EMERGENCY LOCKDOWN

Building emergency procedures at the university have historically focused on the safe evacuation of staff and students. This is an appropriate response to most emergency situations (e.g., fire, gas leak, release of hazardous materials), but in some emergency situations it may actually be safer to stay inside the building.

The shooting that occurred at Monash University in 2002 and the more recent incident at Virginia Tech in the United States have raised general awareness about the potential for armed attacks on University Campuses. On Sunday 29 July 2001, the University, together with NSW Police, ran a simulated emergency exercise on the Camperdown Campus. The simulation involved a shooting and hostage situation that escalated to the point where shots were being fired into a public area of the University. An outcome of the exercise was to raise awareness within the University community that there may be circumstances where staff and students are instructed by Security, the Emergency Services or the Chief Building Warden to stay inside the building.

Different emergencies require different responses. Lockdown will be implemented where necessary to ensure the protection of our building occupants from an external threat (e.g., armed intruder, external release of hazardous materials, severe storm). OHSIM is currently working with Security Services and the NSW Police to formalise these procedures and develop some simple guidance for staff and students. Once finalised, the guidance will be widely publicised within the University.

SAFE WORK AUSTRALIA WEEK

Safe Work Australia Week is a national week to focus attention on workplace safety issues around Australia. It aims to encourage all working Australians to get involved in, and concentrate on, safety in their workplace to reduce death, injury and disease.

This year, Safe Work Australia Week will be held from 21-27 October.

Why is workplace safety important?

Every year at the University we have more than 80 work-related injuries that result in some time lost from work. There are over 200 claims made for workers' compensation insurance. There is no better time to strengthen the message about workplace safety.

Get involved!

Hold your own event(s) during Safe Work Australia Week. By organising safety events in your workplace you can begin to highlight the importance of safety and the role that everyone plays in making safety a priority at work. By simply raising awareness of safety in your workplace you could not only help to reduce the number of injuries and serious incidents, but also boost morale.

OHS AWARD

Nominations are now invited for recipients of the University's annual Peter Dunlop Memorial OHS Award. Individual staff members or groups of employees who have made a significant contribution to improving workplace health and safety beyond their normal duties are eligible for the award.

Details about the Peter Dunlop Memorial OHS Award and nomination protocol are available on the OHSIM website. Nominations should reach Wendy Collis, OHS & Injury Management, K07 by COB on 12 October 2007.
and increase productivity within your department.

Activities to choose from:
- Conduct a workplace safety inspection
- Review your safe work procedures
- Distribute and discuss OHS news items
- Show an OHS video (OHSIM has some for loan)
- Collect OHS suggestions in a suggestions box
- Distribute safe work promotional material
- Spring clean your workplace
- Post up OHS notices or posters
- Conduct a trial evacuation drill
- Meet to discuss an OHS problem at work
- Attend the OHSIM Safe Work event near you and
- Enter the PPE competition.

OHSIM will host events across the University during Safe Work Australia Week. Check out details on the OHSIM website: www.usyd.edu.au/OHS/

To order free promotional products to give to your staff visit the website of the Australian Safety and Compensation Council: www.ascc.gov.au

SLIPS, TRIPS AND FALLS

Falls that result from slips and trips at work or during transit to and from work are a major cause of injuries to University staff. An unexpected trip or slip and fall onto a hard surface may result in serious injury requiring in some cases weeks off work, interruption to usual domestic/recreational activities and direct impact on others who have to cover these activities during the recovery period.

All University staff, students and visitors are at some risk of slipping, tripping and falling. Each of us can reduce the likelihood of this happening and prevent the associated injuries. Keep an eye out for the following major causes of slips, trips and falls:
- Wet, greasy or slippery floor surfaces
- Sudden movement, running or rushing
- Clutter or debris on floors and in walkways
- Poor lighting near steps
- Broken or slippery stair treads
- Carrying or pushing items that impede vision
- Sending SMS text messages while walking
- Uneven walking surfaces
- Unsuitable footwear
- Descending stairs without using the handrail
- Cords dangling and trailing across walkways
- Damaged surfaces e.g. torn carpet, lifting tiles

Slip and trip hazards that are located in main thoroughfares must be removed or repaired swiftly as there is a high likelihood that someone will fall. Slip and trip hazards that are near to sharp edges, machinery, roadways, stairs etc. may cause falls that result in more serious injuries. These should also have a high priority for remedial action. To reduce the number of slips, trips and falls at work and outside the University:
- Have equipment and procedures ready for cleaning up spills and clean up any spills as soon as possible.
- Before entering a building, wipe your shoes on the available mats and shake off wet clothing and umbrellas. Use storage where wet items can be placed, such as bins for umbrellas,
- Keep your workplace tidy, keep walkways clear and make sure cords and cables are out of the way. Make sure objects don’t create a trip hazard.
- Report any damaged steps, treads, handrails or poor lighting *
- Report any water leaks, damaged or uneven floors or path surfaces *
- Be aware of slip and trip hazards outdoors such as wet or uneven surfaces, potholes, rocks, rubble and other obstacles. Take appropriate action to avoid these hazards and report any that are on campus *
- Carry items so that you can see where you are going. Make sure there are no protruding items likely to cause problems, such as dangling cords.
- Avoid rushing or running around. Discuss workload problems that cause you to rush with your supervisor.
- Wear the most appropriate footwear for the job and the work environment.
- Always use the handrail when ascending or descending stairs.

* Maintenance and repairs on campus should be referred to the CIS Service Desk: ext 17838 or http://www.facilities.usyd.edu.au/services/serviced/about.shtml

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This and other OHSIM Newsletters are also available on our website at www.usyd.edu.au/ohs/news.