



THE UNIVERSITY OF
SYDNEY

FACULTY OF VETERINARY SCIENCE
CAMDEN CAMPUS

OCCUPATIONAL HEALTH AND SAFETY
INDUCTION MANUAL
FOR
STUDENTS

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DISCLAIMER

The information presented in this Occupational Health and Safety (OH&S) induction manual is intended as a guide only and the contents reflect the current OH&S act, University policies, safety regulation and Australian standards. Any use of information contained within this safety manual shall be at the sole risk of the party using such information.

All information is relevant to the Faculty of Veterinary Science – Camden. In addition to this manual, most of the sites at Camden have specific in house rules and policies applicable to particular location. Students are expected to contact the appropriate building/site custodian prior to commencing work. This manual will be reviewed from time to time as required. No liability is accepted by the Faculty of Veterinary Science or author(s) for any error or inaccuracy in the content of this Camden OH&S induction manual.

PURPOSE OF THE MANUAL

The University of Sydney is committed to providing a safe working environment for its staff students and visitors. The goal of the University safety program is to minimise the risk of injury or illness to individuals by ensuring that they have the appropriate induction, training, information, support and equipment needed to work safely in all the sites at Camden.

This manual also covers hazard communication and incident response. Students are expected to learn about the hazards associated with different materials before handling them. We ask you to read this manual in the interest of your own and others personal health and safety. Please read the manual carefully and if you don't understand any section, please ask for an explanation. You are expected to sign a given declaration form stating that you have been verbally inducted and also read and understood this document and agree to obey the instructions of site supervisor and lecturer.

SECTION 1 – INTRODUCTION

Welcome to the Faculty of Veterinary Science, at Camden. The Faculty is committed to providing a healthy and safe workplace and to eliminate conditions and incidents, which could result in personal injury or ill health. The Faculty requires its activities to conform with relevant state and federal legislation, established practices including Australian Standards, University policies. The Faculty recognises that success depends on the commitment and cooperation of students.

During your studies at the Camden campus you will visit many different areas/site for theoretical, clinical and practical instructions. The map in this manual (appendix 1,2 and 3) will help you to find your way around the Camden campus and associated sites. Each site has designated key personnel. Before commencing work, you are expected to have a brief induction session with an authorised person in charge of the area. They will make you aware of all the necessary precautions required to be taken.

This manual has been written to make you aware of the responsibilities of both the University and yourselves in ensuring that your time here is a safe and rewarding one, untroubled by accident or injury. Please read the manual carefully and ask your supervisor if in any doubt or require clarification.

Remember “SAFETY IS EVERYONE’S BUSINESS”

1.1 OCCUPATIONAL HEALTH AND SAFETY (OH&S) POLICY

Every individual under the OH&S Act is responsible to report dangerous situations. A number of University policies, procedures and guidelines on specific occupational health and safety issues have been developed and are published on the OHS & Injury Management (OHSIM) website at <http://www.usyd.edu.au/ohs/policies/ohs/guide>. The Faculty expects students to comply with these occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner and not place themselves or others at risk. Some important OH&S policies are documented in brief and are listed below.

1.1.1 MANUAL HANDLING POLICY

Students are asked to exercise care when lifting heavy objects. Loads should be carried such that the weight is transferred to the legs rather than to the back. As a rule of thumb, individuals should seek help if they are unable to lift. The University of Sydney policy on manual handling can be found on the OHSIM web site at:

http://www.usyd.edu.au/ohs/ohs_manual/manual_handling/mhdlg.shtml

1.1.2 SMOKING POLICY

Smoking is prohibited in all University occupied buildings and vehicles, other than those issued for private use.

The ban on smoking within the University's buildings includes, but is not limited to:

- all enclosed public places such as lecture theatres, tutorial rooms, meeting rooms, libraries, lobbies, foyers and corridors
- all offices, laboratories, workshops and studios
- all common rooms, tea rooms and staff rooms.

In order to mitigate the effects of passive smoking, smoking is also banned in the vicinity of air intakes, building entrances, external doors and windows that are regularly opened, and semi-enclosed thoroughfares such as veranda's and colonnades. More details on smoking policy is available on the web site at: <http://www.usyd.edu.au/ohs/policies/ohs/SmokingPolicy.shtml>

1.1.3 ERGONOMIC GUIDELINES

One of the main aims of designing effective, safe work systems and processes is to avoid the development of musculoskeletal injuries or discomfort associated with work. Should discomfort arise, early intervention to address health, safety or comfort concerns in the office environment is vital to ensuring the best chance at resolution and can only be achieved through effective communication between all parties.

Office ergonomics training sessions are routinely scheduled for all postgraduate students through University Learning Solutions unit. Learning Solutions unit can be on extension 17655 or <http://www.usyd.edu.au/learningsolutions/index.shtml>. Some of the general rules in office ergonomic and a brief checklist to change and correct working habits and posture can be found at http://www.usyd.edu.au/ohs/ohs_manual/ergonomics/ergoguide.shtml

1.2 OCCUPATIONAL HEALTH AND SAFETY RISK MANAGEMENT (ohsrm)

The University of Sydney has adopted an Occupational Health and Safety risk management (ohsrm) program to achieve compliance with the NSW OHS legislation. The program is designed to ensure the health, safety and welfare of University staff, students and visitors by systematically identifying and assessing hazards and hazardous jobs, and effectively controlling the associated risks.

The Faculty of Veterinary Science is bound to participate in this plan which involves the following risk control strategy:

1. Identify hazards and hazardous jobs (risks)
2. Assign priority for each risk
3. Assess the risk(s) in order of priority
4. Control the risk(s)
5. Periodically evaluate OH&S risk management procedures

The personnel (site supervisor/manager/lecturer) responsible for each location will give you a briefing during the induction process. Do not hesitate to ask if you have any questions and need more information. Please note that it is up to each individual person to identify any potential risk areas.

The University of Sydney ohsrm policies and forms A, B & C can be found at University web site: http://www.usyd.edu.au/ohs/ohs_manual/ohsrm.shtml or copies can be obtained from your supervisor.

1.3 ACCIDENT REPORTING

All injuries (minor or major) must be reported to the area supervisor or lecturer present at site. Students should understand that the purpose of reporting and documenting accidents is not to assign blame, but to determine the cause of the accident so that similar incidents may be prevented in the future. The University is required by legislation to report details of any injuries incurred by students at work.

