## Working Safely in Science
### Thursday 24\textsuperscript{th} February 2011

**Compulsory information session for all Science Staff and Students**

The program aims to ensure that all staff and research students have an understanding of their OHS responsibilities and the tools to complete risk assessments and safe work procedures for their research work.

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter/Dept</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30</td>
<td>Welcome</td>
<td>Ron Sluyter, Chair, Science WAC</td>
<td></td>
</tr>
</tbody>
</table>
| 9.35  | 1. Your responsibilities and Emergency procedures                     | Julie Gray, Biological Sciences | - Due Diligence and Responsibilities  
- SC, WAC and OHS committee representation  
- UOW OH&S Management System & website  
- Emergency and Evacuation Procedures  
- RACE signage and procedures  
- Building Wardens  
- Safety Equipment and First Aid  
- Hazard & Incident reporting |
| 9.45  | 3. Injury Management, Manual Handling and Ergonomics                  | Cathie Andrew, OHS Unit         | - Setting up your workstation or laptop  
- Back care in laboratories and field work |
| 10.00 | 4. Risk Management                                                    | Michael Negendahl, OHS Unit     | - OHS training, competencies and local inductions  
- Building Access  
- After Hours Work  
- Working alone  
- Risk Assessments and Safe Work procedures  
- Hazardous substances vs other hazards |
| 10.15 | Morning tea                                                           |                                 |                                                                        |
| 10.35 | 5. Working with Hazardous Substances                                 | Ellen Manning, Chemistry        | - Hazardous Substances  
- Dangerous Goods  
- MSDS- What are they and content  
- Labelling  
- Chemical stock listing  
- Storage, Handling and Disposal of Chemicals  
- Purchasing of Chemicals |
| 10.45 | 6. Working with Biological materials                                 | Linda Deitch, IHMRI            | - Procedures for working with Biological Hazards  
- Training requirements  
- Waste disposal procedures  
- Working with animals  
- Biosafety including GMO and AQIS as well as PC1 and PC2 requirements |
| 10.55 | 7. Field Work                                                         | Sandra Chapman, Earth & Env Science | - Guidelines and protocols required for field work  
- Training  
- Risk Assessment  
- Participant form  
- Boating and Diving/Snorkelling  
- 4WD, Buses and trailers |
| 11.00 | Quiz                                                                  | Ellen Manning & Sandra Chapman, Earth & Env Science | - Quiz on OHS practices for Science  
- Discussion and Questions |
| 12.00 | Close                                                                 | Will Price, Dean of Science     |                                                                        |

At the end of the session each School may provide additional information specific to their area.