

Safety and Induction Manual

Introduction

Welcome to SOLES.

The University Intranet [new staff](#) page includes everything you need to get started in your new role at the university, such as obtaining your UniKey and staff number, staff card and building access, IT and phone set-up instructions and information on human resources (HR).

The University's Work Health and Safety (WHS) [Policy and Procedures](#) set out the University's commitment to providing a safe, healthy environment and experience for its staff, students, affiliates and visitors. It sets out the [responsibilities, guidelines and procedures](#) to be followed to ensure compliance with WHS legislation and related codes of practice and industry standards.

The University's [Safety, Health & Wellbeing site](#) provides guidelines and information, like the [Safety Management System](#), and tools and templates to assist with our safety responsibilities. The School has safety information on its [website](#) and [intranet site](#).

EMERGENCY TELEPHONE NUMBERS		
Service	Phone Number	Internal Extension
University Security Service	9351 3333 (emergency)	1 3333 (emergency)
	9351 2000 (enquiries)	1 2000 (enquiries)
Police, Fire, Ambulance	Dial 0 (to obtain a line) then 000	112 (mobile only)
Poisons Information centre	13 1126	
Safety, Health & Wellbeing Office	9351 5555, Free:1800 550 105	1 5555
University Health Service	9351 3484	1 3484

Overview of University and local WHS induction procedure

The WHS induction process at SOLES consists of three key steps; the University on-line induction, the local WHS induction form and the hazard assessment form.

Before starting work in a new environment it is important that staff, students, visitors and volunteers follow the [SOLES procedure for safety training](#) and induction (see Figure 1 below).

[Training Needs Analysis](#) is a WHS-related guide of recommended training for people who work in SOLES. e.g. those working in areas with particular hazards may be required to train in safety courses such as *Working with Chemicals*, *Biosafety* or other courses, which require enrolment through the [CareerPath](#) system.

If you have specific questions about your role and required/suggested training, please contact your relevant Safety Officer.

STUDENTS, Affiliates CONTRACTORS and VOLUNTEERS:

As you may not have direct staff access to [CareerPath](#), you may access through the University WHS [Health and Safety Training](#) site.

[In addition, all external contractors and CIS staff must report to the floor or building warden or room custodian before entering any premises or do any work.](#)



Figure 1: Flow-chart of the SOLES WHS induction process. The complete WHS induction process guidelines can be found [here](#).

a) University on-line induction

This is done through CareerPath

[CareerPath](#) (access for users with a staff unikey)

[CareerPath](#) (access for users without a staff unikey)

Once you have completed this module or any other training module, you will see a page which is a *Certificate of Completion* with your name and date. Please print and save this certificate to show your supervisor completion of the module. Also email a copy soles.safety@sydney.edu.au The supervisor should record this completion in a training record

b) The Local WHS Induction Checklist

The School is constantly accommodating new staff, students, volunteers, affiliates and visitors. It is now our top priority to ensure that all members of staff and students are given a thorough safety induction by their supervisor. Part of the induction process is the local WHS induction checklist, which should be started on the first day and should be complete in the first week. It is essential that this

induction be recorded on the [Local WHS Induction Checklist](#) form. The supervisor will sign the form and scan a copy. A scanned copy is sent to soles.safety@sydney.edu.au and the supervisor and inductee keep copies.

This manual contains useful notes for completing the induction form. Points in the manual corresponding to those on the induction form are indicated with a tick box.

To aid WHS the University provides central [guidelines and tools](#), [Risk Management Steps](#) and the [RiskWare](#) software system for notifying accidents, incidents and hazards and creating and viewing Risk Assessments.

Some of the broad areas of safety information and tools are:

A-Z

- [Biological safety and infection control](#)
- [Bullying, harassment and discrimination prevention](#)
- [Chemical safety standards](#)
- [Electrical safety standards](#)
- [Fieldwork safety standards](#)
- [Manual handling](#)
- [Radiation and laser safety requirements](#)
- [Setting up your workstation](#)
- [Slips, trips and falls](#)
- [Restricted area and Authorised Entry Only signage](#)

Other information and forms are available on the School's [web site](#) and [intranet site](#)

Following are a number of useful notes for completing the local WHS induction checklist, which is to be completed in the first week.

