

SoMS SAFETY SUMMARY

SoMS_OHS_011

The University of New South Wales has a legislative responsibility to ensure the Health and Safety of staff, students and visitors to the university. The management of UNSW takes this responsibility very seriously, as stated in the OHS Policy and meets these obligations through the OHS Management System (OHSMS), OHS Safety Committees, and the OHS unit. The Links to these resources can be found below:

- UNSW's OHS Policy: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html
- OHSMS: <http://www.hr.unsw.edu.au/ohswc/ohs/ohsms.html>
- SoMS OHS Safety Committee:
<http://medicalsciences.med.unsw.edu.au/SOMSWeb.nsf/page/OHS>
- SoMS OHS Co-ordinator: Jennifer Hartley, ph: x58288, j.hartley@unsw.edu.au
Medicine OHS Co-ordinator: Richard Szczepanski, ph: x58735, r.szczepanski@unsw.edu.au

As a Tutor and/or Demonstrator you are acting as a supervisor of the students you are teaching. Accordingly you need to be familiar with how safety is managed at UNSW.

The critical information you will require is outlined below:

OHS Responsibilities

Supervisors at UNSW are responsible ensuring the safety of staff, students and visitors, including contractors. They do this through implementing the provisions of the OHSMS, by arranging information, training and supervision for their staff, students and contractors. By ensuring that documented safe work procedures (SWP's) are followed and appropriate personal protective equipment is used to perform tasks safely. Supervisors will institute corrective actions for all hazards, accidents, work-related illness and dangerous occurrences within their area of responsibility.

Employees and Students are responsible for complying with UNSW OHS procedures, following OHS and emergency instructions, promptly reporting hazards or accidents and ensuring that their conduct does not endanger others.

OHS Induction

Every staff member, full and part time should receive an OHS induction. An induction form is attached to this safety summary. Please complete it with your supervisor and forward a copy to the SoMS OHS Co-ordinator.

Reporting Hazards and Incidents

All hazards (a potential problem such as wet or uneven flooring) and incidents (when something has actually occurred with or without an injury e.g. Slipping on a wet floor), need to be reported. Use the OHS001 form, which is attached this Safety Summary to do this. The hazard/incident will be investigated and your supervisor or the SoMS OHS Co-ordinator will institute corrective actions as appropriate. If you have any issues about filling out this form, the SoMS OHS Co-ordinator will be happy to help you.

OHS Committee

Each school at UNSW has an OHS Committee which holds regular meetings to discuss safety issues within the school, review hazard and incident forms, monitor corrective actions, and conduct workplace inspections in order to ensure the safety of staff and students. The representatives of the OHS Committee along with the areas they represent and their contact details are listed below. Please feel free to raise any safety issues you may have with them.

Name	Responsibility	Email Address	Telephone
Mark Hill	Chair of OHS Committee, and PC2 / OGTR	m.hill@unsw.edu.au	9385 2477
Nick Hawkins	Head of School, Employer Representative	n.hawkins@unsw.edu.au	9385 2531
Hayley Jeff	Histology and Microscopy Unit representative, Purchasing	hayley.jeff@unsw.edu.au	9385 2529
Peter McConaghie	Administration representative	p.mcconaghie@unsw.edu.au	9385 3469
Bernice Tan	Observer from the Bioanalytical Mass Spectrometry Facility	b.tan@unsw.edu.au	9385 3950
Kim Denic	Health & Exercise and Lifestyle Clinic	k.denic@unsw.edu.au	9385 8712
Antonetta Di Stefano	CVR representative	amd189@hotmail.com	9385 8252
Richard Szczepanski	OHS Co-ordinator	r.szczepanski@unsw.edu.au	9385 8735
Lu Liu	Pharmacology representative, Radiation Safety	l.liu@unsw.edu.au	9385 8762
Tim Ganderton	CVR representative	tganderton@unsw.edu.au	9385 1305
Scott Wheatley	Anatomy representative, Ergonomics	s.wheatley@unsw.edu.au	9385 2472
Trevor Lewis	Deputy Chair, Physiology representative, Safe Working Procedures	t.lewis@unsw.edu.au	9385 2574
Katherine Bryant	South Western Clinical School	katherine.bryant@unsw.edu.au	9385 2785
David Jenkin	BRC	d.jenkin@unsw.edu.au	9311 3891
Christine Van Vliet	Pathology (Goodsell)	c.vanvliet@unsw.edu.au	9385 8434
Nikki Curthoys	Postgraduate Student representative	ncur0438@mail.unsw.edu.au	9385 3901

Specific Hazards and Safety Supervisors in SoMS

At UNSW additional training and assistance is available for the following specific hazards: Chemical Safety, Biological Safety and Radiation Safety.

