

Name of Policy	Occupational Health and Safety Committee Handbook	
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Description of Revision		

Human Resources Directorate

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1. Preamble

In order to promote the development of a safe and healthy working environment, this guide has been developed to provide Occupational Health and Safety Committee members with a useful starting point for addressing the issues that they may face in the performance of their important role. This handbook is designed to help clarify the roles, responsibilities and obligations of committee members, and it seeks to uphold the intent of the relevant legislation and regulations. As a nationally applicable document it necessarily focuses generally on topics and issues. It is therefore important that OH&S committees be aware of the various pieces of legislation and regulations which govern occupational health and safety in each state and territory.

2. Occupational Health and Safety Policy

2.1 Introduction

ACU is a multi-State/Territory institution. A University-wide national occupational health and safety policy has been developed to assist the University effectively manage occupational health and safety matters at a national level whilst preserving local requirements. Therefore, this policy should be read in conjunction with other relevant University policies and procedures and the relevant State/Territory based legislation and regulations.

2.2 Policy Statement

In keeping with its stated Mission of recognising the dignity of all human beings, ACU also recognises the importance of health and safety within the workplace. The University is therefore committed to providing a safe and healthy work and study environment for the University community.

In order to achieve its occupational health and safety goals and objectives, the University and staff commit to the following:

- The prevention and/or control of hazards that could result in personal injury or ill-health.
- The effective management of accidents and incidents that do occur in order to minimise the harmful effects and to prevent recurrence.
- The promotion of safe and environmentally sound work practices among the ACU community.
- The carrying out of teaching, research and organisational activities in ways that protect the working environment from harmful effects.

2.3 Implementation

The University will continually develop policies and programs to ensure the well-being of the ACU community. The success of the occupational, health and safety policy and its programs depends on the commitment and cooperation of members of the University community, including managers, staff members, students and all other relevant persons. All managers, staff and students have a responsibility to take reasonable care of their own health and safety and that of others affected by the work of the University. They all share responsibility for ensuring a safe and healthy working environment and safe work practices within the area under their control or in which they work.

The University will encourage the involvement of staff in relation to OH&S, through the local Campus OH&S Committees established under relevant legislation, which provide forums for staff and student consultation and participation in local health and safety issues. These committees, in turn, will provide input and advice to the ACU OH&S Strategic Management Committee.

2.4 Applicable Legislation

The University and its staff are obliged by legislation to work co-operatively in the development of a safe and healthy workplace. This policy should be read in conjunction with the following relevant legislation:

Federal

National Occupational Health and Safety Commission Act 1985

New South Wales

Occupational Health and Safety Act 2000

Victoria

Occupational Health and Safety Act 1985

Queensland

Workplace Health and Safety Act 1995

Australian Capital Territory

Occupational Health and Safety Act 1989

3. National OH&S Strategic Management Committee

The National OH&S Strategic Management Committee is responsible for developing benchmarks and a best practices approach to health and safety at ACU, all of which are deemed to be consistent with the Catholic ethos of the University and therefore reflect this. The Committee has an overarching function and a liaison role in relation to health and safety matters that encompasses the entire University community. The committee is responsible for developing a national approach to health and safety through the development and implementation of national policies and procedures; development of communication initiatives; and, establishment of a coordinated, strategic and risk management based approach to health and safety management at the University.

3.1 National OH&S Strategic Management Committee Terms of Reference

- The ACU OH&S Strategic Management Committee has an overarching function and a liaison role in relation to OH&S matters that encompasses the entire University community.
- The Committee will work, over time, to establish a coordinated, strategic and risk management based approach to OH&S management at the University.
- The Committee will coordinate the development of strategies for the management of hazards that potentially present a risk to health and safety for the University. The committee will facilitate the application of a risk management approach (identify, assess and control) in the management of OH&S issues at the University.
- The Committee will exercise responsibility for identifying strategies for a coordinated, national approach to OH&S including the setting of priorities and allocating tasks to achieve this end.
- The Committee will support and encourage the development and implementation of national OH&S policies, procedures, practices and systems which will be achieved through assigning responsibilities and resources.
- The Committee will make recommendations to senior levels of the University with regard to national matters relating to OH&S.
- The Committee is separate from the existing local OH&S committees; however the development of national initiatives will involve consultation with these local OH&S forums and other groups to ensure relevance.

- The Committee will communicate to the University community on progress in achieving its responsibilities and will be open to receipt of staff input and suggestion. The committee will support the promotion of OH&S at ACU and is committed to raising awareness of OH&S matters amongst the University community.
- The Committee will act not only according to the required legislative „duty of care“ but will also incorporate the ideals of the University“ s Mission especially as these relate to “the dignity of all human beings”.