Points corresponding to those on the induction form are indicated with a tick box.

c) Hazard Assessment Form

Everyone is also required to do a [hazard assessment form](#), together with their supervisor, which is used to manage WHS risks at workplaces across SOLES using the steps:

1. Identify hazards and hazardous tasks
2. Recognize mechanisms to control the risks
3. Identify additional training requirements
4. Determine the overall risk level associated with a position
5. Establishing a safe work environment.

The form also includes provision for working after hours. Everyone wanting and/or needing to work after hours, must read and adhere to the [Working After Hours Guidelines](#) and [complete this section of the hazard assessment form](#). Please note, the normal operating hours of SOLES are Monday to Friday, 7am to 7pm - but this may differ depending on building location and/or operational needs.

Additional WHS information

1. Emergencies

Emergencies can occur at any time for a variety of reasons. The first priority is always your safety. We have [standard emergency response procedures](#) for a range of emergencies. It is important that you understand these procedures. Watch this [short video](#) for an introduction to our procedures for emergency evacuation, emergency lockdown and medical emergencies.

Contact details for **Chief Fire Wardens** are contained in [Appendix 1 – Local contacts](#)

Contact details for other **Wardens**:

- For the Floor Wardens and Stair Wardens in your area, consult the “Hazards in Your Area” posters and fire evacuation plan posters.

Students, staff or visitors with disabilities:

- Please notify your local Chief Fire Warden of any disability, which may require assistance in identifying an alarm siren (sight/hearing), or evacuating a building in the event of an emergency (mobility).

Contact details for **Nominated First Aid Officers** are contained in [Appendix 1 – Local contacts](#)

AED - automatic external defibrillator

- AED is a device that analyzes the heart rhythm of an unconscious person and delivers an electrical shock in an attempt to restore a normal rhythm. Don't worry, an AED won't deliver a shock unless necessary.
- Please note that all Security Officers are First Aid trained (9351 3333) and carry AEDs
- The nearest AED for your buildings can be found [here](#).

- Provide contact details for **Security Services** for reporting emergencies and security threats (9351 3333).

- 9351 3333 (emergencies only) internal extn 1 3333
- 9351 2000 (enquiries) internal extn 1 2000
- Fax 9351 4555 internal extn 1 4555
- **Police Fire Ambulance** 0 (to obtain a line) then 000

- Explain the requirement and method for [reporting injuries, illness and hazards](#) using [RiskWare](#).

- To comply with the **WHS Policy**, all staff (including casuals) are required to use RiskWare to report any incidents, injuries or hazardous situations. You can also report an incident on behalf of other people, such as colleagues, students, contractors or visitors.
- **All incident reports must be submitted within 24 hours of the incident.**
- If full details of the incident, injury, investigation and corrective actions are not available within this timeframe, the essential details of the incident or injury as they are known should be submitted initially.
- If you do not have access to the RiskWare site, contact your supervisor, Safety Officer, or WHS and have them complete as many details as are known.
- The default person a report is assigned to is the HoS. However, this is usually not appropriate and it is recommended to select the most appropriate person to deal with the incident.

2. General

- Explain **general WHS responsibilities** as outlined in the University's [WHS Policy and Procedure](#)

All University staff members, students and affiliates are expected to:

- alert relevant Supervisors and line managers to WHS concerns
- promptly report work related injuries and incidents, including near misses
- participate in relevant WHS training
- adopt and use safe work practices and equipment
- cooperate with official WHS inspections, audits and investigations
- accept and respond appropriately to WHS recommendations and advice
- contribute to WHS consultation
- not misuse or willfully damage safety equipment, or put at risk the health, safety or wellbeing of others at work.

To the extent of their delegated authority, each staff member with management responsibility is also expected to:

- include WHS risk management on management meeting agendas, set appropriate WHS goals and allocate resources to promote WHS
- actively identify, assess and control WHS risks with reference to University guidelines and procedures
- provide relevant WHS guidance and training (including WHS inductions), and the adoption of safe work practices.