Liability and insurance matters will be handled more effectively if initial accident documentation exists. Taking corrective action as a result of a minor accident may prevent a major incident from happening. Without knowledge of all minor accidents, the desirable investigation is circumvented.

1.4 FIRST AID

Numerous staff members are trained as First Aid Officers and can be called upon for assistance in the event of an injury. The nominated First Aid Officer keeps first aid equipment. The first aid kit should not be misused and not subject to abuse or pilfering. It is an offence under section 21 of the *Occupational Health and Safety Act 2000* to abuse First Aid kit and facilities.

1.5 PERSONAL HEALTH

Students should be immunized against Tetanus and Hepatitis B. Q Fever vaccination is recommended for all veterinary students and those Agriculture students who work with animals and those who work in abattoirs, with meat etc. The University Health Service also recommends having Diphtheria, Polio, Measles, Mumps, Rubella, Tuberculosis skin test (TST, also known as a Mantoux), Hepatitis A, Chicken pox, Influenza vaccinations.

More information can be found on University Health Service website at www.unihealth.usyd.edu.au/vaccination.htm

1.6 MEDICAL CONDITIONS

Some students may have medical conditions that impact on possible first aid treatment, eg. epilepsy, diabetes, allergies, heart disease. It is prudent to inform relevant staff members or nominated First Aid Officer of such conditions. It would be useful if this information was also supplied to year Coordinator. All such medical information will be treated strictly as confidential.

1.7 MEDICAL EMERGENCY

If you need any medical assistance, contact the J.L. Shute building reception on extn.11665 during normal working hours (9am-5pm). For after hours assistance contact security (Stefan) on 0417695859.

1.8 HAZARDOUS SUBSTANCES ONLINE LEARNING COURSE

This is a self-paced training package for those involved with using hazardous substances. The course aligns closely with Worksafe's "Guidance Note for the Assessment of Health Risks from the Use of Hazardous Substances in the Workplace". It is recommended to do this online course prior to working, and is available online at:
http://www.usyd.edu.au/ohs/course-notes/haz_subs/index.htm

1.9 ELECTRICAL SAFETY

Only portable electrical equipment with the correct tags on it is to be used. Check that all cords are safe and there is no loose wiring at the plugs or the appliance. All requests for electrical work, both minor repairs and new installations, should be made to your supervisor; they will make an appropriate arrangement. All electrical appliances should be tagged to indicate that the equipment has been checked and passed a test for electrical safety. Please report to your area supervisor/lecturer if you noticed any untagged portable electrical appliance. Students are not allowed to do any electrical related repair work.

1.10 GUIDELINES FOR DISPOSAL OF GLASS AND SHARPS

Glass and sharps must be disposed of properly to prevent cuts and adverse health effects from contaminated glass and sharps. Sharps containers should conform with AS4031-1992. Guidance on routine disposal of ordinary glass and correct disposal of glassware and sharps from laboratories can be found on the OHSIM website:
<http://www.usyd.edu.au/ohs/policies/ohs/glass>
<http://www.usyd.edu.au/ohs/policies/ohs/sharps>

1.11 ANIMAL WELFARE

Work conducted with live animals is a privilege and the welfare of the animal must be considered at all times. The Faculty of Veterinary Science places great importance on animal welfare. All employees/students are expected to uphold a high standard of animal care. Cruelty of any type will not be tolerated. To avoid injury to the animal and worker, care should be exercised when working with any type of animals. Specific guidelines for each specie will be provided by supervisors of each animal facility.

SECTION 2 - J.L.SHUTE BUILDING

MAIN CONTACTS

Name	Position	Location	Phone Number
Rhonda McDonald Noelene West	Receptionist	N110	93511665
Rajesh Bangur	Technical Manager Safety Officer	N104	93511647
Sandra Saville	First Aid Officer	N111	93511611
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

OPENING HOURS

Reception is open weekdays from 9.00am to 5.00pm. You must sign in the after hours logbook if you are working after hours or on weekends or public holidays.

FIRST AID

In the event of an injury or require first aid assistance, contact First Aid Officer immediately. First Aid room and kit is located in room N115.

EMERGENCY SHOWERS/EYE WASH STATION

An emergency shower and eyewash station are located in majority of the laboratories. Generally, irrigate any splash to the eyes with copious quantities of water for at least 10-15 minutes. Visit doctor immediately if chemical splash to the eye occurs.

EMERGENCY EVACUATION

There are several emergency exits from both ends of the building. On hearing the fire alarm, leave your work area immediately and go to the nearest exit and follow the instructions of fire wardens. The assembly area **is on the lawn at north of Shute building**.

ACCESS TO LABORATORIES

There are different types of laboratories in the J.L. Shute building and each laboratory has a specific function and variety of different hazards can be found in them. Access to these laboratories is limited to authorised personnel only. Do not enter any laboratory or touch any equipment/chemicals without consulting your supervisor/Laboratory Manager/Technical Manager. Work conducted in any laboratory must be approved by respective Laboratory Manager and comply with relevant in house rules and workplace practices.

Special rules apply if working with radioactive sources and in PC2 (physical containment-level 2) laboratories. Contact your supervisor or Laboratory Manager(s) for further information.

Children and pet animals are not permitted in any laboratory at any time.

INFORMATION ON LABORATORY SAFETY

Prior to working in laboratories, all students are required to attend a mandatory induction session with Technical Manager or Laboratory Manager. Follow the instruction of your supervisor and in house specific rules.

OCCUPATIONAL HEALTH AND SAFETY

1. Carefully follow the instructions of your Laboratory Manager.
2. Wear appropriate protective apparel and gloves.
3. No running or jumping is allowed in the laboratory.
4. Never consume food, beverages or smoke in the laboratory.
5. Do not use ice from the laboratory (from the freezer or ice machine) for beverages.
6. Never work alone in the laboratory.
7. Do not dispose of any chemicals or reagents in the sink.
8. Never sniff a chemical directly.
9. If any chemical has contacted any part of your skin (except eyes) then, wash affected area with plenty of running tap water.
10. If a chemical has contacted your eyes, go to the nearest eye wash station, wash your eyes under running water for 5-10 minutes and inform the First Aid Officer immediately.
11. It is your responsibility (in the laboratory) to make certain that the working area is left clean after work is performed.
12. Lab coats and gloves are not to be worn outside the laboratory in the corridors.
13. Remove your lab coat, gloves and/or protective clothing and wash your hands before leaving the laboratory.

