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OCCUPATIONAL HEALTH AND SAFETY COMMITTEE HANDBOOK A Guide for Occupational Health and Safety Committees at Sydney Institute of Health Sciences

TABLE OF CONTENTS

1. PREAMBLE.....	3
2. OCCUPATIONAL HEALTH AND SAFETY POLICY.....	3
2.1 INTRODUCTION	3
2.2 POLICY STATEMENT	3
2.3 IMPLEMENTATION.....	3
2.4 APPLICABLE LEGISLATION.....	3
<i>Federal</i>	3
<i>New South Wales</i>	4
3. SIHS OH&S COMMITTEE.....	4
3.1 SIHS OH&S COMMITTEE TERMS OF REFERENCE.....	4
3.2 COMMITTEE MEMBERSHIP	5
4. WORKING PARTIES AND STANDING COMMITTEES	5
4.1 LABORATORY AND CLINIC SAFETY COMMITTEE	5
5. OCCUPATIONAL HEALTH AND SAFETY COORDINATOR.....	5
6. THE CONSULTATION PROCESS	6
6.1 WHEN TO CONSULT	6
7. SIHS OH&S COMMITTEE.....	7
7.1 WHAT DOES A SIHS OH&S COMMITTEE DO?.....	7
7.2 WHAT HELPS AN OH&S COMMITTEE WORK WELL?	7
7.3. ROLE OF THE CHAIR.....	8
7.4 INABILITY OF COMMITTEE MEMBERS TO PERFORM DUTIES	8
7.5 CONDUCTING AN OH&S COMMITTEE MEETING.....	8
7.5.1 <i>At the First Meeting</i>	8
7.5.2 <i>Before Any Meeting</i>	8
7.5.3 <i>At Every Meeting</i>	8
7.5.4 <i>During the Meeting</i>	9
7.5.5 <i>At the End of the Meeting</i>	9
7.5.6 <i>After the Meeting</i>	9
8. HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL.....	9
9. CRITICAL INCIDENT POLICY AND PROCEDURE	10
10. STEPS FOR RESOLVING AN OH&S ISSUE.....	14
APPENDIX 1: SAMPLE OH&S COMMITTEE AGENDA	14
APPENDIX 2: SAMPLE OH&S COMMITTEE MINUTES	15
APPENDIX 3: OH&S HAZARD INSPECTION CHECKLIST.....	19
APPENDIX 4: OH&S RISK ASSESSMENT.....	20
APPENDIX 5: OH&S RISK CONTROL PLAN.....	21
APPENDIX 6: ACCIDENT REPORT FORM.....	22
APPENDIX 7: EMERGENCY PROCEDURES.....	23
EMERGENCY	23
PROCEDURES	23
EMERGENCY CONTACTS:	23

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.

2. OCCUPATIONAL HEALTH AND SAFETY POLICY

2.1 Introduction

SIHS is a New South Wales state institution. An occupational health and safety policy has been developed to assist SIHS to effectively manage occupational health and safety matters and should be read in conjunction with other relevant SIHS policies and procedures and the relevant legislation and regulations.

2.2 Policy Statement

SIHS recognises the importance of health and safety within the workplace. SIHS is committed to providing a safe and healthy work and study environment for the SIHS community.

In order to achieve its occupational health and safety goals and objectives, SIHS 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 SIHS community.
- The carrying out of teaching, research and organisational activities in ways that protect the working environment from harmful effects.

2.3 Implementation

SIHS will continually develop policies and programs to ensure the well-being of the SIHS community. The success of the occupational, health and safety policy and its programs depends on the commitment and cooperation of members of the SIHS 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 SIHS. 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.

SIHS will encourage the involvement of staff in relation to OH&S, through the OH&S Committee established under relevant legislation, which provides forums for staff and student consultation and participation in local health and safety issues..