3.2 National Committee Membership

- Deputy Vice-Chancellor, Administration and Resources (Chair)
- Director, Finance
- Director, Human Resources
- Representative from Faculty of Arts & Sciences
- Representative from Faculty of Education
- Representative from Faculty of Health Sciences
- Representative from Campus Operations
- Representative from Student Services
- OH&S Coordinator (Executive Officer)

4. Working Parties and Standing Committees

From time to time the National OH&S Strategic Management Committee may find it necessary to form separate working parties, or standing committees. These committees will be responsible for a particular aspect of health and safety which requires specific knowledge and expertise in related fields.

4.1 Biosafety Committee

The Biosafety Committee has been established, in accordance with current OH&S legislation, to deal with the potential hazards that are created by the use and storage of chemical, biological and radioactive materials. The Committee is responsible for developing a national strategy and consistent processes to ensure the safe use and storage of hazardous substances.

The key responsibilities of the Biosafety Committee include, but are not limited to, the provision of guidelines and advice for local application on the following:

- handling of information on hazardous substances by ensuring all substances are labelled and have a current Material Safety Data Sheet (MSDS);
- maintenance of registers that contain a list of hazardous substances with a current MSDS for each substance;
- conducting a risk assessment where hazardous substances are used or generated;
- recommending any necessary controls to reduce risks;
- ensuring the safety of committee members, their peers, visitors and students; and,
- keeping proper records of actions taken to reduce risk of exposure.

4.2 Laboratory and Workshop Safety Committee

The Laboratory and Workshop Safety Committee has been established to deal with appropriate work practices in such facilities and hazards arising from the use of the various laboratories and workshops at ACU. These include facilities such as:

- IT/Computer Laboratories;
- Nursing Laboratories;
- Science Laboratories;

- Industrial Arts Workshops;
- Drama Workshops/Studios; and,
- Art Workshops/Studios

The committee will address the issues arising from the use of these labs/workshops, which include, but are not limited to, the following:

- sharps storage, use and disposal;
- ergonomics within laboratories;
- visual fatigue;
- manual handling in laboratories;
- safe use of chemical, paints and equipment;
- personal protective equipment;
- fire hazards in laboratories and workshops; and,
- specific emergency procedures.

5. Occupational Health and Safety Coordinator

The Health and Safety Coordinator is responsible, at the national level, for the development of best practice policies, procedures and strategies in health and safety, and to advise, where appropriate, OH&S committees.

The Health and Safety Coordinator is also responsible for assisting with the development of policies, strategies and reports initiated/required by the National OH&S Strategic Management Committee, and for assisting in developing and enhancing strategies that aim at providing a healthier and safer workplace for all members of the ACU community.

In addition to the coordination of health and safety management, the Health and Safety Coordinator is responsible for:

- researching health and safety management practices;
- advising on legislative compliance issues;
- assisting in developing and implementation of OH&S policies;
- providing advice and guidance on health and safety concerns;
- research, development and implementation of OH&S strategy; and,
- overseeing health and safety training and development initiatives.

6. The Consultation Process

The primary objective of consultation is to improve the way OH&S is being practiced and managed, to achieve safer, healthier workplaces. Effective consultation involves drawing on the knowledge, experience and ideas of staff and University management and encouraging wide ranging input to improve the systems and processes the University has in place for managing OH&S. Consultation, however, is premised on the assumption that ultimate responsibility and accountability for providing effective systems for managing University safety matters rests with the management of the University.

Consultation assists in the making of better OH&S management decisions. Sound consultation:

- begins early, and helps inform decision-making;
- is interested in and values all viewpoints;
- is facilitated by management and open to staff input;
- may be proactive or reactive and is supportive of change and improvement;
- is based on effective communication and sound capacity to conduct risk assessments;
- is planned and collaborative;
- is based on trust and mutual respect;
- is open and receptive to employee participation;
- is based on the sharing of relevant information; and,
- is supported by clear and ongoing feedback on OH&S matters between all involved in the process.

Open communication between staff and the University is important for achieving safety success. Staff are therefore encouraged to:

- be a part of the problem solving process;
- ask questions;
- raise safety concerns;
- make safety recommendations;
- provide regular feedback;
- become involved in evaluation of safety issues; and,
- become safety conscious and alert.

6.1 When to Consult

Consultation between the University and staff may occur whenever a staff member, OH&S representative or manager becomes aware of an issue that has, or might have, implications for the health, safety or welfare of staff, students and visitors. Depending on the nature of the issue, consultation may occur at different levels of the University.

A single supervisor may be consulted when a hazard might impact on an employee in her/his work team. The local campus Occupational Health and Safety committee may be consulted when an issue has implications for the health, safety or welfare of a large proportion of staff or when a hazard has been identified in a common area.