HOUSEKEEPING

As in many general safety procedures, the following listing of good housekeeping practices indicates common sense activities which should be implemented as a matter of course in the laboratory. These recommendations are designed for accident prevention.

1. Each laboratory employee shall be responsible for maintaining the cleanliness of their area.
2. Reagents and equipment items should be returned to their proper place after use.
3. Bench tops and fume hoods shall not be used for chemical storage.
4. Stored items or equipment shall not block access to the fire extinguisher(s), safety equipment, or other emergency items.

HANDLING AND TRANSPORTATION OF CHEMICALS

Students working in any laboratory should be familiar with their task and the risks associated with them. The chemicals used in a laboratory are often corrosive, toxic, or flammable and any accident involving these has the potential for personal injury. Familiarise yourself with the Material Safety Data Sheet (MSDS) for hazardous substances that you are working with, including procedures for spills and splashes. Appropriate spill kits are located in majority of laboratories.

Note: Always use a Winchester bottle carrier while transporting chemical bottles from one place to another.

WASTE DISPOSAL

- Segregate your waste and contact your Laboratory Manager or Technical Manager for disposal of any hazardous, biological, or radioactive waste.
- Sharps are to be disposed of in approved sharps containers only.

SECTION 3 - OBSTETRICS PRACTICAL CLASS

MAIN CONTACTS

Name	Position	Location	Phone Number
Prof. Peter Windsor	Lecturer	S124 (Shute building)	93511710
David Palmer	Technical Officer	C55B-01-104 (Shute Annex)	9036 7759 0419 697085
Sandra Saville	First Aid Officer	N111 (Shute building)	93511611
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

FIRST AID

In the event of an injury or require First Aid assistance, contact lecturer or their assistant immediately. First aid kits are located at obstetrics room entry foyer.

EMERGENCY EVACUATION

In case of any emergency, carefully follow the instruction of your supervisor.
The emergency evacuation assembly point is **on the lawn at north of Shute building**.

OCCUPATIONAL HEALTH AND SAFETY

Before entering class:

- Ensure that you have had all of the required vaccinations at a sufficient time to (develop protective antibody levels) prior to exposure to potentially infectious materials.
- Always wear protective clothing.
- When pulling or cutting calves, always be aware of what is behind you as you may move backwards quickly when the action releases

During class:

- When floors are wet they may be slippery. Always walk steadily and never run.

After class:

- Wash hands with Hibiclens or similar.
- Remove all contaminated clothing.

WASTE DISPOSAL

Disposal of waste must comply with established procedure. Appropriate care and personal protective equipment should be employed when handling waste.

- Sharps should only ever be placed in the provided approved contaminated sharps containers.
- Biological material and other waste should be placed in the wet bins provided.

SECTION 4 - WETLAB

(LOCATION: SHUTE ANNEX -DOG AND CAT AREA)

MAIN CONTACTS

Name	Position	Location	Phone Number
Prof. Peter Windsor	Lecturer	S124 (Shute building)	93511710
Craig Kristo	Technical Officer	N183 (Shute building)	93511676
Sandra Saville	First Aid Officer	N111 (Shute building)	93511611
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

FIRST AID

In the event of an injury or require First Aid assistance, contact lecturer or their assistant immediately. First Aid kits are located at entry foyer.

EMERGENCY EVACUATION

In case of any emergency, carefully follow the instruction of your supervisor. The emergency evacuation assembly point is **outside the southern door**.

OCCUPATIONAL HEALTH AND SAFETY

Before entering class:

- Ensure that you have had all of the required vaccinations at a sufficient time (to develop protective antibody levels) prior to exposure to potentially infectious materials.
- Always wear protective clothing.

During class:

- When floors are wet they may be slippery. Always walk steadily and never run.

After class:

- Remove all contaminated clothing.
- Wash hands with Hibiclens or similar.

WASTE DISPOSAL

Disposal of waste must comply with established procedure. Appropriate care and personal protective equipment should be employed when handling waste.

- Sharps should only ever be placed in the provided approved contaminated sharps containers.
- Biological material and other waste should be placed in the wet bins provided.

SECTION 5 - POULTRY UNIT

MAIN CONTACTS

Name	Position	Location	Phone Number
Dr Jeff Downing	Lecturer	N136 (Shute building)	9036 7748
Joy Gill	Research Technician	Poultry Unit	0404 553 220
Jo-Ann Geist	Administrative assistant	N150 (Shute building)	93511656
Stefan Zielonko	Security	Properties	0417695859

SITE ENTRY

Visitors to the site must report to Reception, located in the J.L. Shute Building (425 Werombi Road). Entry to the Poultry Unit is via Werombi Road (431) and is at the discretion of the Poultry Unit Staff.

Caution should be exercised when entering and leaving the Poultry Unit. The Poultry Unit is a shared zone for both vehicles and pedestrians. Vehicle drivers must be vigilant for pedestrians, not drive above 10 km/h and may only drive on designated roads. Drivers should also be aware of forklifts and tractors used on site.

BIOSECURITY

In order to maintain biosecurity, visitors to the site must be showered and have not been in contact with poultry (pets, wild birds and pigs) within 36 hours of visiting the Poultry Unit. Visitors should wash hands thoroughly upon entering and leaving the buildings on site. Under some circumstances, protective equipment (boots, overalls, gloves and masks) may be required and will be provided by the Poultry Unit.

FIRST AID

First Aid kits are located in the foyer of the brick building, the feed mill and the white building. To maintain contents, anyone using the First Aid kit must inform the First Aid Officer. Any injury in the workplace should be reported to the First Aid Officer and an incident report completed.

First-aid kits are also available in room N115 in J.L. Shute building.

EYE WASH STATION

An eyewash station is located in lab N144 (J.L. Shute building). Eye wash Ampoules sterile is available in brick, white, layer shed and deep litter building. For help, contact lecturer or their assistant.

EMERGENCY EVACUATION

In case of any emergency, carefully follow the instruction of lecturer or their assistant. The emergency evacuation point is **cleared grass area on eastern side of site**.

OPERATING MACHINERY

Working with machinery at the Poultry Unit is as the discretion of University Staff and should not be conducted without prior consent and tuition. Appropriate personal protective equipment **must be worn at all times**. Operating and safety procedures should be fully understood prior to work commencing.

ANIMALS

Work conducted with live animals is a privilege and the welfare of the animal must be considered at all times. All research and teaching at the University which involves animals requires ethical approval from the Animal Ethics Committee. All research and teaching performed with animals at the University must comply with the NSW Animal Research Act (1985) and the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes 7th Ed. (NH & MRC, 2004). To avoid injury to the animal and worker, care should be exercised when working with animals.