2.4 Applicable Legislation

SIHS 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

- Workplace Injury Management and Workers' Compensation Act (1988)
- Affirmative Action (Equal Employment Opportunity for Women) Act (1986)
- WorkCover Legislation Amendment Act (1996 No. 120)
- Occupational Health and Safety Act 2000 (as amended 2002)
- Occupational Health and Safety Regulations 2001
- Dangerous Goods Act 1975
- Dangerous Goods (General) Regulation 1999
- Public Health Act 1991
- Smoke-free Environment Act 2000

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

3. SIHS OH&S COMMITTEE

The OH&S Committee is responsible for developing benchmarks and a best practices approach to health and safety at SIHS. The Committee has an overarching function and a liaison role in relation to health and safety matters that encompasses the entire SIHS community. The committee is responsible for developing an approach to health and safety through the development and implementation of policies and procedures; development of communication initiatives; and, establishment of a coordinated, strategic and risk management based approach to health and safety management at SIHS.

3.1 SIHS OH&S Committee Terms of Reference

- The SIHS OH&S Strategic Management Committee has an overarching function and a liaison role in relation to OH&S matters that encompasses the entire SIHS community.
- The Committee will work, over time, to establish a coordinated, strategic and risk management based approach to OH&S management at the SIHS.
- The Committee will coordinate the development of strategies for the management of hazards that potentially present a risk to health and safety for SIHS. The committee will facilitate the application of a risk management approach (identify, assess and control) in the management of OH&S issues at SIHS.
- The Committee will exercise responsibility for identifying strategies for a coordinated 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 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 SIHS with regard to matters relating to OH&S.
- The Committee will communicate to the SIHS 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 SIHS and is committed to raising awareness of OH&S matters amongst the SIHS community.

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

3.2 Committee Membership

- Principal
- Administrator
- Clinic Supervisor
- Representative from Academic Staff
- Representative from Student Body
- OH&S Coordinator

4. WORKING PARTIES AND STANDING COMMITTEES

From time to time the OH&S 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 Laboratory and Clinic Safety Committee

The Laboratory and Clinic Safety Committee has been established to deal with appropriate work practices in such facilities and hazards arising from the use of the laboratory and clinic at SIHS.

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 the laboratory;
- manual handling in the laboratory;
- personal protective equipment;
- fire hazards in the laboratory and clinic; and,
- specific emergency procedures.

5. OCCUPATIONAL HEALTH AND SAFETY COORDINATOR

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

The Health and Safety Coordinator is also responsible for assisting with the development of policies, strategies and reports initiated/required by the 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 SIHS 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 SIHS management and encouraging wide ranging input to improve the systems and processes SIHS 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 SIHS safety matters rests with the management of SIHS.

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 SIHS is important for achieving safety success. Staffs 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 SIHS and staff may occur whenever a staff member or OH&S representative 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 SIHS.

A single supervisor may be consulted when a hazard might impact on an employee in her/his work team. The 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 committee does not always need to be consulted on issues that effect staff. In some cases consultation may occur between a staff member and a committee member unit (e.g. a staff member and Administration in a case where new furniture is to be installed, or an office/facility painted). Consultation should, wherever possible, normally take place directly between the parties.

7. SIHS OH&S COMMITTEE

7.1 What does a SIHS OH&S Committee do?

- An Occupational Health and Safety Committee brings staff and management together in a non-adversarial and cooperative forum to promote workplace Occupational Health and Safety.
- An OH&S Committee can directly assist SIHS to address issues identified as being risks to the health and safety of the SIHS community.
- An OH&S Committee is an advisory body which does not make management decisions about occupational health and safety matters. SIHS management holds the responsibility for such decision-making and action. An OH&S Committee importantly helps SIHS make better decisions by providing recommendations regarding 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 OH&S Committee is uniquely well placed for developing recommendations to improve continually the way 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 OH&S Committee. New equipment or processes can introduce hazards into the workplace. In these circumstances, the OH&S Committee can help SIHS 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 SIHS 'systems for managing safety.
- Staff and 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.
- An OH&S Committee deal with issues on a local basis. They report directly to the Principal or Chief Executive Officer who has responsibility for SIHS operations. Ultimately, the Chief Executive Officer is accountable for the management of SIHS, and Occupational Health and Safety forms an important part of this management responsibility.

