OH&S Induction
Things you need to know to be safe

• OH&S responsibilities
• Common issues
• How to deal with an OH&S issue
• Who can help
University responsibilities

OH&S Act, Section 8(1):

“An employer MUST ensure the health, safety and welfare at work of all the employees of the employer.”
How does the University do this?

By providing:
1. A safe work area.
2. Safe items for you to use at work.
3. Procedures to help you work safely
4. Information, instruction, training and supervision.
Risk Management

1. Where are the problems?
   Hazard identification

2. How bad are the problems?
   Risk assessment

3. How can you fix the problems?
   Risk control
Consultation Arrangements

Central OH&S Committee

Local Workplace Advisory Committees (WAC's)

e.g. Library

e.g. each Faculty
Your Responsibilities

OH&S Act Section 20

• Must take reasonable care for the health and safety of all people in the workplace.
• Must cooperate with the employer about OH&S issues.
Injury Management

Principles:
• The University will assist employees with a return to work following a work related injury
• Injury management services will commence as soon as practical
• Suitable duties will be offered to assist the return to work process
• Communication between all parties is essential
Smoke Free Workplace

Principles:
• all employees and students are entitled to a smoke free workplace
• smoking is prohibited in buildings and University vehicles
• includes non-public areas e.g. offices
• smoking in any outdoor area of the University is limited to areas other than enclosed public spaces
Alcohol and Drugs Policy

- Alcohol and Drug Policy relating to
  - Use/being affected by drugs or alcohol at work
  - Use at University functions
- Risk Management approach
  - High and medium risk
  - Low risk
- Supervisors consider ability to perform work
- Disciplinary action can be taken, up to and including dismissal
Working out of hours

- Building Wardens
- First Aid
- Emergencies
- Personal Security

CALL SECURITY ON X4900

- Ensure the work you are undertaking is low risk only
- Report any hazards/incidents using SafetyNet
Where to find information

1. Your supervisor
2. Your WAC member
3. The OH&S website:

http://staff.uow.edu.au/ohs/