LABORATORY USE

Work conducted in the Poultry Laboratory (N141, Shute Building) must be approved by Poultry staff and comply with relevant safety procedures and workplace practices. Appropriate attire and personal protective equipment must be worn at all times. Students working in the lab should be familiar with applicable Material Safety Data Sheet (MSDS) and should understand procedures in accordance with the J.L. Shute Building Occupational Health and Safety induction Manual.

WASTE DISPOSAL

Disposal of waste must comply with established procedure. Appropriate care and personal protective equipment should be employed when handling waste.

Laboratory

- Non-hazardous general waste may be placed into designated 'non-hazardous waste' bins.
- Non-hazardous biological material must be double wrapped in plastic bags and placed in the cool room adjacent to the post-mortem room for incineration.
- Sharps (including pipette tips) must be deposited into approved sharps containers located within the lab.
- Hazardous biological material must be placed in biohazard bags and autoclaved prior to disposal.

Poultry Unit

- Non-hazardous waste may be placed in designated bins and the large bin located outside the White building.
- Non-hazardous biological waste should be placed in plastic-lined bins for incineration.
- Sharps must be deposited in approved sharps containers located within each building.

- Excreta may be removed and placed in the designated holding area at the eastern end of the broiler shed.
- Excess feed and ingredients should be bagged, labelled and placed in the designated holding area in the feed mill.

SECTION 6 - CORSTORPHINE DAIRY

MAIN CONTACTS

Name	Position	Location	Phone Number
Kim McKean	Farm Manager Safety Officer First Aid Officer	Camden Farms	0428 106 429
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

SITE ENTRY

Entry to the Corstorphine dairy is via University Farms Werombi Road. The nearest intersection is the corner of Werombi Road and Cobbitty Road. Be aware that electric fences are in use on the University Farms, check before attempting to go through them. Always assume that the fences are "live". Also be aware of snakes during summer, especially near water, long grass and around rubbish.

Caution should be exercised when entering and leaving the Corstorphine dairy. The Corstorphine dairy is a shared zone for both vehicles and pedestrians. Vehicle drivers must be vigilant for pedestrians, not drive above 10 km/h and may only drive on designated roads. Drivers should also be aware of forklifts and tractors used on site.

FIRST AID

In the event of an injury or require first aid assistance, contact First Aid Officer immediately. The nominated First Aid Officer for the Camden Farms is Kim McKean.

First Aid kits are located at –

- The dairy in the breezeway, next to the vat room
- The teaching crush area
- The front entrance to the annexe

EMERGENCY SHOWERS/EYE WASH STATION

Emergency showers are located outside the workshop and in the vat room at the dairy

Eyewash station is located in the vat room of the dairy.

EMERGENCY EVACUATION

In case of any emergency, carefully follow the instruction of supervisor. Emergency evacuation point is **on the Werombi roadside of the annex.**

OPERATING MACHINERY

Working with machinery at the Corstorphine dairy is as the discretion of University Staff and should not be conducted without prior consent and tuition. **Do not use any crushes, tractors etc. unless you have been shown the correct way to use them and how they work. Report to management if you feel that any of the equipment or machines are unsafe to use.** Safe operating procedures (SOP) should be fully understood prior to work commencing.

OCCUPATIONAL HEALTH AND SAFETY

Any injury in the workplace should be reported to the First Aid Officer and an incident report completed.

A. MILKING IN CORSTOPHINE DAIRY

- Appropriate personal protective clothing/equipment (work boots, overall, gloves, hat and sunscreen) **must be worn at all times.**
- Don't use any chemicals without supervision and instruction. Appropriate safety gear (gloves, face masks) must be worn. Chemicals used at farms are harmful; always refer to the material safety data sheet (MSDS). MSDS is located in the dairy.
- Any hazards or break downs in the dairy should be reported to the dairy manager immediately.
- When milking be aware of your personal safety at all times. Don't place your hands or arms in a position where they can be jammed up against a rail or trodden.
- In the yard be aware of cows kicking and do not place yourself in a position where you can be crushed against a fence.
- If you are working odd hours or alone, ensure that at least one responsible person is aware of your location and how long you are expected to be there.
- **Do not run – Floors are wet and can become slippery.**

B. WORKING WITH CATTLE

Risk – Getting kicked, getting knocked over, getting crushed with fingers or hand broken, getting stepped on, slipping on manure, zoonoses.

Precautions:

Before you approach the cattle –

- Wear suitable clothing that does not flap to startle stock or get caught on equipment or cow horns etc.
- Assess the type of animals you are going to be working with, are they dairy or beef. Dairy cattle are normally quieter than beef animals.
- Are there calves with them? The mothers can be very protective.
- Are there bulls in the mob? Never trust a bull.
- If the animals need to be mustered into yards etc, consider how they have been worked; was it on foot, on a bike or horseback, were dogs used? If they are not used to people on foot they may charge you.
- Make sure that the gates are set up in the correct manner before you try to yard the animal.
- Look at the yard in relation to your own safety, are there escape routes?
- Can you climb the fences in a hurry if you have to?
- Once you are in the yards, make sure you do not get crushed behind gates.
- When closing gates behind cattle, stand to one side this will help to prevent you getting caught behind the gate.
- Be careful not to get your hand caught in gate latches and crushes.
- Make sure that you can operate the crush before putting cattle into it.
- Protect your body at all times, do not put your hands through the rails nor kneel down near an animal.
- When working at the animal's head, protect your face, hands and upper body as a cow head is heavy and can be moved quickly.

WASTE DISPOSAL

Disposal of waste must comply with established procedure. Appropriate care and personal protective equipment should be employed when handling waste.

Sharps are to be disposed of in approved sharps containers only. These containers are located in the Dairy breezeway next to the office.

If you are unsure about anything – don't be afraid to ask

SECTION 7 - MAYFARM

MAIN CONTACTS

Name	Position	Location	Phone Number
Kim McKean	Farm Manager Safety Officer First Aid Officer	Camden Farms	0428 106 429
Dr Pietro Celi	Lecturer (Ruminant Production and Health)	MC Franklin lab	93511782
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

Note: When using the phones at Mayfarm do not dial (0) first, dial direct.

SITE ENTRY

The Mayfarm is located at 225 Mayfarm Road. The nearest intersection is the corner of Werombi road and Mayfarm Road.

