.

OH&S Committees have several main functions:

- Plan and review departmental/area OHS action plans.
- Develop and review local OHS policies, procedures and work practices.
- Consult with others on any changes that may affect the OHS of employees.
- Review accident/incident reports to identify any common causes.
- Assist in return to work of injured employees.
- Assist the health and safety representative in resolving OHS issues.

Members may also be involved in other OHS activities, e.g. workplace inspections. As you can see these three roles overlap to some extent and encourage consultation between different levels of staff within each department.

University Health & Safety Committee (UHSC)

The UHSC consists of nominated representatives for each Faculty Health and Safety Committee and management representatives and is the peak OHS consultative group within the university.

This committee has several functions:

- Oversee the progress of the university OHS action plan.
- Monitor what is happening at lower levels.
- Address university-wide OHS issues.

Some OHS issues are very difficult to resolve because of the costs involved and may need to be presented to the UHSC to seek additional funding support.

Dispute Resolution Process

There is a set procedure established within the university to deal with OHS issues.

As stated above if someone has a concern they must discuss it first with their supervisor. Less serious matters can usually be resolved quickly.

Either the complainant or the supervisor may then approach the HSR for assistance in resolving the issue.

If the HSR is still not satisfied that the issue is being addressed adequately they may raise it with the departmental OHS committee and/or an OHS Unit adviser.

If still unresolved the issue may then be presented to the faculty/area OHS committee or the UHSC if needed.

Alternatively, the HSR has the right to seek outside assistance instead, provided they have consulted with their supervisor first.

The HSR may issue a "default notice" if they believe the employer is in breach of OHSW legislation.

The HSR has the right to order unsafe work to cease immediately if they perceive there is a serious and immediate threat to health and safety.

As you can see the HSR is a useful ally in helping you with your OHS responsibilities. However they must not be delegated to do your job. They CANNOT be held responsible if YOU fail in your responsibilities.

Module 6 - Training

Why is training important?

Under OHSW legislation employers must provide employees with adequate information and training so that the employees can work safely. The course you are currently undertaking is an essential part of this training requirement. It is also important that new employees are supervised until their supervisor is satisfied that the employee is competent to do required tasks safely.

Studies have shown that many of the injuries reported nationally and statewide occur in the employee's first year. This is because they are less familiar with the task, workplace and associated hazards. Similarly, more experienced employees transferring to a new workplace or being assigned new tasks may also face increased risk of injury.

What type of training is needed?

General training is provided during induction. This on-line induction course is available to provide generic OHS information to all staff. Supervisors are also required to provide relevant task or hazard specific training before workers in their area commence any new hazardous tasks or if using unfamiliar equipment or substances. For example, a new employee may need training in a particular "safe operating procedure" involving a hazardous chemical, machinery or tools. Many employees also benefit from training in manual handling and/or ergonomics. This training is often the responsibility of the supervisor. Each School or administrative Section should conduct an annual 'training needs analysis' of all staff to identify what training is required for each person.

The university's training policy states that all levels of management, safety officers and health and safety representatives should attend an OHS information/training seminar at least annually. This ensures all are kept up to date with legislative changes.

Is any special training required?

Several sets of legislation, including the OHSW Regulations require employees to be qualified and licensed for certain tasks. For example, if you are required to work in a "confined space" at any time (e.g. silos, wine vats) you must be trained in how to do this safely before entering this environment for the first time. You will receive a 'ticket' to then work in confined spaces. Similarly, if you operate a forklift or cranes you must be certified to do so. Some jobs require trade

qualifications, such as for an electrician or plumber; other jobs may require other institutional qualifications.

What if people want more training?

There are several OH&S training programs offered by the OHS Unit. Some OHS programs offered by other training providers are also listed on the Unit web site. The Unit is able to give you details of many training courses available from these providers.

The University also provides other types of training that is not OHS related, e.g. project management, computer skills, effective communication skills, etc. This enables employees to work more effectively and thus makes their job "easier". The university provides some of this training through the Centre for Professional and Continuing Education (PCE) and the Learning & Teaching Development Unit (LTDU)

Training Records

Under the OHSW Regulations the employer is required to keep (for a period of five years) records of the provision of information and training relating to OHS. For example, when you complete this course you will receive a certificate. A copy should be kept in your personnel file as a record of training received.

Module 7 - Fire & Emergency Evacuation

What does this cover?

An important part of keeping employees safe is ensuring everyone knows what to do if there is an emergency situation in their work area. Under Division 2.6 of the OHSW Regulations the workplace must provide for the safe and rapid evacuation of workers in the event of an emergency. This includes the provision of:

- Emergency exits
- Emergency lighting
- Suitable fire extinguishers for the hazards present
- Deluge facilities (e.g. emergency showers) where necessary
- Procedures for chemical spills/leaks
- Evacuation procedures
- Trained safety wardens
- Evacuation training for employees

Emergency Management within the University of Adelaide

The University's Emergency Management Plan is managed by the Emergency Planning Committee (convened by the Executive Director Finance & Infrastructure). Consultancy services, training and support is provided by FSI Fire Safety Training (A Division of Chubb Fire Australia) under contract.

Heads of Schools are responsible for ensuring that Emergency Wardens and Chief Wardens are appointed and local Emergency Management Plans (and Evacuation Plans) are in place for all areas under their control.

For more detailed information, refer to the Campus Services' website.

School Emergency Management Planning

Each School is required to appoint a Chief Warden for each building under their control. (Where buildings are shared between who must develop emergency evacuation procedures to ensure all staff and students know what to do in an emergency situation. If more than one department shares a building, the Chief Warden needs to be appointed after consultation with staff from all occupying departments. You need to be fully aware of what emergency procedures are in place for your work area. You may be involved in the development of the Emergency Management Plan for your area.

Training

Under legislation all employees are obliged to attend any training provided on emergency evacuations and must participate and comply with instructions during emergencies and evacuation drills. All Staff must ensure are familiar with the procedures and know who the wardens are. (Click on the "Campus Services" link above or find the "Emergency Procedures" posters in your area(s) to find out who your wardens are.)

If drills are not held regularly staff and students may not know the correct procedures, which could prove fatal in the event of a real emergency situation. Employees must also participate in any emergency prevention programs, e.g. keeping emergency exits clear.

The chief warden and floor wardens in your area must attend training to ensure they know what their duties are in an emergency. This is currently coordinated by Property Services.

Contact Information

The emergency numbers for the university are (0)000 or 35444 (Security), depending on the urgency of the situation. These numbers must be listed on the "Emergency Procedures" charts (or blue "flip charts") which have been provided for every work area. Supervisors must ensure that flip charts are located in all work areas under their supervision and that they are filled out correctly.