- Explain **local consultation arrangements for WHS matters**, e.g. staff meetings, departmental committees, etc. as per the University's WHS [risk management system](#)
 - WHS risk management is considered to be an important part of everyday business and planning. It is therefore to be included as a standing item on the agenda of meetings dealing with the management of academic or administrative units.
 - At a local level, WHS must be discussed at your laboratory or other workgroup meeting. All members of a workgroup should therefore have the opportunity to participate in identifying hazards in their own workplace, assessing the risks associated with these and contributing to the process of deciding which risk control measures should be adopted and when. The meeting minutes or notes will provide a good record of local WHS risk management.
 - If your workgroup safety issues cannot be resolved with your supervisor, you can raise them with the School Safety Officer or other member of the School Safety Committee.
 - Safety issues not resolved at a School level can be raised with an elected [Health and Safety Representative](#). The HSR has the power to raise issues at the highest levels.
 - Other committees within the University also deal with specific WHS matters. These include the Institutional Biosafety Committee, the Emergency Management Committee and the Radiation Safety Committee.
- Provide **contact details for Departmental Safety Officer**, other relevant WHS contact people, e.g. hazardous waste, radiation safety, etc.
 - Key contacts can be found on the School web site [here](#) and intranet [here](#).
- Provide contact details for **Campus Assist Online** for reporting maintenance issues.
 - General building maintenance matters such as floods, leaking roof, dripping taps, electrical problems, broken windows, cleaning and waste, fume cupboard problems, trip hazards, stuck lifts, pest issues and many more.
 - Service Desk Phone: 9351 2000
 - [Campus Assist Online](#) (login required)
 - Or contact your local Resources Officer or Technical Manager.

3. Job Specific Hazards

- Discuss the **main WHS risks** associated with the job.
 - The workplace environments and associated hazards in the School are many and varied. They may include:
 - Chemical hazards
 - Manual handling hazards
 - Ergonomic hazards
 - Biological hazards
 - Radiation and lasers
 - General Laboratory hazards
 - Fieldwork
 - Working from home
 - Swine flu and other highly infectious diseases
 - Because of this variation and the specifics of your tasks, it is essential to have local WHS consultation arrangements as discussed in point 2 above, document and assess risks.
 - Examples of RAs and templates can be found at [here](#)

- Provide information about **safe work procedures** relevant to the job.
 - Tasks related to a job should have documented procedures indicating
 - Pre operational safety checks
 - Task steps
 - WHS issues (potential hazards)
 - Work requirements to minimize risk (operational safety checks)
 - Post operational safety checks
 - Training/Qualifications/Supervision required
 - Such documents are commonly referred to as
 - Safe Work Procedures (SWP)
 - Examples of SWPs and templates can be found at [here](#).

- Explain the requirement to comply with **local WHS rules** and procedures.
 - The School will have a number of local requirements. Some copies of WHS documents are for auditing purposes and are designed to ensure that we are meeting WHS rules. Some procedures are designed to make more general guidelines, specific to our needs.
 - To assist in complying with a range of procedures, the University has extensive [guidelines](#) for workplace environments.
 - The School has local procedures which are on the WHS areas of the home page and intranet School web site [here](#) and intranet [here](#).

- Give direction to **WHS resources**, including
 - The [WHS website](#)
 - The School web site [here](#) and intranet [here](#). This area also contains useful information on field work requirements, registering volunteers and use of Pool vehicles.

- Require completion of the office **ergonomic check** list for setting up your office workstation
 - With the amount of time spent working on computers, it is important to check and correct your working habits and posture. Failure to do so can lead to discomfort, fatigue, inflammation and, in the long term, serious injury.
 - It is important to remember that many and varied activities help relieve tense muscles and flush them with oxygen and new energy.

- Explain local procedures for minimizing **manual handling** risks
 - The School has access to a number of lifting aids including:
 - 3 wheeled stair-climbing trolleys
 - A heavy duty hydraulic pump up table trolley
 - Light duty laboratory trolleys

- For serious lifting the School can organise professional removalists, forklifts and even cranes.
- Identify WHS initial **training needs** of new starters (see Point 9).
- Check if there are any **special needs or existing health conditions** to be accommodated.
 - As in 1 above, be sure to notify the Chief Fire Warden if arrangements are required to allow evacuation of a mobility-impaired person, or if visual fire alarm warnings are needed for a hearing impaired person.
 - Refer to the University's **Privacy Policy** 2013 and Privacy Management Plan 2013
- Explain and arrange any **baseline health monitoring**/testing required in the job.
 - It is important to establish a baseline health test in some work environments. This is to ensure that the workplace is not contributing to health deterioration and that risk control measures are adequate.
E.g. Hearing tests for high noise environments and annual skin tests for high outdoor sun exposure, eye testing for laser work.
 - The Safety Officer can help identify health providers for these tests.
 - SCUBA diving requires special health monitoring. If you are considering snorkelling or SCUBA as part of your work, please consult the university Dive Safety Officer.
 - Radiation researchers may need monitoring devices which can be arranged by local radiation safety officers.