The local committees do not always need to be consulted on issues that effect staff. In some cases consultation may occur between a staff member and an organisational unit (e.g. a staff member and Campus Operations in a case where new furniture is to be installed, or an office/facility painted) or between the managers of two organisational units (e.g. where the actions of one unit in a particular set of circumstances might impact on the safety of another). Consultation should, wherever possible, normally take place directly between the parties.

7. Campus OH&S Committees

The Campus OH&S Committees have been established as consultation and advisory bodies between staff members and the local campus management under the leadership of relevant

Deputy Vice-Chancellor or Campus Dean. The Committees are responsible for consulting with management on a broad range of health and safety matters that affect the staff on their campus.

In relation to the National OH&S Strategic Management Committee, the Campus Committees comment on and make recommendations in relation to national initiatives upon which consultation is sought. The local Campus OH&S Committees may also submit proposals to the Chair of the National OH&S Strategic Management Committee on matters warranting a national approach.

In brief, the local committees' responsibilities include:

- staff consultation;
- local communication;
- workplace inspections;
- safety audits;
- investigation of accidents/incidents;
- recommendations to local Management through the Deputy Vice-Chancellor or Campus Dean; and
- advice and recommendations to the National Strategic OH&S Management Committee, through the Deputy Vice-Chancellor or Campus Dean.

7.1 What do Campus OH&S Committees do?

A Campus Occupational Health and Safety Committee brings staff and management together in a non-adversarial and cooperative forum to promote campus level workplace Occupational Health and Safety.

A Campus OH&S Committee can directly assist the campus to address issues identified as being risks to the health and safety of the local ACU community.

A Campus OH&S Committee is an advisory body which does not make management decisions about occupational health and safety matters. University management holds the responsibility for such decision-making and action. A Campus OH&S Committee importantly helps the University make better decisions by providing recommendations regarding local OH&S issues.

By drawing together management and staff representatives in a planned, structured and focused way to address specifically measures for controlling risks in the workplace, the Campus OH&S Committee is uniquely well placed for developing recommendations to improve continually the way campus level OH&S is managed and strengthened.

Even in an environment where the potential for injury and illness appears low, there is still an important role for the Campus OH&S Committee. New equipment or processes can introduce hazards into the workplace. In these circumstances, the OH&S Committee can help the University plan for safety by making recommendations on appropriate equipment purchases and staff instruction in correct ergonomic set-up.

OH&S Committee meetings can do more than simply discuss the latest OH&S hazards and incidents at the workplace. They are well placed to provide input and expertise into the ongoing refinement and improvement of the University's systems for managing safety.

Staff and Campus OH&S Committee members are encouraged to resolve everyday OH&S issues by referring them, in writing, to management through the responsible nominated supervisor or any established reporting or logging system. Where issues are unable to be

resolved at this level, only then should the OH&S Committee become involved. The role of the OH&S Committee should include identifying hazards and suggesting corrective action as well as making recommendations about how systems of work can be put in place to avoid hazards arising in the first place.

Campus OH&S Committees deal with issues on a local basis. They report directly to the Deputy Vice-Chancellor or Campus Dean who has responsibility for the campus on which the Committee operates. Ultimately, the Pro-Vice-Chancellor is accountable for the management of each campus, and Occupational Health and Safety forms an important part of the campus management responsibility of the Deputy Vice-Chancellor or Campus Dean.

Campus OH&S Committees also assist in reviewing, and consultation on national policies. Where a Campus OH&S Committee identifies a need for a possible national strategy, they should write to the National OH&S Strategic Management Committee through the Deputy Vice-Chancellor or Campus Dean who has responsibility for the campus on which the committee operates.

7.2 What helps a Campus OH&S Committee work well?

An OH&S Committee is more likely to be successful and effective if it:

- has commitment and support from the campus community;
- has University representatives with the authority to make decisions where this is appropriate;
- consults staff;
- focuses on ways of improving the systems for managing safety;
- is well organised;
- sets and follows clear and agreed procedures;
- clearly defines members' roles and responsibilities; keeps well-documented minutes;
- and, strives to work co-operatively with campus management, and the campus community in general.

7.3 Local OH&S Campus Committee Terms of Reference

7.3.1 Preamble

These terms of reference have been developed in order to give guidance to the various Campus Occupational Health and Safety Committees operating at ACU.