Hazardous Substances

If your department works with chemicals, procedures must be put into place to address all possible emergency situations. Clean up procedures must be established in case of spills. Emergency eye wash stations and/or deluge showers must be provided where there is considered to be a risk of eye/skin contact. Up to date chemical registers must be maintained to assist emergency services personnel if they need to enter the premises. These are all legal requirements under the hazardous substances regulations.

Module 8 – Monitoring OHS

There are two main Government organisations in South Australia that monitor how workplaces comply with OHS legislative requirements.

Workcover Corporation

WorkCover was established to:

- Administer the Workers' Rehabilitation & Compensation Act, 1986
- Provide funding for rehabilitation and compensation for disabilities arising from work
- Monitor employers' performances in workers' compensation and injury prevention

In addition, as previously mentioned in Module 1, WorkCover authorises eligible employers (Government Departments, certain Institutions, such as the Universities and many larger private sector employers) to operate as "Exempt Employers" (or "Self-Insurers"), managing their own Workers Compensation claims. To maintain this exempt status these Employers (including the university) must be able to demonstrate to WorkCover that we are continuing to comply with specific "performance standards" for Best Practice management of our OH&S responsibilities and ensuring all Staff (and Students) are as safe as reasonably practicable whilst at the University.

Every three years WorkCover audits the university against these standards. A key element in maintaining Exempt status is the documentation of all OHS management systems. This includes faculty/area and school OH&S Action Plans, etc. The OHS Unit conducts audits within Schools to ensure these plans are working effectively.

WorkCover also provides advice on many OHS issues and maintains a Resource Centre, located at 100 Waymouth Street.

They also maintain a comprehensive OH&S-related web site at WorkCover please bookmark this website for later referral.

Please note, this website may display more clearly if viewed in "Internet Explorer"

WorkPlace Services (Department of Administrative & Information Services, or DAIS)

Another government organisation that monitors OHS is "Workplace Services", which is a part of DAIS. This group is sometimes referred to the "Inspectorate" because one of its main functions is to inspect work places when there has been a breach of OHS legislation or a complaint registered about workplace health and safety. The inspector has the legal power to prosecute employers, employees and others for serious breaches.

Inspectors have the right to enter workplaces at any time. They can inspect the workplace for compliance with OHS legislation. They also have the right to view all records pertaining to OHS management systems.

Inspectors are entitled to issue an "Improvement Notice" or a "Prohibition Notice", depending on the severity of the breach. An Improvement Notice is a formal notice to an employer requesting that they "improve" their OHS systems (e.g. provide machine guarding) by a specific date. Failure to do so may result in a fine being imposed. A Prohibition Notice is more serious and means that a particular work process or piece of machinery must not be used until the OHS issues have been addressed to the satisfaction of the inspector. Failure to do so may result in the premises being shut down and/or a larger fine being imposed.

Workplace Services can also provide advice on a range of OHS issues. There is a web site within the DAIS site called ERIC that links to useful information on many hazards and safety alerts.

Note: This link is also best opened using "Internet Explorer". It will open in a new window. To return to this module, close the new window.

Self Audits

Each School is required to develop, implement, monitor and review an OHS Action Plan. This identifies the priorities for the School in managing OHS. The plan needs to be reviewed at least annually and any new issues addressed. Items identified during audits should be added to this plan unless they need to be "fixed" immediately. If you are part of your School's OHS committee you will be involved in this process. It is important that supervisors familiarise themselves with the School's OHS Action Plan so they can support it effectively.

The OHS Unit conducts inspections and audits to check procedures, work practices, etc within Schools. Part of the OHS Unit's role in ensuring we maintain our Exempt Employer status is to conduct rolling audits of all Schools within the university. Consolidated Reports are generated to highlight areas of concern across the university. When reviewing OHS Action Plans it is a requirement that

the Consolidated Report be referred to for identification of those items applicable to individual faculties and/or Schools. Future audits will focus upon these items, in particular.

How to be Proactive

Supervisors, in particular, play an important part in monitoring OHS within the university. The OHS Unit needs everybody to keep alert to potential dangers to themselves and others. Whenever someone reports a hazard it is important that it is addressed. If there is a "near miss" this should be investigated, as it may assist in the identification of a way of controlling a hazard before someone is seriously hurt. It is through working together that the university will become a safer place to work and study. Encourage staff and students under your supervision to report all hazards, however trivial they may seem.

Module 9 - Hazard Management

Introduction to Hazard Management

Within the university there are many hazards, some more obvious than others. An important principle in OHSW legislation is the requirement for employers to identify, assess and control hazards within the workplace. This is known as "hazard management".

Employees also have a responsibility to report any hazards they are aware of and to obey any safety instructions issued relating to recognised hazards. The focus is on prevention before rather than reaction after an accident or near miss occurs. Supervisors have an important role to play in hazard management.

What is a Hazard?

In the OHSW Regulations a hazard is defined as something that "has the potential to cause injury or illness". It is a very broad definition and hazards can vary considerably.

Reporting Hazards

The university has developed a hazard report form to allow employees to inform their supervisor of hazards in the workplace. Alternatively employees may prefer to speak to you directly.

Hazards within the University

Due to the nature of our work, there are a wide variety of hazards present in the university. Hazards are often divided into categories for easier discussion. Here is a list of possible hazards you may encounter in your work area:

- Physical, e.g. temperature extremes, machinery, noise, vibration, electricity, slippery floors
- Chemical, e.g. substances used for experiments or cleaning. May be a liquid, gas, solid, fume or vapour.
- Biological, e.g. viruses, animals (bite/kick, etc)
- Ergonomic, e.g. lifting and/or carrying objects, design of tools, poorly configured workstation

- Radiation, e.g. electromagnetic, X-rays, isotopes, lasers, the sun (outdoor work)
- Psychosocial, e.g. work load, conflict with other staff

Be aware that processes such as the use of machinery may cover several hazards.

Click on the link to find an index to hazard information sheets. You may wish to bookmark this site. How many of these will apply in your work area?

Note: This link will open in a new window. To return to this module, close the new window.

What is the Hazard Management Process?

There are three steps in hazard management:

- Hazard identification (e.g. through inspections)
- Risk assessment (evaluating how much risk is attached to a specific hazard)
- Hazard Control (identifying ways to minimise the associated risk)

The remaining pages in this module address each of these steps.