7.2 What helps an 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 SIHS community;
- has SIHS 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. 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.

7.4 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 Chief Executive Officer

7.5 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.

7.5.1 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.

7.5.2 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.

7.5.3 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.

7.5.4 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.

7.5.5 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?).

7.5.6 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

SIHS 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 SIHS.

Risk management is made up of the following four steps:

- identification of the hazards in the workplace (pro forma report annexed);
- 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,

	<ul style="list-style-type: none"> • introduce engineering controls such as guardrails or scaffolding where this is possible.
Level 3	<p>Introduce other controls</p> <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. CRITICAL INCIDENT POLICY and PROCEDURE

Policy

In the event of a critical incident, SITCM recognises that appropriate infrastructure must be in place to ensure the provision of all necessary support services.

This document outlines SITCM policy, support mechanisms and procedures for managing a critical incident. This policy will ensure that SITCM has:

- An effective approach in responding to critical incidents as they occur;
- Appropriate support and counselling services available to those affected;
- Appropriate training and information resources provided to staff.

Definition

A critical incident is defined by the National Code (under Standard 6) as *'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'*.

Critical incidents are not limited to, but could include:

- missing students;
- severe verbal or psychological aggression;
- death, serious injury or any threat of these;
- natural disaster; and
- issues such as domestic violence, sexual assault, drug or alcohol abuse.

Non-life threatening events could still qualify as critical incidents.

Reporting

The Educational Services for Overseas Students Act 2000 (ESOS Act) requires SITCM to notify DEEWR and DIAC as soon as practical after the incident and in the case of a student's death or other absence affecting the student's attendance, the incident will need to be reported via the Provider Registration and International Student Management System (PRISMS).

When an international student dies or sustains serious injury, SITCM may be required to assist the student's family. This may include:

- hiring interpreters
- making arrangements for hospital/funeral/memorial service/repatriation
- obtaining a death certificate
- assisting with personal items and affairs including insurance issues
- assisting with visa issues

In addition the following need to be notified

- Homestay or accommodation provider
- Library
- Information Technology Services

On-campus Incidents

If the incident is on campus and involves death, serious injury or a threat to life or property, the Principal is contacted.

Off-campus Incidents

If the critical incident involves a student or staff member and is off-campus, the person receiving the information must immediately contact the Principal who will communicate other staff as appropriate.

Key Details to be Reported

Key details to report include the time, location and nature of the incident (e.g. threat, accident, death or injury), names and roles of persons involved (e.g. staff, international or domestic student).

Checklist for Staff Managing Critical Incidents

The Principal will seek information about the incident and will request that the information is not immediately made public.

The Principal or nominee will then call a meeting with the following staff or their nominees as a Critical Incident Team:

- Principal
- Director of Studies
- Student Support Officer
- Director Marketing/Communications
- Registrar

A Case Manager and Case Management Team will be appointed to manage the SITCM's response.

Response Checklist

As soon as possible, the Principal will liaise with relevant staff to prepare a communication plan and nominate a spokesperson.

Communication

- response and ongoing strategies including individual roles and responsibilities
- liaison with police, doctors, hospital staff and other relevant professionals
- legal assistance if required
- follow-up letters to family
- incident report for SITCM records

Support for family, friends and staff

- next of kin (parents/guardian) to be contacted and support provided to family and friends
- arrangements made for visits from family and friends, e.g. accommodation, travel, crisis support and referral to appropriate services

Training regarding the Critical Incident Policy

It is important for staff to be aware of the existence of such a policy.

Resource workshop to be conducted to locate all relevant community resources in immediate local area: Funeral Directors, Police and Medical Authorities, Religious Leaders, Ethnic Group Leaders, Media Representatives, Insurance Representatives, local Embassy or Consular representatives.