The following campus committees are bound by these terms of reference:

- Aquinas Campus
- McAuley at Banyo
- MacKillop Campus
- Mount Saint Mary Campus
- Signadou Campus
- St Patrick's Campus

7.3.2 Functions of the Campus Occupational Health and Safety Committees

Campus Occupational Health and Safety Committees have been established, in accordance with relevant legislation, to provide a consultative mechanism for OH&S matters. The primary role of each committee is advisory. They advise campus management, on health and safety matters, through the Deputy Vice-Chancellor or Campus Dean who is responsible for managing the campus on which the OH&S committee operates. The purpose of the committees is to provide a clear and direct channel for information and communication and a source of advice to the University on OH&S matters. A committee may advance suggestions to the Deputy Vice-Chancellor or Campus Dean for addressing any OH&S matters for consideration by campus management. However, responsibility for addressing such matters finally rests with the appropriate university managers.

The primary functions of the Occupational Health and Safety Committees are to:

- assist the University in reviewing and implementing measures designed to protect health and safety at ACU, and to keep the adequacy of those measures under review;
- facilitate co-operation at ACU in relation to occupational health and safety matters;
- assist with the communication of information relating to health and safety at work at ACU;
- investigate matters that may present a risk to health and safety at ACU; and,
- provide advice and make recommendations on matters relating to occupational health and safety to ACU management.

The committees may discharge their functions by:

- encouraging and maintaining an active interest in occupational health and safety at the campus level;
- communicating to staff information about the formulation, review and distribution of standards, occupational health and safety rules and procedures at ACU;
- reviewing the circumstances surrounding ACU work injuries, work related illnesses and dangerous events referred to the committee;
- communicating to University management results and recommendations arising out of reviews of ACU workplace injuries, work related illnesses and dangerous events;
- assisting to resolve occupational health and safety issues at ACU;
- referring for consideration through campus management to the National OH&S Strategic Management Committee, matters which may require a national approach.

7.3.3 Membership

Each Campus Committee will consist of at least:

- Three (3) representatives of the University, appointed by the University.
- Two (2) elected members of the academic staff, based on the campus who are full-time or part-time staff of the University.
- Two (2) elected members of the general staff, based on the campus who are full-time or part-time staff of the University.

7.3.4 Election of Staff Representatives

- Staff members must be elected representatives of the staff in order to serve on the Campus Occupational Health and Safety Committee.
- A staff member's term of office is for a period of two (2) years.
- Notice of election will be circulated to all campus staff.
- All staff employed on the campus are eligible to vote.
- A variation of the multiple preferential voting system will be used when conducting elections.
- The elections will be conducted by the Campus Operations unit at each campus.

7.3.5 Role of the Chair

- The Chair shall be elected from the staff representatives at or prior to the first meeting of the Committee.
- The Chair may call a meeting providing five working days notice is given to all members of the Committee.
- The Chair shall produce and circulate an agenda to reach all members of the Committee prior to the meeting.
- The Chair shall ensure that minutes of each meeting are prepared, and that the minutes are circulated to all members of the Committee.

7.3.6 Role of the Occupational Health and Safety Coordinator in Relation to Campus OH&S Committees

The OH&S Coordinator is available to advise the Campus Committees on matters pertaining to the relevant legislation, and how the Committee's recommendations could be further refined in order to enhance effectiveness. The primary function of the OH&S Coordinator, however, is to develop, implement and assess national policy systems and procedures, and to act as executive officer and consultant to the National OH&S Strategic Management Committee.

The OH&S Coordinator also has responsibility for monitoring trends and developments, and making proposals for addressing underlying issues which arise as a result of such trends or developments.

Where appropriate, the OH&S Coordinator may attend local Campus Committee meetings (in person or by teleconference) where an important issue needs to be addressed. In the event that the Committee has requested the advice of the OH&S Coordinator, it is appropriate that advance notice be given, so that the OH&S Coordinator can ensure that accurate and appropriate advice is able to be given.

7.3.7 Inability of Committee Members to Perform Duties

Where a Committee member is unable to perform her/his duties for a period of three consecutive meetings, for any reason, that person must resign as a member, and a new member be elected or appointed, as appropriate. Where a member does not resign, the Committee may, with the concurrence of the Deputy Vice-Chancellor or Campus Dean, replace that member after first providing notice to the said member.

7.3.8 Limitations

These terms of reference do not in anyway seek to limit the effect of the relevant legislation or regulations, and may be updated, by the University, should legislation or regulation require such action.

7.3.9 Relevant Legislation

New South Wales

- Occupational Health and Safety Act, 2000
- Occupational Health and Safety Regulation, 2001
- Dangerous Goods Act 1975
- Dangerous Goods (General) Regulation 1999
- Public Health Act 1991
- Smoke-free Environment Act 2000

Victoria

- Occupational Health and Safety Act 1985

- Occupational Health and Safety (Manual Handling) Regulations 1999

Queensland

- Workplace Health and Safety Act 1995
- Workplace Health and Safety Regulation 1997

Australian Capital Territory

- Occupational Health and Safety Act 1989
- Occupational Health and Safety Regulations 1991
- Occupational Health and Safety (Manual Handling) Regulations 1998
- Smoke-free Areas (Enclosed Public Places) Act 1994

Note: The above list highlights key legislation and regulations and does not claim to be an exhaustive list. Committees may be required to refer to amendments which are made by the relevant jurisdiction.