Hazard Identification

- This involves the active seeking out of hazards in the work area such as:
- Investigating all new accident, incident or near miss reports
- Investigating hazard reports
- Looking at past accident/incident reports
- Consulting with workers in the area
- Conducting workplace safety inspections
- Checking Material Safety Data Sheets (information sheets for hazardous substances)
- Checking information sheets issued with new equipment
- Conducting environmental and/or biological monitoring
- Checking the Regulations, Codes of Practice, Australian Standards and Guidance Notes
- Consulting with other universities
- Reading journals (not necessarily OHS journals)

Workplace safety inspections

The university has a policy on Workplace Inspections that states that inspections should be conducted at least every 4-6 months. This will vary according to the type of workplace and the hazards present. Regular safety inspections will identify any hazards likely to cause a risk to health and safety. Ideally, the supervisor and the Health & Safety Representative (HSR) should conduct these with assistance from workers in the area. The Health & Safety Officer (HSO) may also choose to be involved. The OHS advisers from OH&S Unit are often able to assist.

A checklist should be used to ensure nothing is overlooked. It is best if Schools, disciplines and local administrative sections develop their own checklists that target hazards specific to their different work areas. The OHS Unit has developed some draft checklists. These can be adapted to suit the different working environments across the University. Contact the OHS Unit for assistance in modifying a checklist to suit your area.

Where major hazards are identified they should be dealt with IMMEDIATELY. All other hazards identified should be listed and prioritised for action in the (near) future.

Risk Assessment

A risk is the likelihood that a hazard will cause injury or disease.

The OHSW Regulations define risk assessment as "the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards". What this means is deciding how likely exposure to the hazard is in a given situation and how severe the consequences could be if it did occur. Part of a risk assessment involves assigning a risk rating to each hazard identified and then prioritising risks according to their rating. The higher the risk rating, the more urgent it is to control the hazard.

A risk assessment should be made whenever there is a change in the workplace that could affect the health and safety of employees or when new information becomes available about a hazard. There is a legal obligation for risk assessments to be conducted in consultation with any persons likely to be affected.

How to Conduct a Risk Assessment

We all make intuitive risk assessments all the time (eg crossing the road, driving the car). When conducting a risk assessment, reflect on your own experience and also gather information from other employees. Check how staff from other similar work environments across the University perceive the risk. Ask the OHS Unit for advice. Find out what "the experts" say about the particular hazard.

You need to consider the following:

- What do we already know about the hazard?
- What type of work is being done and how it is organised?
- What is the layout and condition of the workplace?
- What is the frequency and duration of exposure to the hazard?
- What is the possible severity of the effects of exposure - what sort of injury or illness could occur through exposure to the hazard?
- What training has already been provided; what more is needed?
- What control measures already exist? Are they adequate?

Using a Risk Matrix

Several risk assessment matrices have been developed to assist in rating hazards and their associated risks. The following is a simple risk matrix (combining the probability or likelihood of exposure to a hazard and the possible consequences of that exposure) which should be adequate for most workplaces across the University.

	A	B	C	D	E
PROBABILITY:	Practically impossible	Not likely to occur	Could occur (i.e. heard of it happening)	Known to occur (i.e. has happened in the past)	Known to be a common or repeating occurrence
CONSEQUENCE					
1. Minor illness or injury	Negligible	Very Low	Low	Medium	Medium
2. Moderate illness or injury	Very Low	Low	Medium	Medium	High
3. Serious illness or injury	Low	Medium	Medium	High	Urgent
4. Fatality or permanent disability	Medium	Medium	High	Urgent	Critical

This matrix could be used for most hazards, in most workplaces.

- Items rated as “Urgent” and “Critical” risk must be addressed immediately!
- Items rated as “Medium” or “High” risk should be addressed as soon as possible or incorporated into OHS Action Plans.
- Remaining items may be addressed once higher risk items are resolved.

Example 1

An area employs a project officer. Their present task is to enter data relating to an international survey. When the faculty last conducted a survey of this magnitude the previous project officer developed tendonitis and was finally reassigned to other duties that did not involve computer work. Using the matrix we can see that the probability of the new project officer developing tendonitis is "Known to occur" (ie column "D") and this can result in "Moderate injury" (ie Row 2). By lining up the two scores, the resulting risk rating is "medium".

Example 2

Laboratory workers in the discipline are using a designated hazardous substance for an experiment. According to the MSDS, the substance releases vapours that are known (ie column E) to cause significant short-term irritation to the respiratory system - a moderate illness (ie Row 2). The process is being conducted at least four times a day to cater for all student groups. The resultant risk rating is "high"

Example 3

A lecturer in the same discipline has been using chalk and a blackboard in an old lecture theatre on a daily basis. The lecturer concerned has begun to complain of shortness of breath after lectures. Several journals have indicated that chalk dust could lead (column C) to the development of asthma in sensitive individuals. This can, in turn, lead to permanent health problems (i.e. Row 4). The risk rating is "high".

If you were responsible for dealing with these three hazards you should address examples three first as it has the higher rating. Ideally you would probably address the other issues quickly as well to prevent either becoming a serious problem for the staff concerned.

If you need to consider the frequency of exposure (eg to a hazardous substance) in more detail, you may need to use a more complex Risk Assessment procedure. The OHS Unit has several risk assessment pro formas available, which may better suit the hazards you are assessing.

N.B. It is quite likely that risk ratings will vary according to the individual's perception of the risks associated with the hazard. Therefore it is often advisable to conduct risk assessments with at least one other person to get a balanced view of the hazard.

It is prudent to document and file all risk assessments, even if your assessment suggests that the risk is low and nothing needs to be done to address it. . This

provides proof that the risk assessments have been conducted and will also be useful for review processes.

Hazard Control

Hazard control is also known as risk minimisation.

The next step is to establish some means of addressing the hazard and thus minimise the risk. The OHSW Regulations state that the employer must follow a hierarchy of controls to address this. The options to consider, in order of diminishing order of preference are:

- Elimination
- Substitution
- Engineering/Design Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

Elimination

This means removing the hazard or the risk of exposure altogether. This is the preferred option, but is often not possible. Examples of elimination are:

- Changing a process so that the use of a dangerous piece of machinery is no longer necessary
- Removing asbestos from buildings

Substitution

This means replacing the hazard with something that is "safer". For example:

- Using a non-hazardous cleaner, rather than one that can cause adverse health effects
- Using a liquid form of a chemical, rather than powder if inhalation is a possible route of exposure

Engineering/design controls

Often the above two options are not viable. The next option is to modify the process by design. Examples of controls include:

- Fitting guarding onto a piece of machinery
- Isolating a noisy machine
- Re-designing a work area
- Modifying tools or equipment

Administrative controls

Administrative controls are achieved by introducing work practices that reduce the risk associated with a hazard, usually by decreasing the exposure to the employee. For example:

- Appropriate signage (Refer to the OH&S Unit website for further information on safety signage.)
- Lock-out procedures
- Job rotation - this reduces the period of exposure to a hazard and allows for rest breaks from the hazard
- Reducing the number of people who work with or near the hazard
- Safe operating procedures, with associated training

Personal Protective Equipment (PPE)

This is the final option and should be considered as a "last resort". Examples of PPE are:

- Safety glasses
- Hearing protection
- Respiratory protection
- Protective clothing

PPE is best used in combination with other control options. If it is the only control it is too easy for people to forget to use it or to use it incorrectly. It can also be uncomfortable to wear. However, it is essential for some emergency procedures.