SoMS has three specialist safety co-ordinators to assist with these hazards:

Name	Responsibility	Email Address	Telephone
Lu Liu	Radiation safety supervisor	lu.liu@unsw.edu.au	9385 8762
Gilles Guillemain	Biological safety supervisor	g.guillemain@cfi.unsw.edu.au	8382 2725
Christina Schroeder	Chemical safety supervisor	c.schroeder@unsw.edu.au	9385 2156

Additional information on dealing with these hazards can be found on the OHS website:

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_hazards.html

OHS dispute resolution Procedures

If you have an OHS issue which you want resolved, the procedure to be followed is:

- Raise and OHS001 Incident/hazard form
- If the issue is not resolved in a reasonable time after you have done this, discuss it with your supervisor
- If the issue is still not resolved after that, raise it with your representative on the OHS Committee and/or the OHS Co-ordinator for SoMS.
- Finally if you believe this is an important safety issue and it is still not resolved to your satisfaction you have the right to contact WorkCover for advice and assistance on ph: 131050 or <http://www.workcover.nsw.gov.au/Pages/default.aspx>

Emergency Procedures:

An Emergency Procedures Flip Chart is available in multiple locations in SoMS (including the school office), which outlines the procedures to be followed for various emergencies including:

- Fire
- Bomb threats
- Personal safety threats
- Environmental emergencies

Emergency Contact Number **x 56666**

Call the internal emergency number for all emergencies including if an ambulance is required. It is manned 24 hours a day.

First Aid

First aid cabinets and personnel trained in First Aid are available on every floor of the Wallace Wurth have a first aid kit and the location of additional kits is marked by a green sign with a white cross and the words First Aid. These locations include:

- Ground Floor – main reception

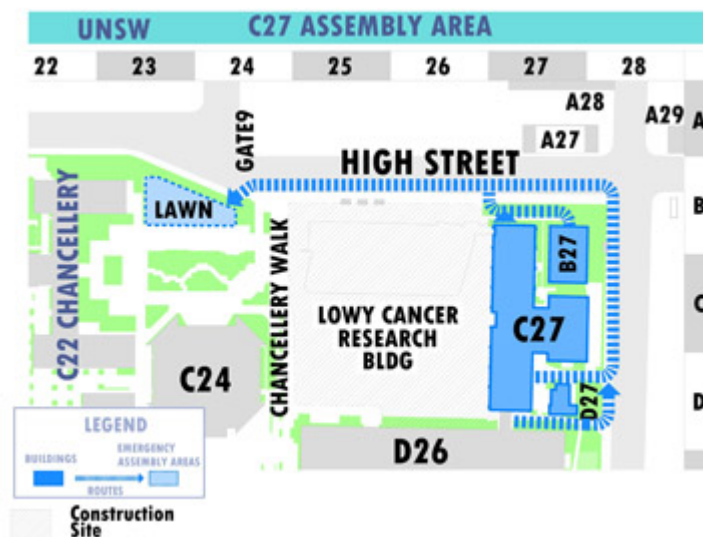
A list of the available first aid officers is listed next to the lift on every floor of the Wallace Wurth building.

Evacuation

If an emergency evacuation is necessary the evacuation alarm will sound. There will be two tones:

- the first is an alert tone (beep-beep), to alert you to be ready to evacuate. Gather any belongings you may need for the rest of the day in case you cannot return to the building but do not commence evacuation however until the second tone has sounded.
- When you hear the second tone (whoop-whoop) evacuate the building through the nearest exit, as per the diagram below, and assemble with your entire class in the new Wallace Wurth Assembly area: on the Chancellery Lawn.