7.4 Conducting an OH&S Committee Meeting

Effective meetings rely on:

- planning for an effective meeting (i.e. having a clear agenda);
- agreed procedures that ensure an orderly meeting;
- agreement on the meeting agenda;
- opportunities for everyone to participate;
- keeping the meeting focused on the agenda and the desired outcomes;
- clarity about what is agreed or referred; and,
- clarity about who is responsible for actioning what is agreed.

7.4.1 At the First Meeting

The Committee should agree, at its first meeting, on the procedures for conducting a Committee meeting and how the Committee will function. These guidelines provide procedures for conducting an OH&S Committee meeting.

7.4.2 Before Any Meeting

The Chair should plan a draft agenda for the meeting. In framing the agenda it is important to review minutes from the last meeting and check the status of outstanding issues. The Chair should consult with other Committee members to see if they want issues put on the agenda. Adequate time should be allowed for the major issues on the agenda. If there are too many agenda items these should be prioritised and minor issues resolved outside the Committee (refer to Appendix 1 of this guide).

Committee members should be given adequate notice when and where a meeting will be held. If the notice is too short, some members may not be able to participate and the meeting will be less effective. For members to have a chance to consider the issues, and/or discuss them with relevant staff members or managers in advance, at least five days notice is desirable.

The draft agenda for the next meeting should be displayed where staff members will see it. This will enable staff to provide input to Committee members prior to the meeting.

Once the meeting has been planned and notice given, it is important that the meeting is run effectively.

7.4.3 At Every Meeting

The Chair should ensure that:

- the meeting starts on time;
- apologies or absences are recorded;
- the minutes of the last meeting are reviewed and approved as an accurate record, or amended as necessary;
- the meeting hears a report back on any matters listed for action in the minutes of the last meeting; and,
- the meeting works through the agenda and avoids getting „bogged down“ on minor points, and side-tracked by issues not on the agenda.

7.4.5 During the Meeting

All OH&S Committee members should:

- focus on the resolution of problems by considering the appropriate recommendations to put to management; and,
- support the Chair in ensuring the meeting keeps on track.

7.4.6 At the End of the Meeting

All OH&S Committee members should:

- ensure that there are clear outcomes from the meeting, with action items and responsibilities recorded. (What has been decided? Who is going to follow through on the decision? Projections on when that will happen);
- agree on a date and place of the next meeting; and,
- spend a few minutes evaluating the meeting. (Did the meeting follow the agreed agenda? Were the desired outcomes achieved?).

7.4.7 After the Meeting

The Chair (with the assistance of other Committee members) should ensure:

- minutes of the meeting are written (Refer to Appendix 2);
- persons responsible for actioning items are clear on what the Committee expects them to do;
- the meeting minutes are distributed to Committee members; and,
- the meeting minutes are displayed in the workplace where staff are likely to see them.

8. Hazard Identification, Risk Assessment and Risk Control

The University has adopted a Risk Management approach to Occupational Health and Safety. This approach considers the identification and control of those risks that have the potential to cause injury to staff, students and visitors, or damage plant, equipment or property belonging to the University.

Risk management is made up of the following four steps:

- identification of the hazards in the workplace;
- assessment of the risk(s) to the health, safety and welfare of persons exposed by the hazard;
- utilisation of appropriate control measures to eliminate or control the risk; and,
- ongoing review of control measures put in place to ensure they remain appropriate.

In determining measures for controlling risk, consideration should be given to the following hierarchy of controls:

Level 1	Eliminate the risk (e.g. discontinue the activity or do not use the equipment).
Level 2	Minimise the risk by: <ul style="list-style-type: none"> • substituting the system of work with something safer; • modify the system of work to make it safer; • isolate the hazard (e.g. introduce a restricted work area); or, • introduce engineering controls such as guardrails or scaffolding where this is possible.
Level 3	Introduce other controls <ul style="list-style-type: none"> • use Personal Protective Equipment (PPE) (such as eye protection, air filters, heat or sun screen); and • adopt administrative controls such as hazard warning signs and specific training and explicit work instructions.
<p>Notes on Control Measures</p> <p>a) Control measures at Level 1 give the best results and should be adopted wherever practicable.</p> <p>b) The measures at the lower levels are less effective and require more frequent reviews of the hazards and systems of work.</p> <p>c) In some situations a combination of control measures may need to be used.</p>	

9. Policy Review

The University may make changes to this Handbook from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Handbook may forward their suggestions to the Director, Human Resources.