When using PPE as a control measure employers must ensure that it is appropriate for the task. People must be trained in:

- Correct use
- Correct fit, and
- Correct cleaning and maintenance or disposal procedures

Often it is necessary to use a combination of controls.

CAUTION

Discussion at a School level should result in reasonably practicable control measures being taken. This means taking into consideration the means and cost of controlling a hazard. Costs may be prohibitive and interim controls may be needed first. It may be too expensive to provide many controls ... but employers must be careful if they make a final decision to do nothing.

In a court the concepts of foreseeability and preventability (as well as "reasonable-ness") could be the deciding factor between a prosecution or not.

The judge will rule on whether the incident was foreseeable and/or preventable or not. The judge will ask whether better controls could have been put in place; was enough effort made to control the hazards; had you attempted to assess the risk? (Remember, assessing a risk as "Low" and choosing not to take action can be reasonable and defensible in court: ignoring a hazard and doing nothing about it is indefensible. If a hazard has been identified, assessed as constituting a significant risk and if a cost-effective control measure is available, then it is prudent for an employer to implement that control measure (or at least an equally effective control measure).

Example 1

A university department is using liquid nitrogen in its laboratories. The laboratory manager knows that this substance is hazardous; however, there is no alternative substance available to use. Therefore the manager implements a policy of restricted access to liquid nitrogen and instructs all employees in the safe handling of the substance. Personal protective equipment is also provided. As an added measure, employees are instructed in how to control an accidental spill.

Example 2

In a faculty administration area twenty boxes of photocopy paper are delivered weekly to the reception desk. Employees must then take it to a storage area at the end of a corridor. This involves lifting and carrying heavy boxes a distance of 50 metres. From there staff take what they need to various offices on three floors accessed by stairs and a lift. As the boxes are quite heavy a trolley is purchased to minimise lifting and carrying of boxes. The office manager also arranges for staff to have a training session on manual handling.

In both of these examples if the manager had decided to ignore the risk to health and an employee was subsequently injured the manager would be liable to a prosecution for failing in their duty of care.

Monitoring and Review

An important part of introducing control measures is to ensure they do not, in themselves, create another hazard. All controls should be monitored for effectiveness and reviewed regularly. If it is found that a control measure is not working as well as hoped it may be necessary to reconsider control options.

Module 10 – Accident Investigation

Introduction to Accident Investigation

The University acknowledges that while the investigation of accidents is normally seen as a reactive process, it is not done to establish blame or liability. Accident investigation is a pro-active process to identify all contributing factors to the accident. Good accident investigation will determine the underlying causes and provide clues as to how to eliminate or control these causes. Thorough accident investigation will help prevent similar accidents occurring in the future.

What is the difference between an Accident and a near miss?

An accident is defined as "a sequence of events which culminate or had the potential to culminate in damage to person, property or production." Injury or illness is only one possible outcome of an accident. There may be no injury or property damage at all - this is known as a "near miss".

Several studies have analysed the ratio of accidents to near misses. It has been found that for every serious injury there are approximately 600 near misses. People have many exposures to potentially damaging situations but which are not termed accidents by our traditional definitions, i.e. no-one got hurt, nothing got damaged, hardly anyone noticed.

Often only serious accidents or those that result in lost time are reported. This means that many hazards are not dealt with until they cause damage or injury. Today's near miss may be tomorrow's disaster. Reporting near misses and minor injuries gives us the opportunity to recognise hazards and attempt to put in some form of hazard control method, thereby hopefully preventing a more serious incident.

Reporting an Accident or Near Miss

All accidents and near misses that arise out of any university activity **MUST** be reported. Workers must report any incident **IMMEDIATELY**. Any accident that is likely to incur time off work for longer than one day should be reported to the OHS unit as soon as possible. This is so the Unit can assess the need for any rehabilitation.

The university has developed an "Accident/Incident Report & Investigation" form for reporting accidents and near misses. This is often referred to as the "Yellow Card". This form must be completed by the person involved and their supervisor and sent to the OHS Unit as soon as possible after the event. It must also be

signed by the head of the School and the health & safety representative for the area.

These "yellow cards" are available from School administration offices (often stored adjacent to First Aid kits) or from OH&S Unit.

Notification of Dangerous Occurrences

Under the OHSW Regulations employers are required to notify the Department of Administrative & Information Services (DAIS) of any incident that is or could have been potentially fatal. These are known as "Dangerous" or "Notifiable Occurrences" and details must be forwarded to DAIS immediately. The OHS Unit should also be notified as soon as possible. DAIS will inform the university of any other relevant Government Departments that must also be notified.

Notification of Work-related Injuries

The following are immediately notifiable work-related injuries:

- a work-related injury that causes death;
- a work-related injury that has acute symptoms associated with
- exposure to a substance at work;
- a work-related injury that requires treatment as an in-patient in a hospital immediately after the injury.

If an employee suffers an immediately notifiable work-related injury or a generally notifiable work-related injury, the employer must notify DAIS of the injury by telephone or facsimile as soon as practicable after the occurrence of the injury. Their 24 hour phone number is 1800 777 209. Faxes can be sent to 8303 0423. A written report (or at least a photocopy of the University's "yellow card" report form) must also be provided to DAIS within 24 hours.

There are some situations that may need to be investigated immediately. DAIS will decide whether this is necessary. If so, an inspector will visit the workplace as soon as possible to gather information and examine the circumstances where the injury occurred.

Notification of Dangerous Occurrences

Notifiable dangerous occurrences are defined as any of the following:

- the collapse, overturning or failure of the load-bearing part of any scaffolding, lift, crane, hoist or mine-winding equipment
- the collapse or partial collapse of any building or structure

- the collapse or partial collapse of a floor, wall or ceiling
- damage to, or malfunction of, other major plant
- the unintended collapse or failure of an excavation that is more than 1.5 m deep, or of any shoring the unintended collapse or partial collapse of a building or structure under construction, reconstruction, alteration, repair OR the floor, wall or ceiling of a building being used as a workplace
- 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
- an unintended event involving a flood of water, rock burst, rock fall, or
- any collapse of ground
- an incident where breathing apparatus intended to permit the user to breathe independently of the surrounding atmosphere malfunctions in such a way that the wearer is deprived of breathing air or exposed to an atmospheric contaminant to an extent that may endanger health
- any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.

As you can see many of these would NOT apply within all Schools of the University. However, some may apply in certain situations. Even if no-one is injured as a result of these occurrences the incident must be reported.