4. Chemicals and dangerous goods

- Inform the staff member of the University's **Chemical Safety Standard** and Chemical Safety Management tools, which can be found [here](#).
 - Many of the chemicals we work with can be harmful to our health if we are exposed to them. Some are explosive, flammable or likely to react dangerously under particular conditions if not handled properly.
 - There are specific legislative requirements for working with hazardous substances, dangerous goods and scheduled poisons.
 - The **procurement of chemicals** must be controlled by local management. A pre-purchase risk assessment must be completed for all hazardous substances. Chemical purchases are not permitted on corporate credit card.
 - Each workgroup (e.g. research group) that uses chemicals must have an up-to-date **Chemical Register**. Talk to the safety officer in your area about the chemical database used in your building.
 - Relevant Safety Data Sheets **SDSs** must be readily accessible to all staff and students working with chemicals. Use the **ChemAlert** tool or the on-line [chemical register](#) described below.
 - All chemical containers must be appropriately **labeled**. The classification criteria and labelling requirements for chemicals have changed. Australia has adopted the Globally Harmonised System of Classification and Labelling of Chemicals (**GHS**).
 - **Risk Assessments** (RAs) must be completed for tasks involving chemicals, **risk controls** applied and relevant **Safe Work Procedures** (SWPs) established.
 - Appropriate **storage** must be provided for chemicals.
 - **Access to chemicals** must be restricted.
 - Chemicals must be disposed of via the **Hazardous Waste Disposal** system
 - Staff and students who work with chemicals must be provided with sufficient **training and supervision** to work safely and competently.
 - Staff and students who work with chemicals must be **prepared for emergencies**.
 - Special regulations apply for restricted drugs and poisons
- Show how to access **Chemical Safety information**, including **safety data sheets** (SDS) in **ChemAlert** online
 - ChemAlert is a web enabled chemical information database, which allows you to search for a chemical and then print a material safety data sheet (report) or label. A material safety data sheet for a substance contains information such as potential

- health hazards and first aid information, safe handling instructions, procedures for dealing with spills and advice on the appropriate protective equipment to be used.
 - Alternatively, the on-line **chemical register** contains a set of current SDS
- Explain how to do a **risk assessment** before working with a chemical.
- Show **safe work procedures** for the substances/processes the staff member will be working with.
- Arrange for any relevant **personal protective clothing** or equipment to be obtained.
- Explain local **dangerous goods storage** procedures and locations.
 - There are limits to amounts of dangerous goods (DG), which can be stored in any one place, unless it has been designed for that purpose. Only small quantities of DGs should be held in a laboratory, and in purpose built storage cabinets.
 - Many chemicals are incompatible and may be highly reactive. As a rule of thumb, chemicals of different DG classes must be separated. A list of **common incompatible chemicals** can be found [here](#)
 - The nearest flammables depot for my building is
 - e.g. Flammables bunker P100 behind Macleay A12
 - Flammables bunker P300 Heydon-Laurence A08.
 - Gas storage cages are available for most buildings. As for wet and dry chemicals, gases with different DG classes must be separated. For information on gas storage and purchasing, please consult the Resources Officer.
- Outline local procedures for **hazardous waste disposal** in accordance with the University's Guidelines for Hazardous Waste Disposal
 - The University arranges fortnightly hazardous waste collection for the School. This includes the yellow Clinical Waste bins.
 - The hazardous waste disposal officer for my building is
 - The collection point for my building is
 - Accumulate solvents in approved type 5L or 15L plastic drums, usually available from the hazardous waste collection point.
 - Approved waste collection drums must be labelled with University provided sticky label.
 - Do not "cocktail" solvents - Refer to list of **common incompatible chemicals**
 - Special collections from laboratories can be arranged for solids or liquids, which may be unsafe to move or decant. See your local safety and resources officers.
 - Empty Winchester bottles or solvent drums may contain residual vapours, which in an enclosed space, may become a potentially explosive mixture. To ensure there is no residual solvent, allow complete evaporation in a fume cupboard. Empty container may then be placed in the large bins with lids off and label removed or defaced.

5. Biological agents, animals and Gene Technology

If you work with biological agents, animals and gene technology, you are likely required to obtain permits. If you work with genetically-modified organisms, you are required to obtain a permit from the Institutional Biosafety Committee (IBC). Information can be found at http://sydney.edu.au/whs/guidelines/biosafety/gene_technology.shtml.