Caution should be exercised when entering and leaving the Mayfarm. Be aware that electric fences are in use on the University Farms, check before attempting to go through them. Always assume that the fences are "live". Also be aware of snakes during summer, especially near water, long grass and around rubbish.

Mayfarm is a shared zone for both vehicles and pedestrians. Vehicle drivers must be vigilant for pedestrians, not drive above 10 km/h and may only drive on designated roads. Drivers should also be aware of forklifts and tractors used on site. University expects appropriate behaviour from students and they must obey in-house rules.

FIRST AID

In the event of an injury or require First Aid assistance, contact First Aid Officer immediately. The nominated First Aid Officer for the Camden Farms is Kim McKean.

First Aid kits are located at –

- The dairy
- The front entrance to the annexe

EMERGENCY SHOWERS/EYE WASH STATION

Emergency showers are located in the front of the sheep dairy shed.

EMERGENCY EVACUATION

In case of any emergency, carefully follow the instruction of supervisor/Farm Manager.

Emergency evacuation point **is the open area in front of the dairy.**

OPERATING MACHINERY

Working with machinery at the Farm is at the discretion of University staff and should not be conducted without prior consent and tuition. **Do not use any crushes, tractors etc. unless you have been shown the correct way to use them and how they work. Report to management, if you feel that any of the equipment or machines are unsafe to use.** Operating and safety procedures should be fully understood prior to work commencing.

OCCUPATIONAL HEALTH AND SAFETY

Any injury in the workplace should be reported to the First Aid Officer and an incident report completed.

- Sturdy work boots, overalls, gloves, hats, sunscreen and wet gear (when needed) must be worn at all times.
- In the yards be aware of the cattle, do not place yourself in a position where you can be kicked or crushed by an animal.
- If repairs to any crushes etc are required let the person in charge know so that repairs can be done. Do not use any equipment if it is not safe.
- Do not run, you may slip and you will panic the stock.

HANDLING CATTLE

- Do not handle cattle without supervision. Approach cattle quietly.
- Always check condition of yards and handling equipment
- Be aware of hazards that may arise when handling animals of different sex, age, breed, weight, horn status and temperament.

In general, ask your supervisor if you have any doubts or you do not feel confident. Report any potential hazards to Farm Manager or supervisor.

WASTE DISPOSAL

Disposal of waste must comply with established procedure. Appropriate care and personal protective equipment should be employed when handling waste. Dispose of gloves in the rubbish bins. Sharps must be disposed into a sharps container, do not put them in with the rubbish.

SECTION 8- SHEEP REPRODUCTION UNIT

MAIN CONTACTS

Name	Position	Location	Phone Number
Byron Biffin	Unit Supervisor First Aid Officer	Sheep Unit	46512283
Keith Tribe	Technical Officer	Sheep Unit	46512283
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

SITE ENTRY

Visitors to the site must report to Byron or lecturer. Entry to the Sheep Reproduction Unit is via 107 Cobbitty Road.

Caution should be exercised when entering and leaving the Sheep Reproduction Unit. The Sheep Reproduction Unit is a shared zone for both vehicles and pedestrians. Vehicle drivers must be vigilant for pedestrians, not drive above 10 km/h and may only drive on designated roads.

FIRST AID

First Aid kits are located in the Semen lab (next to the freezer). To maintain the contents, anyone using the First Aid kit must inform the First Aid Officer. Any injury in the workplace should be reported to the First Aid Officer and an incident report must be completed. The nominated First Aid Officer for the Sheep Reproduction Unit is Byron Biffin.

EYE WASH STATION

An eyewash station is located next to First Aid kit.

EMERGENCY EVACUATION

In case of any emergency, leave your work area immediately and carefully follow the instructions of your supervisor. The assembly area is near **the rose garden**.

OCCUPATIONAL HEALTH AND SAFETY

- Always wear appropriate clothing and foot wear (**sheep will often brush past you and tread on your feet during basic handling operations**).
- Walk down the stairs and use the hand rail provided. (**The shearing shed has two sets of steep stairs that may be slippery when wet**).
- Never turn your back on rams when in the yards and don't sit on any fence with your back to rams. (**Rams are unpredictable and may become aggressive while you are in and around yards**).

- Don't stand between a lone sheep and the flock or place a single sheep into an empty yard. **(Sheep are a flocking animals and will always try and be with other sheep).**
- Never restrain or lift a sheep by grabbing a hand full of wool. **(Sheep can become badly bruised from having their wool pulled).**
- Don't use any equipment and or administer drugs/ chemicals without supervision and instruction. Equipment, chemicals and drugs used for sheep husbandry and during practical classes are harmful; always refer to material safety data sheet (MSDS). MSDS is located in store room at shearing shed.
- Never run while in the shearing shed. **(Shed floor is uneven and can pose a trip hazard).**
- Don't stand in open gateways while sheep are in the yards and take care while climbing over the fence and keep an eye on the sheep. **(Climbing over fences and standing in gateways pose a risk of injury).**

WASTE DISPOSAL

Sharps are to be disposed of in an approved sharps container.

SECTION 9 - HORSE UNIT**MAIN CONTACTS**

Name	Position	Location	Phone Number
Greg Hogan	Horse Unit Supervisor	Horse Unit Office	46512568 0421617421
Byron Biffin	First Aid Officer	Sheep Unit	46512283
Keith Tribe	Technical Officer	Sheep Unit	46512283
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

SITE ENTRY

Visitors to the site must report to Greg Hogan. Entry to the Horse Unit is via 107 Cobbitty Road.

Caution should be exercised when entering and leaving the Horse Unit. The Horse Unit is a shared zone for both vehicles and pedestrians. Vehicle drivers must be vigilant for pedestrians, not drive above 10 km/h and may only drive on designated roads.

FIRST AID

First Aid kits are located in office (bench above sink). To maintain contents, anyone using the First Aid kit must inform the First Aid Officer. Any injury in the workplace should be reported to the First Aid Officer and an incident report must be completed. The nominated First Aid Officer for the Horse Unit is Byron Biffin.

EYE WASH STATION

Eyewash station is located next to the First Aid kit.