What to do

If there is a notifiable dangerous occurrence, the employer must:

- give preliminary notice of the occurrence by contacting the DAIS by telephone or facsimile as soon as practicable after it occurs (as above); and
- give written notice of the occurrence using the prescribed form.

These forms are available via the ERIC web site or from the OHS Unit.

The person in charge of the workplace must not, without the permission of an inspector

- alter the site where the injury or occurrence occurred; or
- reuse, repair or remove any plant, or reuse or remove any substance that caused, or was connected with the occurrence.

In any of the above situations an employer may still (without waiting for permission by an inspector) take such emergency steps as are necessary to rescue an injured person; or to retrieve a dead body; or to protect the health or safety of any person who may be in the vicinity of the site, and may prevent undue damage to property.

Underlying causes of Accidents

There are always some immediate, obvious causes but quite often there are also some less obvious underlying causes. All possible causes need to be identified and addressed if we are to be successful in preventing a recurrence of the accident.

The prime causes of accidents are often categorized as follows: Systems and Procedures; Machine/Equipment; Environmental; Human Behaviour (or Human Error)

Examples of the first three are:

- Systems and Procedures: incorrect or inadequate work method, poor housekeeping, lack of information or training, inadequate supervision, deadlines and haste, inappropriate tools and equipment, inadequate Personal Protective Equipment (PPE).
- Machine/Equipment: poor or missing guarding, no interlocks, poor design, poor ergonomics, inadequate warning systems.
- Environmental: inadequate lighting, overcrowding, weather, poor ventilation, excessive noise, slippery surface.

The Human Element

Occupational Health and Safety law recognises that humans are fallible. Human error can be due to many things such as work overload, fatigue, memory lapse, inexperience or poor training, overconfidence, language problems, physical disability, lack of motivation to do task properly, altered awareness (drugs/alcohol) or a deliberate decision not to follow instructions. The possibility of human error should be taken into consideration when establishing control procedures. Even horseplay or unauthorized shortcuts must be planned for. However it must be remembered that accidents occur as a result of a fault in the total system not a fault in an individual worker.

Accidents may involve more than one of the factors mentioned and in many cases it is the human error element that combines with other factors to cause an accident. Understanding the most likely causes may help to direct attention towards reducing the risk of accidents.

Accidents

The supervisor must investigate the cause(s) of any incident in their work area and identify any action to be taken to prevent a recurrence. This must be recorded on the back of the yellow card. The report form allows the OHS

Unit to monitor the number and type of incidents that occur - this is a legal requirement.

All accidents and near misses must be investigated for several reasons:

- to fulfill the legal requirements to inquire into reported accidents
- to ascertain legal compliance in OHS systems
- and most importantly to identify the means to prevent a recurrence

When trying to determine the causes of an accident it is necessary to explore all circumstances that could have had some bearing on the accident occurring. Try to identify as many causes as possible on Section B of the Accident Reporting and Investigation form. Avoid beginning any investigation with preconceived ideas. It is essential that investigators remain impartial. The aim is NOT to lay blame or find fault. Any disciplinary action or assessment of liability needs to be dealt with separately after the accident investigation is complete.

An investigator should be able to see where design, systems procedures and human responses have failed. Practical control measures can then be implemented in order to eliminate those failures. It must be remembered that concentration on human error, where it exists, will not solve the problem unless it can be determined why the error occurred and procedures are implemented to prevent the error occurring again. Modifying the design of equipment or improving procedures usually does this.

Who should be involved?

The people who need to be involved in an accident investigation will vary according to the severity and circumstances of the incident. The investigation is the responsibility of the relevant manager or supervisor. Relevant health and safety representatives are legally entitled to be involved in the investigation.

The health and safety representative MUST be notified when there has been an incident involving people within their designated work group. [OHSW Act, Sn34 (1)(h)]

Advice and assistance may be sought from the OHS Unit. If the incident is serious an OHS adviser will attend as soon as possible. DAIS and other parties may be involved in the investigation as well. Additional training on in-depth accident investigation for serious accidents is available from the OHS Unit.

First steps

As a supervisor you have several immediate responsibilities if an accident does occur.

The first is to ensure the well being of the people involved.

The next, and extremely important thing is to prevent the same accident from happening again. Find out from the person and/or witnesses exactly what happened. Take immediate steps if you think there is any risk of a recurrence. This may mean the immediate banning of the use of a piece of equipment (e.g. the cutting of an electrical cord to prevent an appliance being plugged into the wall and operated again) or suspending a job until a more comprehensive investigation can ensure that it can be safely completed.

After you have prevented the immediate recurrence of the accident you will need to complete the Accident/Incident Report and Investigation Form. This form must be returned to the OHS Unit or faculty adviser within 48 hours of the incident occurring. If the accident is serious the OHS Unit or faculty adviser must be contacted immediately.

In the instance of a near miss or minor injury you will be able to carry out an accident investigation unassisted by following the Accident/Incident Report and Investigation Form (yellow card).

It is most important to arrive on the scene and begin your investigation as soon as possible. Evidence is quickly cleared away, lost or destroyed. Time tends to cloud people's memory and allows them to be influenced by the stories or opinions of others.

The next step is to interview the injured person(s) and any witnesses. The following types of questions are an example of what may be useful to ask:

- Was the injured person working on a task that they were qualified and authorised to do?
- Were there other workers around? Who? What were they doing?
- Was the proper equipment being used?
- Was the injured person following approved procedures?
- What was the level of supervision?
- Had the injured person received training to do the task?
- Describe exactly the events leading up to the accident.
- Could any temporary or permanent action have prevented the accident, if so what?
- Had any corrective action been recommended in the past but not been implemented?

Do not make any assumptions about the accident until you have heard all witness accounts.

Review/ Analysis

Having reached this stage it is time to look at what can be done to prevent the accident from happening again. Go through the accident sequence and look for failures in the areas mentioned before:

- Where did the system (procedures etc) fail?
- Were there any mechanical or design failures?
- Were there any employees errors?

You may find more than one type of failure.

Recommendations

Once you have identified all associated critical failures, try to arrive at a solution for each one. Solutions involving a change in employee attitudes are rarely (if ever) successful. Even formal training will never be as effective as solutions incorporated into in-house systems/procedures or solutions of a mechanical nature. Base your recommendations on criteria such as practicality, costs, management and worker acceptance, and the effect on the efficiency of the task.

Once the yellow card and any accompanying formal report is finalised the original must be sent to the OH&S Unit and a copy kept in the School files. DAIS may also require a copy. Records must be kept for at least 3 years. If the accident was serious this may be extended due to court proceedings.

Summarizer

This completes the OH&S Training required by supervisory and managerial personnel if the University of Adelaide.

Please complete the final quiz (below) and "Submit" your answers; then click "Tools" and "Check Grade" to see your score.