If you work with animals you will need to get approval from the animal ethics committee (<https://intranet.sydney.edu.au/research-support/ethics-integrity/animal-ethics.html>) and if you work with humans approval from the Human Ethics (<https://intranet.sydney.edu.au/research-support/ethics-integrity/human-ethics.html>).

- Explain the main hazards associated with **biological safety and infection control** the new starter will be working with, e.g. micro-organism and risk group, modes and symptoms of infection, zoonosis etc.
- Explain the **physical containment** and **safe work procedures** used to control the risks.
 - Information specific to Gene Technology regulation can be found [here](#). This includes Application forms and **PC1 and PC2 facility certifications**.

- The Institutional Biosafety Committee (IBC) meets quarterly. Applications must be submitted at least 3 weeks prior to the meeting date to allow for applications to be checked over and distributed to committee members for their consideration.
- Details of [meeting dates](#) and [membership](#).
- Explain how to do a **risk assessment** before working with a biological agent.
- Explain the **correct use or handling of equipment**, e.g. biological safety cabinet, autoclave, sharps, centrifuge, liquid nitrogen Dewar.
 - **Liquid Nitrogen** is available on Campus for a small cost. Note: Liquid nitrogen must never be used or transported in an enclosed space e.g. vehicles or lifts due to the high risk of asphyxiation. Consult the guidelines for [cryogenic liquids](#).
 - The [gas risk calculator instructions](#) can be used as part of an initial risk assessment when assessing the risk of:
 - Toxic effects from carbon dioxide (CO₂) release from compressed carbon dioxide or sublimation of solid dry ice,
 - Asphyxiation due to the accidental release of compressed gases and cryogenic liquids which will displace available oxygen,
 - Fire in an oxygen enrichment environment following the accidental release of compressed oxygen.
 The [gas risk calculator](#) should be used with reference to the [Guide for Safe Working with Gases](#).
 - The School has **autoclaves and biological safety cabinets** in each major building. All require annual certification. Autoclave users require training.
 - **Sharps:**
 - Note: Sharps contaminated with biological material, hazardous chemicals, cytotoxic material and radioactive isotopes all require different disposal procedures as described in the link above.
 - Large broken glass should be accumulated in a strong (usually metal) container such as a well-labelled bin. It must be emptied by you (or appropriate person) straight into the large "dumpy bins". It is NOT safe for cleaners to be exposed to broken glass through the normal waste bin system.
- **Vaccinations** The following vaccinations are required for individuals and are available through the University Health Service. The cost of testing and vaccination for students is not covered by the university. Vaccination and test essential for staff are paid by the School.
 - Tetanus - for all staff and students.
 - Q Fever - for all individuals who work with or come into contact with goats, cattle and sheep.
 - Hepatitis B and Tuberculosis - for individuals whose work involves daily care and/or close handling of primates. Those in forensic medicine/morgues who may come in contact with blood, body substances or infectious materials must have a baseline serology test for Hepatitis and chest X-rays prior to contact. It is strongly recommended that anyone working with unfixed human tissue, cells or fluids is vaccinated against HBV.
 - Australian bat lyssavirus and rabies - for all individuals who come into contact with flying foxes or bats
- Arrange for any relevant **personal protective clothing or equipment** to be obtained.
- Explain local **decontamination and waste disposal procedures**, including location of clinical waste bins, in accordance with the University's Guidelines for Hazardous Waste Disposal outlined in point 4 above.
- Provide direction to health and safety information for [Animal Houses](#)
 - Please consult your Animal House Officer for local policies and procedures including carcass storage, disposal and use of the university incinerator, if allowed.
 - For issues relating to **animal ethics**, link [here](#) (login required)
- Identify **Human Health Risks associated with Animal Work**.
 - Risks include allergies, bites, scratches, kicks, manual handling and zoonosis.

- Explain requirements for **working with Genetically Modified Organisms** and our Institutional Biosafety Committee (IBC)
- Information on Microbial Safety can be found [here](#)
 - [Definition of a microorganism](#)
 - [Approach to working with microorganisms](#)
 - [Classification of microorganisms - Risk Groups](#)
 - [Classification of laboratories](#)
 - [Security Sensitive Biological Agents \(SSBA's\)](#)

6. Radiation and Laser Safety

The ultimate aim when working with any source of radiation is to minimise the doses that staff receive. Wherever possible encourage your staff and students to use non-radioactive alternatives, e.g. immunoassay using fluorescent probes (ELISA) rather than radioimmunoassay.