OCCUPATIONAL HEALTH AND SAFETY

You are expected to arrive at the horse unit at 9.00 am and should be aware of the following points when working at the horse unit:

- Always wear appropriate clothing and solid foot wear.
- Work in a calm and steady manner when dealing with horses.
- Be aware of your body position relevant to the horse when approaching, catching, leading and restraining.
- When catching a horse, always approach quietly and confidently on his near (left hand side), securing it around the neck with a lead rope before the halter is applied. The safest position is directly beside the shoulder so as if the horse becomes agitated, it will rotate around you.
- Do not stand in front of horse, it will only put you in danger of being walked on. Standing too far back along the animal puts you in a dangerous position from a kick with the hind legs.
- Do not climb through the rail, when entering a yard to catch a horse. Use a gate all the times. By climbing through a rail you must take your eyes off the animal and may not be aware of any movement towards you.

- Always work in pairs at the horse unit. It is imperative that when working with a partner you are never separated so as one of you is on the opposite side of the horse, this gives horse no where to go when agitated.
- If you are both on the same side-
 - a) you can monitor your partner,
 - b) if standing beside the shoulder the horse will rotate around both of you.
- When working at all times be aware of your personal safety. Do not place yourself between an animal and a hard object such as fence, gate or post. When restraining an animal in a crush always have a member of staff with you to identify possible danger.

WASTE DISPOSAL

Sharps are to be disposed of in an approved sharps container.

SECTION 10 - PIG FACILITIES

MAIN CONTACTS

Name	Position	Location	Phone Number
Greg Macnamara	Animal House Attendant First Aid Officer	Mayfarm and Werombi Rd	93511630 0407001755
Sandra Saville	First Aid Officer	N111 (Shute building)	93511611
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

SITE ENTRY

Visitors to the Werombi Road and Mayfarm sites must report to Greg Macnamara. Access to the pig facilities is via Werombi Road (Werombi Road Site) and Mayfarm Road (Mayfarm Site).

The University of Sydney piggeries have a high health status, therefore it is vital that all visitors report to the appropriate person before entering the premises. The quarantine requirements are such that persons from overseas must have 2 pig-free days before visiting the piggeries and local visitors must have 1 pig-free day. All visitors must wear clean boots and overalls (no visible faecal matter) during the visit.

Caution should be exercised when entering and leaving the pig facilities. The pig facility is a shared zone for both vehicles and pedestrians. Vehicle drivers must be vigilant for pedestrians, not drive above 10 km/h and may only drive on designated roads.

FIRST AID

In the event of an injury or require First Aid assistance, contact First Aid Officer at immediately. First Aid kits are located in the office on each site. To maintain contents, anyone using the First Aid kit must inform the First Aid Officer or lecturer. Any injury in the workplace should be reported to the First Aid Officer and an incident report must be completed.

Phone is located in the office on each site (dial 0 first at Werombi Road and Westran sites).

EMERGENCY SHOWERS/EYE WASH STATION

Emergency showers and eyewash station are located at the Werombi Road Site Office. There is no emergency shower located at the Mayfarm site or Westran site.

EMERGENCY EVACUATION

In the event of an evacuation, leave your work area immediately and carefully follow the instruction of your supervisor and **assemble on the lawn area outside the facilities.**

OCCUPATIONAL HEALTH AND SAFETY

1. Electrical

Pig facilities have many electrical appliances and sockets. Due to the large amounts of water being used within these facilities, it is critical that extreme care is taken to protect yourself and others (pigs included) from electrocution.

If you see any broken or wet appliances or sockets, please inform the piggery manager or class instructor.

2. Biological

The piggery environment has many infectious microbes (“bugs”). The risk of infection from this environment is very low, but basic household hygiene procedures (wash hands thoroughly after handling livestock or equipment, do not eat, drink or smoke in the piggery) should be followed to avoid zoonotic disease transmission.

Each site must be treated as having its own disease status. Contamination between sites must be avoided and boot covers may be required (supplied).

If you have been around pigs in the past 24-48 hrs you may be refused entry to the piggeries (see above).

3. Physical

Pigs are large and clumsy and bite out of curiosity (rarely out of aggression, but beware of lactating sows). Some boars have sharp tusks.

- Don't allow them to nibble!
- Do not handle livestock or enter pens containing livestock without the permission of the person-in-charge.
- When moving pigs, always keep your legs together and use a board (demonstrated).

Heaters in the farrowing/weaner accommodation will burn if you make direct contact so watch out when you are reaching in to grab hold of the piglets. Keep aisles clear of equipment (hoses etc).

Rubber boots are essential and overalls are recommended. Boots and clothing must be free from faecal matter.

4. Chemical

Chemicals such as detergents, disinfectants, drugs, insecticides and herbicides are present at these facilities. Avoid these items wherever possible.

If any concerns arise, notify your instructor. Material Safety Data Sheets (MSDS) are kept in a white folder in the office at each site.

WASTE DISPOSAL

General waste bins are located throughout the sites. Approved sharps/Infectious waste containers are located in each office. Do not under any circumstances place sharps or infectious waste into the general waste bins. If in doubt, ask direction from the piggery staff or your class instructor.

SECTION 11 –UVTHC

(University Veterinary Teaching Hospital – Camden)

IMPORTANT CONTACTS

Name	Position	Location	Phone Number
Ron Henderson	Facilities co-ordinator (Camden) First Aid Officer	UVTHC P/G ROOM	90367706 0423782601
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

OPENING HOURS

The UVTHC has a 24-hour emergency service via a pager messaging service. Ask your supervisor or reception for pager information.

Reception is open from - 8.00am to 5.00pm Monday, Wednesday and Friday
8.00am to 6.30pm Tuesday and Thursday
8.0am to 4.00pm Saturday

The UVTHC lab is open from 9.00am – 5.00pm Monday to Friday. For special weekend or emergency cases, vets can test blood themselves on the backup machine in the lab, or send away for results. For more information please call the lab direct on extension 11726.

UVTHC SECURITY

There is a strict security system at the UVTHC which must be adhered to at all times. The head of your department will be able to advise you on this as the alarm system has personalised security numbers. Please make sure you are advised.

If you are working after hours please ensure that all the exit doors are kept locked and security has been informed. If you are the last one to leave, you must set the security alarm when you exit and close and lock the main gate. If you are called out after hours please enter via the automatic gate and park your car inside the UVTHC compound for your own safety and inform security in main campus on ext 13487 that you are working after hours.

FIRST AID

In the event of an injury or require first aid assistance, contact First Aid Officer immediately. First-aid kits are available at room in main hall way.

EMERGENCY SHOWERS/EYE WASH STATION

Emergency showers and eyewash stations are located at Bovine lab & Clinical Pathology lab.