10. Further Assistance

Any staff member who requires assistance in understanding this Handbook should consult the Chair of their OH&S Committee. Should further advice be needed, she/he should contact the Occupational Health, Safety and Wellbeing Coordinator.

11. Steps for Resolving an OH&S Issue

Staff Member(s) identify OHS issue.		P R O B L E M S O L V E D
Issue Resolved	YES	
NO		
Campus Operations are advised and consulted throughout the process.		
Issue Resolved	YES	
NO		
OHS issue is reported to nominated Supervisor/Manager or Health & Safety Rep (where appointed) by the staff member(s).		
Issue Resolved	YES	
NO		
Staff member(s) report the problem to their Local Campus OHS Committee, who consider the issue at their regular meeting.		
Campus OHS Committee makes a recommendation.		
Issue Resolved	YES	
NO		
The OHS Committee refers the issue to the Pro-Vice Chancellor or Rector for their attention.		
Issue Resolved	YES	
NO		
The issue is referred to the Deputy Vice-Chancellor, Administration and Resources		
Issue Resolved	YES	
NO		
Issue is referred to State/Territory OHS Statutory Authority		
Issue Resolved	YES	

Appendix 1 - OHS Workplace Inspection Checklist



AUSTRALIAN CATHOLIC UNIVERSITY

Australian Catholic University
Brisbane Sydney Canberra Ballarat Melbourne

OHS Workplace Inspection Checklist for Office Environments

Campus:

Faculty/School/Unit

Inspection Site:

Inspection Date:

Workplace Inspection Team:

Name:

Name:

1.

5.

2.

6.

3.

7.

4.

8.

✓ = Yes X = No NA = Not Applicable

Office Safety and Ergonomics

Y

N

NA

Comments

Desk and chair suitable for required tasks

Chairs are easily adjustable (height and back rest)

Footrests and document holders available (where required)

Layout of work area is suitable for tasks and reduces bending / twisting / overreaching

Adequate rest breaks taken during repetitive tasks or those tasks requiring sustained postures (typing / sitting etc)

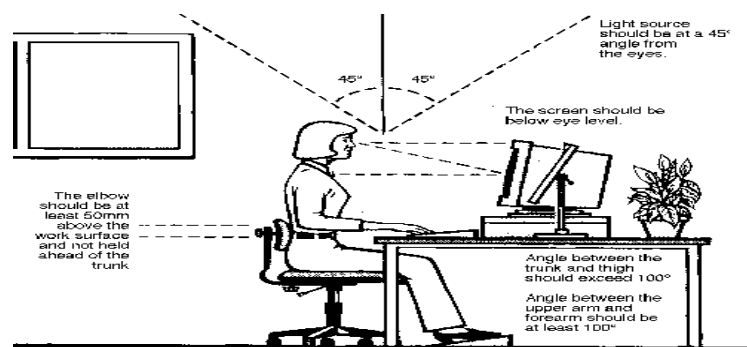
Heavy or frequently used items are stored at waist height

Laptops only used for short periods or additional ergonomic equipment provided

Persons protected from sharp objects

Free standing fittings (e.g. filing cabinets / bookcases) secure and stable

All recommendations for workstation ergonomics are based upon Australian Standard AS 3590 - 1990 Screen based Workstations, part 2 "Workstation Furniture". (Refer to the following diagram to assist in interpretation of the following assessments)



Height of work surface • If fixed - 680mm to 720mm above floor level • If adjustable - 580mm - 730mm above floor level				
Is the area of the work surface sufficient? • Width - 1500mm min. • Depth - 900mm min.				
Is there sufficient leg room? • Width - 800mm min. • Depth - 550mm min • Height - 580mm min				
Can user get to workstation without impediment? <i>(Check that the desktop is thin, chair arms are not in the way and there is clear legroom.)</i>				
Viewing distance between eye and screen is between 400mm – 700mm (arm's length)				
Is the screen located to prevent glare?				
When head is erect, the top of screen should be in line with the eyes.				
Are all often used items within easy reach? <i>(They should be within normal arm reach with minimum trunk movement.)</i>				
Are the user's forearms parallel with the desktop or arched slightly downward? <i>(This can be achieved by lowering the desk to suit the user, or, with a fixed – height desk, raising the chair)</i>				
Is the keyboard detached from the screen to ensure a comfortable working position?				
Manual Handling Tasks (MH)	Y	N	NA	Comments
Are there large, awkward or heavy objects to be handled?				
Easy access to frequently used items – stored between knee and shoulder				
Heavy items are stored at waist height				
Step ladders or step stools are used to access items stored on high shelves.				
Adequate space for use of appropriate manual handling techniques or mechanical aids				
Adequacy and serviceability of lifting devices / stacking aids / trolleys / handcarts etc				
Housekeeping	Y	N	NA	Comments
Floors, including aisles, passageways and landings - clean and in good condition				
Access / egress points always kept clear				
Storage areas – obstruction free and tidy				
Work Areas – clean and tidy				
Tidiness - tea making / rest areas				
Waste disposal bins - adequate and serviced				
Indoor Environment	Y	N	NA	Comments
Ventilation / airflow is adequate				
Lighting suitable and adequate for tasks				
Glare levels satisfactory for tasks				
Temperature range comfortable				
No smoking policy maintained				