Information on radiation and laser safety can be found [here](#). If you are considering radiation work, please consult the Radiation Safety Committee. It is a requirement to obtain a project approval from the University's RSC before ordering any radioisotopes or commencing any work with radioisotopes. In addition, every supervisor needs to hold a licence.

Advice on radiation safety licensing and registration, training, review of research projects involving radiation and facility design can be provided by the Radiation Safety Officer [Felix Werner](#).

- Explain the **type(s) of radiation to be used** and the **protection methods** to be adopted.
- Explain how to do a **risk assessment** before working with radiation.
- Outline methods for detection, measurement and decontamination when working with ionizing radiation.
- Show **safe work procedures** for the sealed sources/unsealed sources/irradiating equipment being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local **storage and waste disposal** arrangements in accordance with the University's Guidelines for Hazardous Waste Disposal, as mentioned in point 4.
- Explain any requirements and arrangements for **baseline testing** e.g. eye tests for laser use, or ongoing monitoring e.g. film badges, for radioisotope users.

7. Machinery

The Faculty has a mechanical workshop located in the Physics Building A28. Satellite facilities are available in the MMB G08 and Chemistry F11. Machinery may only be used by the qualified technical staff and tools are not for loan. There are cases where students and staff may have **competency training** to use specific tools in particular low hazard situations.

Machinery may include power tools, pumps, electrical generators etc. used on field trips.

- Inform the new starter of the **main hazards** associated with machinery they will be operating.
- Explain how to do a **risk assessment** before working with machinery.
- Explain and demonstrate the **safe work methods** to be followed when operating the machinery, including location and operation of emergency stop buttons, positioning and use of guards etc.
- Show the staff member where to access **instruction manuals** for the machinery being used.
- Arrange for any relevant **personal protective clothing** or equipment to be obtained.

- Ensure there is a signed record of the competency training.

8. Teaching roles

Everyone has a [responsibility](#) for health and safety at work. The University has assigned this responsibility through the line of management to each worker to the extent of their delegated authority.

- Outline the responsibilities of **teaching staff** in classrooms in emergency situations. Ensure they are aware of emergency exits and assembly points in order to direct an evacuation of the room in response to an emergency situation or alarm. WHS guidelines for teaching units in SOLES is available [here](#).
- Ensure that **students** are aware of their WHS responsibilities as defined in the University's WHS Policy:
 1. Take responsibility for your own actions and don't put yourself or others at risk of injury or illness.
 2. When walking around the University watch out for traffic, use designated road crossings and don't be distracted by your mobile phone, iPod, iPhone or other mobile device.
 3. Avoid isolated areas, [use preferred pedestrian routes](#) and familiarise yourself with Help Points (emergency telephones) at your campus. These are shown on the [University Guide Maps](#).
 4. Don't come to University if you are sick. If you become unwell while at the University use good cough etiquette, wash your hands frequently and seek medical attention.
 5. If you have a medical condition that could impact on your health or safety while at the University, please disclose this confidentially to relevant staff members. This will allow appropriate precautions to be taken to prevent an injury or illness. In some cases, specific first aid requirements may need to be planned for.
 6. Some areas of the University pose specific risks to health and safety eg laboratories, workshops. These are signposted and should not be entered unless you have been inducted to the area or are supervised by relevant staff.
 7. Follow local safety rules, established safe work practices and reasonable directions given by supervisory staff. Ask questions if you're not sure about the safety aspects of proposed activities.
 8. Be prepared to act independently in an [emergency](#), warn others who may be in danger and report emergencies to Security by calling 9351 3333. If a building alarm is sounding, leave via the closest safe exit.
 9. If you are a local student and feel stressed or just need some support, contact the [University Counselling and Psychological Services \(CAPS\)](#) for free and confidential assistance on 8627 8433 or 8627 8437.
 10. Report incidents, hazards and other safety concerns to relevant local staff, Security on 9351 3487 or the Workplace Health & Safety Services on 9351 4335.
 11. Attend lecture streams only as timetabled to avoid overcrowding of lecture theatres.
- Follow basic laboratory rules
 - o NO EATING OR DRINKING in any laboratory
 - o Wash your hands on leaving the laboratory, especially if you have been handling hazardous chemicals or microbiological specimens.
 - o Follow safety procedures. Failure to observe these safety procedures could result in severe injury and will be treated as a serious offence by supervisory staff.
 - o Footwear (shoes with closed in toes) to be worn at all times. Lab coats are compulsory. Also consider other personal protective equipment (PPE) as appropriate. This may include gloves, respirators and eye protection. Think about long hair, hair scarves, exposed belly buttons!
 - o Note the location of the nearest fire exit, fire extinguisher, fire blanket, first aid kit and telephone.