EMERGENCY EVACUATION

In case of any emergency, carefully follow the instruction of supervisor/wardens. Emergency assembly area **is in the main car park**.

OCCUPATIONAL HEALTH AND SAFETY**1. FURNACE**

UVTHC Yard staff is the only ones to touch or operate the furnace.

2. DRUGS

The drug room should be kept locked at all the times. You will be responsible for your own key. Drugs, medications and consumable are usually delivered on a Tuesday and Friday. See admin if you have any questions.

WASTE DISPOSAL

Sharps are to be disposed of in an approved sharps containers only. Take all full sharps containers to the storage area next to the furnace. If in any doubt please ask any staff member.

SECTION 12 - LIBRARY

MAIN CONTACTS

Name	Position	Location	Phone Number
Karen Black	Team Leader First Aid Officer	Library	93511627
Kim Cuneo	Library Assistant	Library	935111627
Stefan Zielonko	Security First Aid Officer	Properties	0417695859

OVERVIEW

Camden Library supports the learning and research activities of the University of Sydney [Faculty of Veterinary Science](#) at the Camden Campus. We work in close collaboration with the Badham Library located at Camperdown.

Information about our location, opening hours and facilities can be found on our homepage at: <http://www.library.usyd.edu.au/libraries/camden>

FIRST AID

Please contact library staff. First aid kit is kept in library office.

EMERGENCY EVACUATION

In case of an emergency, immediately leave by using the front entrance or the emergency exit at the back of the building and carefully follow the instructions of library staff. Emergency assembly area is **on the grassed area to the east of the library. Do not re-enter the building until the all clear has been given.**

OCCUPATIONAL HEALTH AND SAFETY ISSUES

Retrieving books or journals from high shelves

- Please use the kick stools that are provided.
- Avoid twisting and overreaching – move the kick stool along the shelves.
- Use two hands to lift heavy volumes.

Retrieving books or journals from low shelves

- Avoid bending through your back – squat or kneel down to access low shelves.
- When lifting and carrying heavy bound volumes keep your back straight whilst lifting or carrying.
- Carry the items as close to your body as possible.
- Avoid twisting or bending whilst picking up or placing books down.
- Don't carry a pile of heavy books or journals – make a couple of trips!

Using Computers

- Be aware of your seated position – adjust your chair height and backrest. For detail information look at the office ergonomics guidelines on: http://www.usyd.edu.au/risk/ohs_manual/ergonomics/ergoguide.shtml
- Keep your feet flat on the floor.

- Avoid hunching your shoulders – this could indicate incorrect monitor height or chair height.
- Take regular breaks from the computer – stand up and move around, change your activity for a while.
- Look away from the computer screen regularly to rest your eyes.

Injury or a Disability?

Please let the library staff know of any special needs you have regarding the physical use of the library – we are only too happy to assist and accommodate you in any way we can.

FOOD AND DRINK IN THE LIBRARY

You are welcome to bring non-alcoholic drinks into the Library. To minimise spills and to maintain a safe and comfortable environment please ensure that drinks are in containers with secure lids.

Please work with the Library staff to protect the Library collection and facilities for the benefit of all clients by:

- Keeping the lid on your drink container while moving around the Library;
- Cleaning up small spills and alerting Library staff immediately about larger spills so cleaning can be arranged;
- Disposing of empty containers in non-paper recycling bins.

WASTE DISPOSAL

Garbage bins are placed throughout the building. Paper recycling boxes are positioned in the photocopy and printing area.

SECTION 13 - PROPERTIES

MAIN CONTACTS

Name	Position	Location	Phone Number
Janene Dehon	Administration Assistant First Aid Officer	Nepean Lodge 1C	93511622
Bernice Joudgalvis	Accommodation Manager	Nepean Lodge 1C	93511662
Stefan Zielonko	Security First Aid Officer	Nepean Lodge 1C	0417695859

SITE ENTRY

Visitors to the site must report to Reception, Unit 1C Nepean Lodge. Entry to the Properties is via 345 Werombi Road.

Caution should be exercised when entering and leaving the Properties Area. This area is a shared zone for vehicles, pedestrian and children. Drivers must be vigilant, not drive above 10 km/h and use designated roads only.