Noise levels meet standards				
Access / Egress	Y	N	NA	Comments
Passageways - free from obstructions, electrical cords and other trip hazards				
Exits - accessible, signposted, adequately lit, not locked				
Adequacy of traffic flow				
Condition of floors, carpets, stair treads, handrails, landings, etc				
Fire Safety	Y	N	NA	Comments
Fire equipment serviceability – inspected and tagged within last 6 months.				
Fire equipment adequacy – right type				
Fire equipment accessibility				
Storage of flammable materials				
Fire escape facilities and evacuation plans and procedures in place				
First Aid and Hygiene	Y	N	NA	Comments
First aid kit/s easily accessible and in prominent position				
First aid signage – clearly visible				
First Aid Kit is checked regularly and stocked with appropriate contents				
First Aid Officers identified and accessible.				
Treatment record card is in the kit and is used.				
Ablutions - adequacy				
Supply of running water, soap, towels, etc				
Area for clothing storage (if required)				
Emergency Procedures	Y	N	NA	Comments
Site emergency plan readily available				
Warden contact details readily available				
Emergency checklists readily available (bomb-threat, chemical, radiation etc)				
Emergency evacuations / drills practiced at least once per annum				
Emergency equipment available and accessible e.g. eye wash bottles or deluge showers				
Audibility of sirens and alarm signals				
Electrical Safety	Y	N	NA	Comments
Serviceable light fittings				
Serviceable power outlets				
Adequacy of power outlets (quantity and rating)				
No double adaptors, or piggybacking				
Power leads, extension cords and power boards are in good working order.				
Electrical equipment tested and tagged or risk assessment indicating test / tag not required				
Office Equipment	Y	N	NA	Comments
Equipment is in good condition & serviceable				
Instruction and training provided for use of machines				
Step ladders / step stools etc – suitable and serviceable				

Appendix 2 - Sample OH&S Committee Agenda

Campus OH&S Committee

Date: 29 September 2002

Time: 10am – 11:45am

Place: Conference Room

Time	Item	Report
10:00am	Welcome & Apologies	Chair
10:05am	Minutes from last meeting (28 August 2002)	Chair
10:10am	Report on action items (from last meeting)	
	Ergonomics assessment conducted	Responsible Officer
	Nursing Lab safety audit	Responsible Officer
	Communication Strategies	All members
10:30am	Campus Managers Report	Campus Manager
10:45am	Human Resources Consultant Report	Human Resources Consultant
11:00am	Review of incidents since last meeting	All
11:15am	General Business	
11:45am	Next Meeting	

Appendix 3 - Sample OH&S Committee Minutes

Campus OH&S Committee Meeting

Held: 29 September 2002

Present:	Angela Valastro	Chair
	John Smith	Manager, Campus Operations
	Kara Hand	Human Resources Consultant
	Tony Kiang	Employee Rep
	Bill Pickman	Employee Rep
	Anna Thompson	Employee Rep
	Ken Nickel	Management Rep

Apologies: Nil

Guests: Rebecca Brown Training Developer, WorkCover

Distribution: All Staff
Notice Board - Staff Room
Student Lounge
Faculty Offices

Agenda Item	Action	Timeframe
Welcome and apologies There were no apologies. The Chair welcomed Rebecca Brown from WorkCover	Noted	
Minutes from last meeting Previous minutes were agreed as an accurate record		
Report on action items (from last meeting) Ergonomics Assessment John Smith reported that the ergonomic assessment of campus offices and IT labs has been completed. The full report will be available by the 2 nd of October. Summary of findings was: A large number of monitors were placed in inappropriate positions Desk heights in the main administrative offices were too high Student chairs in rooms 21, 25, 28 and 26 did not provide proper back support Temperature levels in the offices on level 2 were elevated	John Smith is to provide the completed report to the committee, and to all managers/staff in the relevant areas. Monitors to be adjusted. Desk heights are adjustable and will be lowered New chairs have been ordered Air conditioning maintenance contractors were informed, and will arrange necessary repairs	3 rd of October