Remember that the pass mark is 70%. You can go back into any quiz to correct any answers then click "Submit" and then re-check your score, if necessary.

Thank you for completing this OH&S phase of your Induction program.

Module 11 - Welfare of Staff

Part 1 of the OHSW Act, 1986 provides guidelines for the interpretation of some terms used. One of the aspects of Occupational Health, Safety and Welfare is "the general well-being of employees while at work." As a manager or supervisor you have a responsibility to monitor the health and welfare of employees, as it relates to the prevention of work-related injuries.

First Aid

Each School or administrative area is responsible for providing adequate first aid kits and designated first aiders to cater for their work areas. The School must decide how many first aiders and kits are needed to comply with the Approved Code of Practice for Occupational Health and First Aid in the Workplace. Some Schools will need more first aid provisions due to the nature of the related hazards. The designated first aider is responsible for administering basic first aid to injured workers and, if necessary arranging for their transportation to the nearest medical centre. If someone is designated as a first aider they can claim an allowance.

The School must arrange training for designated first aiders - the OHS Unit can coordinate this, but the School pays for the training. Additional employees may also be trained at the expense of the School. All staff and students should know the first aid procedures for their work area. Information about first aiders and the location of first aid kits should be posted in all work areas.

Vaccination

Free vaccination is available for staff at risk of the following due to their work:

- Hepatitis B - if you work with human blood or are a designated first aider.
- Tetanus - if you work in a workshop or undertake fieldwork.
- Q Fever - if you handle animals such as sheep, goats, cattle, domestic cats or feral animals.

If you or any people under your supervision require a vaccination, for the above conditions, or for planned overseas travel (etc) you should contact the OHS Unit (on 8303 5904) for information.

General Health

A private medical practice, the Parklands Medical Centre, is located on the North Terrace campus, in Level 1 of the Horace Lamb Building. Students and staff can use this Centre.

Counselling

If any people under your supervision approach you with a problem you may need to direct them to a counselling service. The university provides two counselling services. The Counselling Centre is available free to students but may also be accessed by staff for a fee. It is located on the ground floor of the Horace Lamb Building, North Terrace.

Click on the link to find out more about the Counselling Centre

The university has also established an Employee Assistance Program, (EAP). This program provides counselling to employees experiencing personal difficulties at work or at home. The EAP service is free, professional, confidential and anonymous. Experienced counsellors who are employed by an external agency, CRS Australia, provide up to three counselling sessions.

Staff may choose a particular counsellor or request one who specialises in

- Conflict resolution
- Stress management
- Career counselling
- Family therapy
- Grief and loss counselling

The OHS Unit may also call upon the EAP team if there has been a traumatic incident on campus, or to mediate in some workplace conflict situations.

Equity & Diversity

In its Strategic Plan the University states its commitment to equal opportunity, social justice and cultural diversity. There are increasing links between OHS and Equity & Diversity legislation. Both aim to provide employees with a safe working environment. Cases brought under OHS legislation, for example, specifically disallowed sexual harassment in the workplace.

If someone under your supervision approaches you for information on sexual harassment, recruitment, selection & promotion and equal opportunity advise

them to ring Human Resources (35666) and ask to speak to an Equity Contact Officer. Additional information may be found on the Equity & Diversity web page.

After Hours Safety

Security also offers assistance for employees and Students who require an escort to their car or public transport (or nearby residential colleges). This is a handy service if working after hours.

Every night from 5:15pm, the University offers a shuttle bus from the Security Office at Hughes Plaza on North Terrace campus. This service will drop you anywhere within a 2km radius of the North Terrace Campus. The shuttle bus leaves every 45 minutes, with the last service at around 10.15pm. After that time, the Security Office will provide a security escort as required, again to within 2km of the campus.

Managers and supervisors who require staff to work after hours should ensure all people know how to access these services.

Module 12 - Worker's Rehabilitation and Compensation

Introduction to Worker's Compensation

Under the terms of the Workers Rehabilitation and Compensation Act, 1986 (also known as the WorkCover Act) the University and a number of other employers have been granted Exempt Employer status. Exemption allows the University to:

- provide in-house vocational rehabilitation assistance to injured staff.
- fund their own workers' compensation scheme through Unisure.

Unisure is the workers compensation insurer for the three universities in South Australia.

Employees who have a work-related illness or injury should lodge a workers compensation claim.

Unisure will then determine this claim, that is, accept, reject or investigate further.

If the claim is accepted the worker is entitled to income maintenance (for the period they are absent from work), medical benefits and rehabilitation assistance.

To Lodge a Worker's Compensation Claim

If any employee of the University is injured through or in the course of work, and as a result of that injury requires medical treatment and/or lose time off work, then (s)he is entitled to lodge a Workers Compensation claim, to be reimbursed for loss of earnings and to have medical and other treatment costs paid.

Please note: Claims arising from work-related stress are not eligible for compensation, if the stress arose from legitimate administrative action by the University - e.g. counselling poor performance.

When receiving treatment, the employee should inform the medical practitioner if the injury (or illness) is work-related. The practitioner will provide the employee with a WorkCover Medical Certificate.

The employee must then complete sections 1 to 8 of the WorkCover Worker Report Form - available from their supervisor, administration office or the OH&S Unit. The University's Accident /Incident Report & Investigation Form (yellow card) should also be completed at the same time.

The employee MUST then immediately lodge the form with the Supervisor, to ensure that the claim will be processed promptly. (Note: any claims lodged a significant time after the alleged injury may not be approved.)

Whenever subsequent WorkCover certificates are provided to the employee, by the medical practitioner (ie for additional periods off work or for modified duties) they should also be IMMEDIATELY presented to the supervisor. The supervisor may take photocopies for their records and will forward them on to the Workers Compensation Officer.

Worker's Compensation Roles

Supervisor's Responsibilities

Once a supervisor becomes aware that an employee has a work-related injury they should ensure that the following actions are taken:

- the worker is advised of their right to make a workers compensation claim;
- section A of the Accident/Incident Report and Investigation Form (yellow card) are completed by the employee;
- section B is completed (by the supervisor) and the form is sent to the OH&S Unit;
- the injured person has obtained a WorkCover Medical certificate and has completed sections 1 to 8 of the Worker Report form and returned it, together with the doctors Certificate;
- the supervisor has endorsed that (s)he has received the WorkCover medical certificate and completed Worker Report form, by completing and signing and dating* section 9 of the Worker Report form; and
- the forms are promptly sent to the Workers Compensation Officer at Human Resources.

Please note: The University has only 2 weeks to determine the claim after the worker lodges the forms, so it is essential that the form be signed off and forwarded as soon as possible!

Worker's Compensation Officer's Role

The Workers Compensation Officer enters new claims onto a database before forwarding all workers compensation documentation to Unisure.