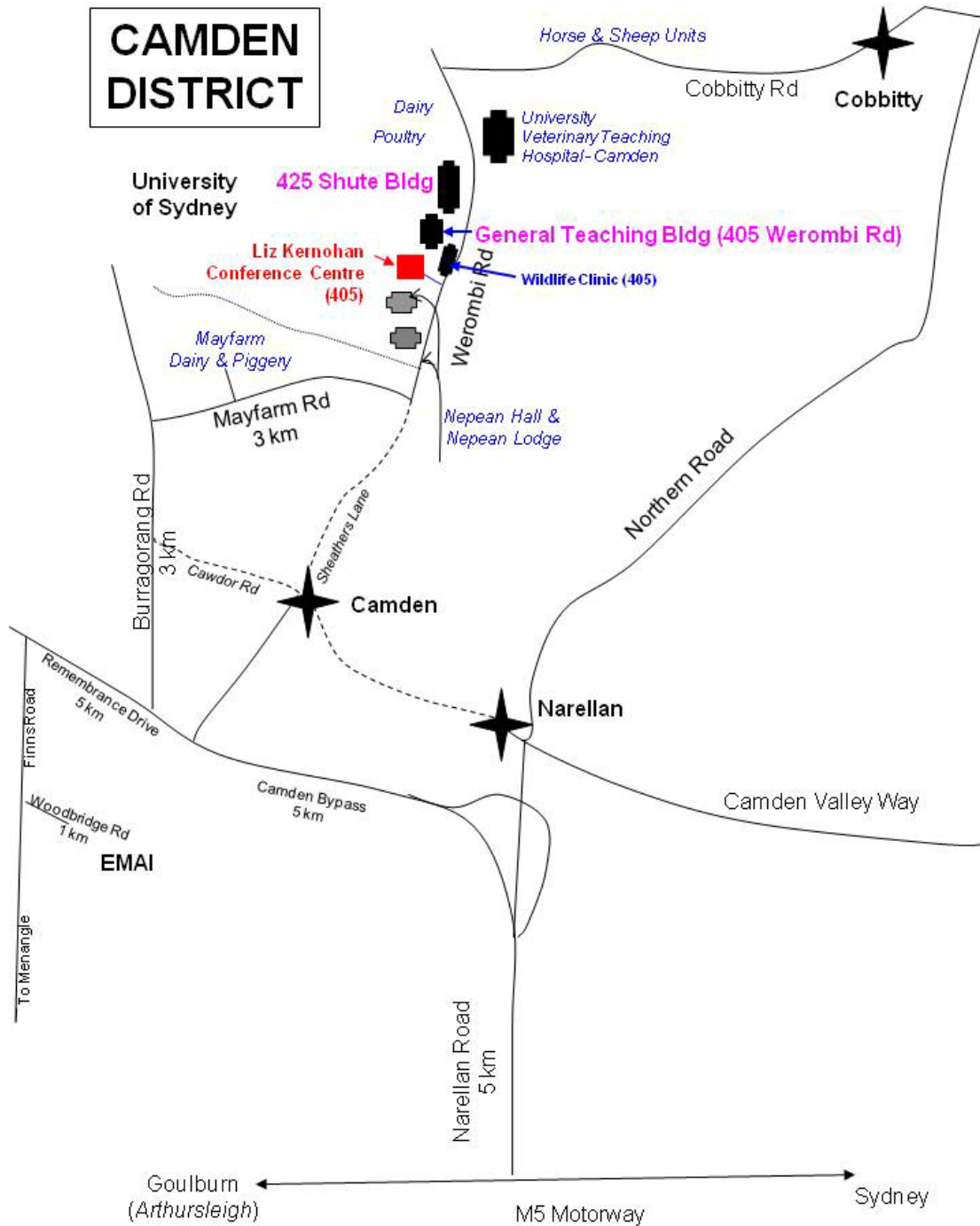
FIRST AID

First aid kits are located at reception. To maintain contents, anyone using the first aid kit must inform the First Aid Officer. Any injury in the workplace should be reported to the First Aid Officer and an incident report completed.

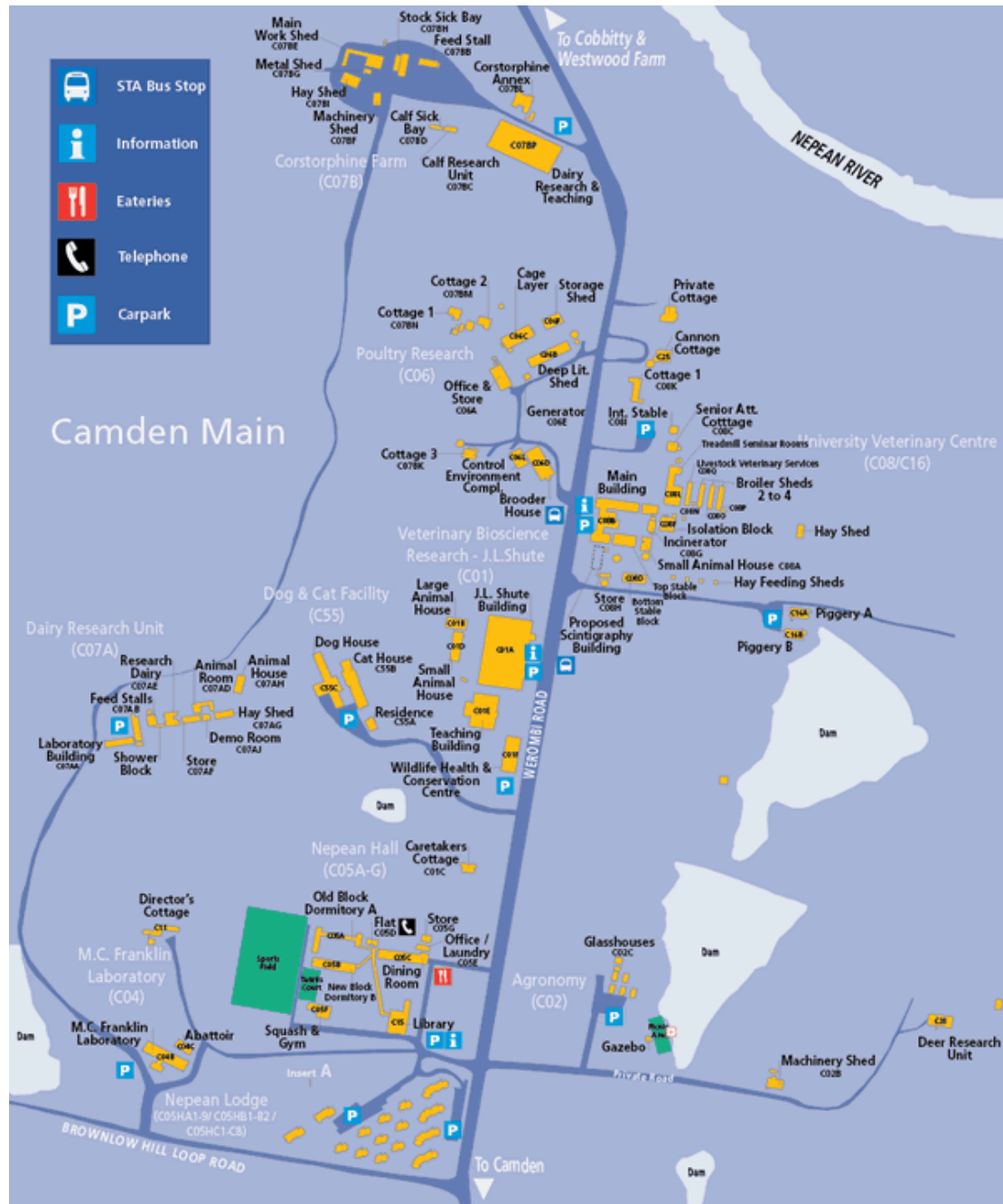
EMERGENCY EVACUATION

- Leave room doors open and evacuate building when alarm sounds.
- Obey all directions given by Fire Wardens.
- Proceed to your assembly area, which is the **Football Oval**.
- Do not re-enter the building until the “all clear” is given.

APPENDIX 1: CAMDEN DISTRICT MAP



APPENDIX 2: CAMDEN CAMPUS MAP



APPENDIX 3: DECLARATION FORM

I have read the document entitled "OH&S Induction Manual for Students" – Camden Campus. I have been inducted and shown the location of First Aid kit and emergency assembly area for relevant site and understand my responsibilities with regards to safety within each specific sites.

I agree to obey the instructions of my lecturer/instructor and demonstrator all the times.

Student Name: _____

Student ID: _____

Course Enrolled: _____

Unit Co-ordinator: _____

Student Signature: _____ Date: _____