9. TRAINING NEEDS ANALYSIS

Supervisors should perform and record a training needs analysis. Records of all training must be kept by the workgroup. The new SWP template has a page to record training in specific work procedures.

Training	Objective	Audience	Access
WHS induction	An introduction to the University's safety management system.	All staff, research students and affiliates	Online delivery (20-30mins) Staff and affiliates via CareerPath HDR Students via the student LMS
WHS for managers and supervisors	This workshop is designed to help managers and supervisors understand their personal role in managing safety.	Staff who supervise other staff, students or affiliates	Face-to-face delivery (3 hours). Enroll via CareerPath
Biosafety	This online module is intended to provide a general introduction to biosafety.	Staff and research students who work with biological material	Online delivery (1 hour) Staff and affiliates via CareerPath Students self-enroll via the eCommunities section of the student LMS
Chemical safety	This online module is designed to provide an introduction to chemical hazards and the University's Chemical Safety Standards.	Staff and research students who work with chemicals	Online delivery (2 hours) Staff and affiliates via CareerPath Students self-enroll via the eCommunities section of the student LMS
Radiation safety	This training course introduces participants to the principles of radiation safety and the University's requirement for working with unsealed radioactive sources. Successful completion of the course qualifies participants to apply for an EPA licence to use unsealed isotopes for research purposes.	Staff and research students who work with ionising radiation	Face-to-face delivery (1 day). Enroll via CareerPath
Laser safety awareness	This online module introduces participants to the basic principles of laser safety.	Staff and research students who work with Class 3B or 4 laser	Online delivery (2 hours). Contact the Radiation Safety Officer for login details.
Emergency warden	This training introduces participants to the University's emergency management framework, standard	Staff who have been nominated to act as an emergency warden within a University building	Face-to-face delivery (2 hours). Enroll via CareerPath or contact your WHS Adviser to arrange on-site training.

	building emergency response procedures and working as part of an emergency control organisation.		
Chief warden training	This one-on-one training is designed to guide chief wardens through the process of managing an emergency control organisation and coordinate the initial response to a building emergency.	Staff who have been appointed as a chief warden or deputy warden for a University building	Contact your WHS Adviser for training and ongoing coaching
First attack fire training	This course is designed to provide the knowledge and skills to correctly identify, select and use the first attack firefighting equipment typically provided at the University, e.g. fire extinguishers, fire blankets and hose reels.	University staff who are most likely to face a fire at work e.g. Laboratory and workshop staff	Face-to-face delivery (2 hours). Enroll via CareerPath .
First Aid	First Aid courses are available throughout the year directly from our First Aid contract supplier Red Cross (off site) and Sydney Uni Sports & Fitness (SUSF) on site. In-house training is usually arranged when we have sufficient demand. Types of courses range from Senior First Aid, to more specific courses such as Remote Area First Aid, and courses specific to diving.		

The following training are examples of specialist training identified in the past. They can be obtained from external providers, at a cost. See your Safety Officer for details.

- 4WD training
- Working at heights
- Pesticide Use

APPENDIX 1 – Local contacts

CAMDEN CAMPUS

To get an external line **0**

EMERGENCY TELEPHONE NUMBERS		
Service	Phone Number	Internal Extension
Police, Fire, Ambulance	Dial 0 (to obtain a line) then 000 112 (mobile only)	
Poisons Information centre	13 1126	
Safety, Health & Wellbeing Office	9351 5555, Free:1800 550 105	1 5555
University Health Service	9351 3484	1 3484
Narellan Police Station	4632 4499	
Camden Campus Security – 24/7 – Official Contact No	0407 902 397	
Campus Assist Team Leader	0417 695 859	67763
Facility Supervisor (Camden, CIS)	0419 350 730	11751
Integral Energy - Emergency Assistance	131 003	
PBI Reception	02 9351 8800	18800
Shute Reception	02 9351 1693	11693
UVTH Reception		
CCWF Reception		
Franklin Lab Reception		11631
Gymnasium		11691
Farms Manager James Bell	0411 146 738	18801
Facilities Co-ordinator Raj Bangur	02 9351 1647	11647
Facilities Co-ordinator James Hull	0405 066 600	18808
Voice mail		17000
ICT Help Desk		16000
WIRES - NSW Wildlife Information and Rescue Service	1800 641 188	
Snake Relocation	Jeremy – 0418 453 317 Bob Gleeson – 0408 238 877	