<p>Nursing Lab safety Audit</p> <p>Anna Thompson reported that the safety audit requested by the Lab and Workshop Safety Committee would begin on the 5th of October, and would take approximately 1 week to complete. The audit was being done by an external specialist assisted by a number of staff from the School of Nursing. Students will also be involved as part of the learning curriculum</p>	<p>Anna Thompson to provide the committee, and the relevant affected areas with a copy of the complete report, including recommendations</p>	<p>16th of October</p>
<p>Communication Strategies</p> <p>Kara Hand suggested that a campus email address be set up so that staff and students can easily report issues to the committee. Kara has spoken to the Health and Safety Coordinator who is happy for the address to be put onto the National Health and Safety website, and would like all campuses to have their own safety email address. The address would be safety@campus.acu.edu.au</p>	<p>Kara Hand to contact ITCS to arrange setup of this address, and confirm with Health and Safety Coordinator who will include it on the website. The Chair is to circulate a campus wide email informing staff and students of the address</p>	<p>2nd of October 5th of October</p>
<p>Campus Managers Report</p> <p>John Smith reported that contractors had been employed to repaint the hallways of the main campus building. This activity will take place at the beginning of January, when there are no students and the majority of staff are on leave.</p> <p>Bill Pickman suggested that each floor be closed while painting was occurring.</p> <p>Ken Nickel suggested that closing off the floors was not possible, and suggested that areas being painted be clearly marked, and roped off if possible. This was acceptable to all members of the committee.</p>	<p>John Smith to contact contractors, and inform them of the requirements</p>	
<p>Human Resources Report</p> <p>Kara Hand reported that risk management training was currently being implemented in Sydney and Melbourne.</p> <p>Kara Hand reported that the induction module for health and safety had been completed by the Health & Safety Coordinator, and was being reviewed by the National OH&S Committee.</p> <p>There are currently 3 open workers compensation claims. The rehabilitation process is continuing. Since the last OH&S meeting there have been 5 working days lost as a result of accidents. These claims were generally minor, with minimum cost, and minimum loss of days.</p>	<p>One OH&S committee member to attend the training, as per the Health & Safety Coordinators request.</p> <p>Kara Hand to continually monitor claims, and send summary to Health and Safety Coordinator</p>	

<p>Review of incidents since last meeting John Smith reported that on 12 September, the fire alarm was activated, and the building was evacuated. The fire wardens reported that there were problems hearing the fire alarm in the lower south corner of the main building.</p>	<p>Fire Alarms are regularly checked by the fire department, and this will be noted for the next inspection. John Smith to ensure that fire department check that all alarm points are operating</p>	<p>Fire Department will be inspecting on the 5th of October</p>
<p>A number of students did not know where the marshalling points were, and were consequently standing outside the main entrance, waiting for instructions.</p>	<p>Fire Wardens are to ensure that once students are outside the building, they are directed to the marshalling areas. Signage to be erected across all buildings. John Smith to arrange training for an extra fire warden, and ensure signs are erected</p>	<p>Fire Warden training is on the 23rd of October.</p>
<p>There have been a number of complaints about smoking occurring directly outside the main entrances to the main building. This is causing smoke to move into the building, and the ventilation system. A number of people have complained that they are developing headaches and sore throats when they have to work near the entrances (such as reception & campus operations staff).</p>	<p>Kara Hand to contact the Health and Safety Coordinator about developing a national policy.</p> <p>John Smith to look for designated smoking areas away from the buildings.</p>	<p>30 September</p>
<p>Several students have been injured during exercise classes. These injuries have been minor.</p>	<p>Teachers to ensure students warm up before commencing training exercises John Smith to arrange for strips to be added to the steps.</p>	<p>15th of October</p>
<p>A staff member slipped and fell down four steps in the main building as they entered from outside. The steps were wet (inside), but it had not been raining. The staff member twisted their ankle, and bruised parts of their leg. It was agreed that a non-slip strip could be added to the steps</p>	<p>John Smith to investigate any possible leakage that could be attributed to the wet floor.</p>	
<p>General Business Student Representation on Committee.</p>	<p>Chair confirm student rep with SRC president.</p> <p>Kara Hand to arrange for training of student rep. at the next OH&S Committee training session.</p>	<p>2nd of October</p> <p>Next training session is on the 28th of October</p>
<p>WorkCover Presentation</p> <p>Rebecca Brown, from WorkCover, reinforced the issue that training was very important in maintaining a safe and healthy work environment. A number of training courses have recently been accredited by WorkCover, and it may be beneficial for staff members to attend this training.</p>	<p>Training Brochures were left by Rebecca Brown, and are to be sent to the Health & Safety Coordinator who may arrange further training for staff.</p>	

<p>Next Meeting The next meeting will be on 31 October in the Conference Room between 10am – 11:45am.</p> <p>The Chair thanked Rebecca Brown for her attendance.</p>		
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