Unisure's Role

Unisure Pty. Ltd is a company jointly owned by the three South Australian universities. It is not an insurance company but does assist the universities by determining and managing their workers' compensation claims. Unisure works closely with each university's OH&S Unit. Unisure is located on the first floor at 10 Pulteney Street, Adelaide.

Please note that it is imperative that the Workers Compensation Medical Certificate, WorkCover Worker Report Form and yellow incident/accident report card are promptly forwarded to the OH&S Unit for processing.

Find out more about Workers Compensation within the University.

Note: This link will open in a new window. To return to this module, close the new window.

Introduction to Rehabilitation

Under the Workers' Rehabilitation and Compensation Act, 1986 (WR&C Act), the University is required to provide rehabilitation services to any employee who is injured through their work. This Act is also known as the 'WorkCover Act'.

The Act ensures the rehabilitation of injured workers and their return to productive work. The aim of the legislation is to safely return the injured worker to work at the earliest opportunity.

There is a legal obligation on employers to continue to employ injured workers who are able to work (including modified or alternate duties) unless the employer can demonstrate that it is not reasonably practicable to do so.

Role of Rehabilitation Coordinator

If an injury results in absence from work, the Rehabilitation Co-ordinator must be notified. The co-ordinator will arrange to contact the employee and assess the need for rehabilitation assistance with their return to work.

The Rehabilitation Co-ordinator, located in the OH&S Unit, works with the injured worker, his or her family, the manager or supervisor, doctors, other treatment providers and union representatives to co-ordinate an agreed return-to-work plan. The aim of a return to work plan is to return the injured worker to their pre-injury work as quickly and safely as possible. This approach focuses on the injured worker's capacity for work, rather than their disability.

The Rehabilitation Co-ordinator, in consultation with the employee and employer will draw up a rehabilitation plan that focuses on an early and safe return to work.

Role of Supervisors

Supervisors have the right to:

- be given copies of the current rehabilitation program or rehabilitation and return to work plan.
- contribute to all decisions regarding the development and implementation of the rehabilitation program or rehabilitation and return to work plan.
- clarify the injured worker's medical progress and their incapacity for work with the Rehabilitation Co-ordinator.
- discuss factors relevant to the worker's medical condition, their rehabilitation progress, and the extent of their incapacity for work with the Rehabilitation Co-ordinator.

Supervisors have responsibility for:

- providing injured workers with access to rehabilitation assistance;
- ensuring that workers compensation claims are processed quickly;
- providing suitable alternative duties for partially incapacitated workers (if possible);
- monitoring the worker whilst on rehabilitation and liaising with the Rehabilitation Co-ordinator if problems arise; and
- not terminating the worker's employment whilst on compensation.

In addition, Supervisors should be sensitive to the injured worker's situation upon a return to work, ensuring that co-workers accept and support the worker who may have significant restrictions and work limitations whilst undergoing their Rehabilitation program.

Role of Employees

The WorkCover Act provides workers with an accepted claim with the right to:

- information on their rights and entitlements under the Act.
- choice of their own treating medical personnel.
- access to rehabilitation assistance.
- reimbursement of medical and rehabilitation costs.
- compensation for loss of income while incapacitated (up to certain limits).
- compensation for any permanent disability.

Employees must:

- advise their supervisor when injured, or when time is lost.
- lodge claims and WorkCover medical certificates promptly.
- attend required independent medical examinations for claims assessment.

- comply with any Return-To-Work plan developed together with the Rehabilitation Coordinator and employer.

Failure to comply may result in the compensation being reduced or suspended.
Any attempt to defraud the system will result in prosecution.

Module 2 Quiz

(PLEASE NOTE THAT NOT ALL MODULES HAVE A QUIZ)

Question 1 Multiple Answer - 1 points

Mark the 3 documents that prescribe legal requirements for OHS in South Australia.

- OHSW Act, 1986
- School of Music local policy on electrical equipment.
- OHSW Regulations, 1995
- Approved Code of Practice for Manual Handling.

Question 2 True/False - 1 points

All workers must comply with the OHSW Regulations.

- True
- False

Question 3 Multiple Choice - 1 points

Who is responsible for ensuring university policies and procedures are followed correctly?

- Managers
- Supervisors
- Managers and supervisors

Question 4**True/False - 1 points**

All Australian Standards are advisory documents only.

- True
- False

Question 5**Multiple Choice - 1 points**

A School's (or area's) specific written information on how to use a piece of equipment safely may be known as

- A safe work practice
- A safe operating procedure
- Either of the above
- Neither of the above

MODULE 3 QUIZ

Question 1 Multiple Choice - 1 points

Which section of the OHSW Act describes the responsibilities of employers?

- Section 21
- Section 32
- Section 19

Question 2 True/False - 1 points

A supervisor is considered to have the same legal duty of care as a manager.

- True
- False

Question 3 True/False - 1 points

Under the university OHSW policy a lecturer has the same legal responsibilities as a laboratory manager.

- True
- False

Question 4 True/False - 1 points

A supervisor can be prosecuted for failing in their duty of care.

- True
- False

Question 5**Multiple Answer - 1 points**

Select which types of records must be kept under OHS legislation.

- OHS committee minutes
- Safety inspection reports
- Accident reports
- Electrical equipment register
- Chemical register
- First aid treatment administered

Question 6**Multiple Choice - 1 points**

Who is responsible for an employee's health and safety?

- The employees
- Managers
- Supervisors
- All of the above

Question 7**True/False - 1 points**

An injured employee can be prosecuted under the OHSW Act.

- True
- False

Question 8**Multiple Choice - 1 points**

Which component is a part of an employee's OHS responsibilities?

- To work a full 8 hour day, five days a week.
- To provide their own bandaids.
- To use any equipment provided for health and safety purposes.
- To provide their own drinking water on hot days.

Question 9**Multiple Answer - 1 points**

Which components does an employer have to provide under their OHS duty of care? (Mark 4)

- Training and supervision.
- Toilet facilities.
- Music during rest breaks.
- A safe work area.
- Safe systems of work.

MODULE 4 QUIZ

Question 1

Multiple Choice - 1 points

Who is responsible for the implementation of OHS management systems within a School or area?

- The individual School or area
- The OHS Unit

Question 2

True/False - 1 points

The OHS Unit develops all safe operating procedures used within Schools and areas.

- True
- False

Question 3

Multiple Answer - 1 points

Mark the activities that the OHS Unit is involved in.

- Auditing of OHS management systems
- Providing advice on ergonomics
- Supporting Health & Safety Representatives
- Rehabilitation of injured workers

Question 4

Multiple Answer - 1 points

How does the OHS Unit provide information?