Online Phonebooks

USyd phonebook: <https://intranet.sydney.edu.au/contacts-campus.html>

White Pages: <http://www.whitepages.com.au>

Contact details for **Chief Fire Warden**

Building	Chief Warden	Room address	Contact Numbers
PBI C44/C45	Matthew Williams	A1.11	18808 or 0409 552 349
CCWF			
Shute Building			
GTB/ Liz Kernohan			
Franklin Lab			

Contact details for **Nominated First Aid Officers**

Building	First Aid Officers	Room address	Contact Numbers
PBI C44/C45	Kate Rudd	A1.6	18000
	Gary Standen	A1.22	18854
CCWF			
Shute Building			
GTB/ Liz Kernohan			
Franklin Lab			

Camden AED locations

Building	AED location
PBI C44/C45	PBI Foyer A1.1
CCWF	
Shute Building	
GTB/ Liz Kernohan	
Franklin Lab	

Camperdown/Darlington **CAMPUS**

To get an external line 0

EMERGENCY TELEPHONE NUMBERS		
Service	Phone Number	Internal Extension
Police, Fire, Ambulance	Dial 0 (to obtain a line) then 000 112 (mobile only)	
Police (Newtown)	9550 8199	
Fire Brigade (Newtown)	9557 5260	
Fire Brigade (Glebe)	9660 7156	
Royal Prince Alfred Hospital	9515 6111	
Poisons Information centre	13 1126	
Safety, Health & Wellbeing Office	9351 5555, Free:1800 550 105	1 5555
University Health Service	9351 3484	1 3484

Contact details for **Nominated First Aid Officers:**

- My building name is
- Building code is
- First Aid Officer is
- Room address of First Aid officer.....
- Contact number(s).....
- The nearest AED is.....
- List of [Nominated First Aid Officers](#)
- Extensive information on [First Aid Procedures](#) are available.
- The nearest AED for your buildings can be found [here](#).

Revision History

Revision – September 1 MT

Revision – 13 Sep 2010 MJ to reflect incident reporting changes, University OHS Policy Update.

Revision – 14 Sep 2010 MJ, ST, update email addresses and Chief Fire Wardens

Revision – June 2011. MJ update to suit changes with staff, University OHS policy, changing web links, and to be more consistent with the current “Local OHS Induction Checklist” requirements.

Included AED location information.

Revision July 2011. MD edits

Revision August 2011 – MJ minor edits for acceptance by SSC

Revision February 2012 – MJ major upgrade to reflect OHS becoming WHS with new Regulation.

Also update to many central WHS site links, which changed at the end of year. Draft accepted by SSC Feb 2012 with minor changes,

Revision April 2012 – MJ update of weblink which have all changed with whs

Revision April 2012 – MD update of weblink and minor edits

Revision November 2012 – New ECO contacts. Ohsrm deleted, added student responsibilities.

Revision April 2013 – MJ update of weblinks and hazardous waste disposal procedures.

Revision July 2013 – MJ added student access to RiskWare induction and safety courses.

Revision Jan 2014 – MJ check and edit all web links and contacts.

Revision Sep 2014 – MD check and edit contacts.

Revision July 2015 – MJ updated SSC members list

Revision Nov 2015 – MD updated CW and NFAO list

Revision Feb 2016 – MJ changes to reflect SOLES and updates in SHW

Rev Mar 2017 – MJ updates, Safety Management System, introduces generic email

soles.safety@sydney.. Wherever possible. Updated safety standards. Updated emergencies with new video. Added info on AEDs.

Rev 17 May 2017 – Feedback from SOLES safety committee.

Rev 25 May 2017 – Final draft

Please send feedback, errors, omissions and changes to soles.safety@sydney.edu.au

Approved SOLES Safety Committee

Date 25 May 2017