Follow directions given to you by your floor wardens and do not use the lifts. Please note the Wallace Wurth Building and the Bioscience building now have separate assembly areas.



After Hours Work

Undergraduate students are not permitted in any laboratory after hours unless under constant supervision by a member of staff, with the permission of the supervisor of that area. All staff and students must adhere to the UNSW Working After Hours Procedure:

http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_after_hours.pdf

Check with the local area or laboratory supervisor about any After Hours rules specific to that area/lab.

Hazardous Substances and Dangerous Goods

Hazardous Substances (Hazsub) and Dangerous Goods (DG) are controlled in SoMS as per the UNSW Hazardous Substances and Dangerous Goods Policy

(http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_hazsub&dg.pdf). Essential features of this policy are:

- SoMS Hazardous Substances and Dangerous Goods Purchasing Protocol
- Creating, storing and reviewing risk assessments for the introduction, storage, use and disposal of Hazsub & DG
- Maintaining the MSDS for all Hazsub & DG used in a lab, on a lab by lab basis.
- Labelling all Hazsub & DG according to the regulations (see also the UNSW Labelling of Hazardous Substances Guideline:
http://www.hr.unsw.edu.au/ohswc/ohs/pdf/g_hazsub_labelling.pdf)
- Maintaining an up to date register of all Hazsub & DG in each laboratory using the UNSW Chemical Register Template (available from the OHS Website:
http://www.hr.unsw.edu.au/ohswc/ohs/ohs_substances.html#InformationSheets)

Waste Disposal

SoMS laboratory waste disposal procedures follow those outlined in the UNSW Laboratory Hazardous Waste Disposal Procedure: http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_haz_waste.pdf
The UNSW OHS website has further information including the waste collection schedule and waste collection forms available here: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_waste.html.

There are three types of waste with safety issues in SoMS:

- Chemical
- Biological
- Radiation

Chemical Waste

A chemical waste form (available here: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_waste.html) must be completed to dispose of chemical waste and faxed to x52365 by Monday noon for collection on the following Thursday. Please ensure that your laboratory is accessible to the contractors. All Chemical Waste should be double contained when being disposed of and labelled in accordance to chemical labelling requirements. Waste solvent should be segregated into aqueous, non-halogenated and halogenated hydrocarbons. Waste containers are available for the disposal of chemical waste from the Biosciences store (x 52007).

Biological Waste

Biological waste collection pickups occur every Tuesday and Friday from the specified waste depots. In SoMS these include the biological waste bins located on the lower ground floor through the double doors to the Bioscience building. No waste form is needed for waste which is collected from specified waste depots. Each laboratory is responsible for depositing their waste in these bins. On rare occasions waste may need to be collected from another location, and in this instance, a biological waste form (available here: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_waste.html) must be completed to dispose of biological waste. This form should be faxed to x52365 by non on Monday or Thursday for pickup the following day. It is the responsibility of the local area requesting waste pickup to ensure that the waste is accessible to the waste collection contractors.

Contaminated glass and sharps must be disposed of using yellow contaminated glass and sharps bins, available from the Bioscience store (x 52007). When full the bins must be sealed and deposited in one of the dedicated biological waste bins for collection.

Radiation Waste

Solid radioactive waste should be collected into biohazard bags (doubly contained) behind appropriate shielding. Securely seal the bags with tape and clearly label with the following information: Name / Laboratory/Date/Isotope/Approximate activity in Bq (1mCi = 37MBq). Place the sealed bag into the appropriate container in your department's radioactive waste room (Room 410 – Pathology; Room M311 – Anatomy and Physiology/Pharmacology). Fill out the appropriate waste disposal record form alongside the waste container. These records may be inspected by WorkCover or the Department of Environment and Climate Change, EPA section.

Liquid radioactive waste must be carefully poured into the appropriate bottles provided in the fume hoods in 410 and M311. Fill out the forms alongside the waste container. Liquid scintillant vials and contents may be disposed together if the activity is below 100 Bq per gram. Put vials into biohazard bags (doubly contained), label clearly and place into the appropriate drum in room 410. **You must fill out the form alongside the waste containers with every deposit.**