- by email
- by phone
- by internal mail
- by the web

MODULE 5 QUIZ

Question 1 Multiple Answer - 1 points

Mark the situations when consultation is required (select 3)

- When developing OHS policies
- Before introducing a new work process that may affect the health and safety of the workers
- Before purchasing replacement copy paper
- When reviewing a departmental safety procedure

Question 2 True/False - 1 points

Employees should be consulted because they are more aware of the hazards in their immediate work area.

- True
- False

Question 3 Multiple Choice - 1 points

How are local Health & Safety Officers appointed?

- Delegated by management
- Elected by their work group

Question 4 **True/False - 1 points**

The local Health & Safety Officer assumes full responsibility for health and safety within the department.

- True
- False

Question 5 **Multiple Choice - 1 points**

How are Health & Safety Representatives appointed?

- Delegated by Management
- Elected by their work group

Question 6 **True/False - 1 points**

The Health & Safety Representative assumes full responsibility for health and safety within their work area if there is no local Health & Safety Officer appointed by Management.

- True
- False

Question 7 **Multiple Choice - 1 points**

What can a Health & Safety Representative do if they believe there is an immediate threat to safety?

- Ask the supervisor to deal with the problem
- Direct unsafe work to cease

Question 8

Multiple Choice - 1 points

If workers have an OHS concern they must

- Speak to their supervisor first
- Speak to the Health & Safety Representative first

Question 9

Multiple Choice - 1 points

OHS Committees may be involved in... (select 1 only)

- Preparing OHS policies and procedures
- Monitoring workplace accident reports
- Developing and monitoring OHS Action Plans
- All of the above

Module 6 Quiz

Question 1 Multiple Answer - 1 points

Which of the following could be defined as a "new worker"? (Select 3)

- A worker in their first job
- A worker who has transferred to a new workplace
- A worker who has stayed in the same area for 2 years
- A worker who has been assigned different tasks in the same work area

Question 2 True/False - 1 points

Safety training courses should be aligned with the National Competencies for OHS.

- True
- False

Question 3 Multiple Choice - 1 points

Supervisors need training at which competency level?

- Level A
- Level B
- Level C

Question 4**Multiple Answer - 1 points**

Select the two activities that require a worker to gain certification before commencing.

- Working in a confined space
- Using a circular saw
- Operating a forklift

Question 5**Multiple Choice - 1 points**

How long must OHS training records be kept for?

- 12 months
- 5 years
- 2 years
- 3 years

Module 7 Quiz

Question 1 Multiple Answer - 1 points

Mark which of the employer's duties regarding emergency management is the responsibility of the individual School or area. (select 3)

- Clear access to emergency exits
- Provision of training for wardens
- Clear access to fire extinguishers
- Development of clean up procedures for chemical spills

Question 2 Multiple Answer - 1 points

Mark the responsibilities of every employee regarding emergency management. (select 3)

- Comply with procedures for cleaning up spills
- Maintain fire extinguishers in good working order
- Assist in keeping emergency exits clear
- Participate in emergency evacuation drills

Question 3 True/False - 1 points

Supervisors are responsible for developing their School's (or area's) Emergency Evacuation Plan.

- True
- False

Question 4

Multiple Choice - 1 points

Select the best location for Emergency flip charts.

- In the front office
- In every work area
- In the staff tea room

Question 5

Fill in the Blank 1 points

What is Security's emergency phone number?

Module 8 Quiz

Question 1 Multiple Choice - 1 points

When a DAIS inspector identifies a serious breach of safety that needs to be addressed immediately _____ will be issued.

- a default notice
- an improvement notice
- a prohibition notice

Question 2 Multiple Choice - 1 points

When a DAIS inspector identifies a breach of safety that needs attention by a specified date _____ will be issued.

- a default notice
- an improvement notice
- a prohibition notice

Question 3 True/False - 1 points

All Schools and areas must develop, implement, monitor and review their own OHS Action Plan.

- True
- False

Question 4

True/False - 1 points

The OHS Unit conducts audits of individual Schools and areas to monitor their performance in OHS management.

- True
- False

Module 9 Quiz

Question 1 Multiple Answer - 1 points

The key steps in hazard management are

- Hazard identification
- Risk assessment
- Hazard control
- Review of controls

Question 2 Multiple Choice - 1 points

Who might be involved in safety inspections? (choose 1)

- Health & Safety Representative
- local Health & Safety Officer
- Workers from the area
- Supervisor from the area
- All of the above

Question 3 Multiple Choice - 1 points

When assigning a risk rating associated with a hazard what must be taken into account?

- The cost of controlling the hazard
- The probability and consequences of exposure to the hazard
- Whether the hazard is obvious to others

Question 4 **Ordering - 1 points**

Place the following control measures in the preferred order according to the "hierarchy of controls".

- Isolating the hazard within a booth
- Providing personal protective equipment
- Substitution of a safer substance or process
- Eliminating the hazard
- Providing workers with training about the hazard

Question 5 **True/False - 1 points**

A combination of controls may be necessary to control a hazard effectively.

- True
- False

Question 6 **Multiple Answer - 1 points**

How can hazards be identified?

- Incident reports
- Consulting with the workers in the area
- Reviewing legislation
- Checking material safety data sheets
- Conducting safety inspections

Question 7

Multiple Choice - 1 points

Installing a new ventilation system is an example of what type of control?

- Substitution
- Engineering
- Administration
- Personal Protective Equipment

Question 8

Multiple Choice - 1 points

Ordering smaller bags of animal feed for research laboratories is an example of what type of control?

- Substitution
- Engineering
- Administration
- Personal protective equipment

Module 10 Quiz

Question 1 Multiple Choice - 1 points

Which one of the following is an example of a "near miss"?

- A bookshelf collapses and several books fall on a lecturer's head, causing concussion.
- A chemical reaction "goes wrong" and two students suffer breathing difficulties.
- A student trips over a power cord and drops his notebook.
- A sheep escapes from its enclosure at Roseworthy and bumps into a university vehicle. The sheep is unhurt but the vehicle sustains a large dent.

Question 2 Multiple Choice - 1 points

Notifiable occurrences must be reported to the Department of Administrative & Information Services (DAIS) within...

- 72 hours
- 7 days
- 24 hours

Question 3 Multiple Answer - 1 points

Which two incidents are examples of a "notifiable occurrence"?

- A ceiling collapses in an empty lecture room.
- A maintenance worker slips on some oil and strains his knee.
- A lecturer suffers an electric shock from a faulty kettle.

Question 4

Multiple Choice - 1 points

If an accident occurs what is the FIRST thing the supervisor must do?

- Complete a yellow card.
- Ensure the well being of the person involved.
- Notify the Health & Safety Representative.

Question 5

Multiple Choice - 1 points

Accident records must be kept for...

- 12 months
- at least 3 years
- at least five years
- at least ten years