PROCEDURES

The staff member receiving the news contacts the Principal, Head of the Critical Incident Team

1. The Principal calls a meeting with the staff involved to make decisions as to how to proceed. The staff most likely to be present will be:
 - Principal
 - Director student services/Registrar
 - Director Marketing/communications
 - Student Support Officer
 - Director of Studies
 - Other key stakeholders

The Coordinating Group

At the initial meeting, the task of the group is to:

- create for themselves a clear understanding of the known facts.
- plan an immediate response.
- plan ongoing strategies.
- allocate individual roles/responsibilities for ongoing tasks.

Immediate response

Issues to be considered:

1. Contact with next of kin/significant others - what is the most appropriate manner of contact?
2. Arrangements for informing staff and students.
3. Guidelines to staff about what information to give students.
4. A written bulletin to staff if the matter is complex.
5. Briefing staff and delegating a staff member to deal with telephone/counter inquiries.
6. Managing media/publicity
7. Identification of those students and staff members most closely involved and therefore most at risk.
 - Those directly involved
 - Personal friends/family of those involved
 - Others who have experienced a similar past trauma
 - Other students, staff, supervisors etc.
8. Arrange a time and place for an initial group/individual debriefing session with Counsellor/s.

In this session, an opportunity is given to share the impact of the event, discuss various interpretations of the event in cultural/ethnic terms, the resulting sense of vulnerability, the experience of painful emotions and the normalisation of reactions.

9. Organise a tasks timetable for the next hour/s, day/s etc.
10. Plan ongoing feedback and regular meetings so that the coordinating team is continually in touch and working together.
11. Confirm access to emergency funds if necessary.

NOTE *One member of the team should scribe for all meetings to keep records of content and decisions.*

Ongoing and follow up response

These issues may need to be discussed at subsequent meetings.

WHO is the DECISION MAKER?

WHO will FOLLOW UP?

Availability of mobile phones

Notification of and liaison with Sponsor/Agent if applicable

Arrangements for visits to/from Family

Liaison with Police, Doctors, Hospital Staff

Hiring Independent Interpreters

Death Notices

Funeral/Memorial Service Arrangements

Refund of student's fees to pay repatriation or associated expenses

Copy of Death Certificate
 Consideration of personal items and affairs (household and academic)
 Insurance Matters, OHSC Coverage, Ambulance Cover
 Formal Stress Management interventions required for students and/or staff (release from classes, leave, rescheduled assessment or exams)
 Liaison with Academic Staff
 Arrangements for further debriefing sessions for groups/individuals as required
 Liaison with DIAC if studies will be interrupted
 Fees issue to be resolved if student cannot continue with their studies
 Legal Issues: helping students get access to legal assistance if required.
 Arrangements for further debriefing sessions for groups/individuals as required
 Follow up condolence or other letters to Family
 Financial Assistance for families of affected person(s) if residing in Australia
 Organising students/staff for hospital visits

Stress management

1. Debriefing as soon as possible after the event on an individual or group basis
2. Further debriefing - one or more days after the incident (group basis)
3. Follow up 2 - 6 weeks later - (individual or group basis)
4. Ongoing counselling as required
5. Recovery time for staff involved and the Coordinating Team members.

10. STEPS FOR RESOLVING AN OH&S ISSUE

APPENDIX 1: Sample OH&S Committee Agenda

Campus OH&S Committee
 Date: 29 September 2002
 Time: 10am – 11:45am
 Place: Conference Room

Time	Item	Report
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10:00am	Welcome & Apologies	Chair
10:05am	Minutes from last meeting	Chair
10:10am	(4 August 2006)	Responsible
10:30am	Report on action items	Officer
10:45am	(from last meeting)	Responsible
11:00am	Ergonomics assessment conducted	Officer
11:15am	Clinic safety audit	Clinic Supervisor
11:45am	Communication Strategies	Administrator
	Personnel Report	
	Review of incidents since last meeting	
	General Business	
	Next Meeting	All

APPENDIX 2: Sample OH&S Committee Minutes

Campus OH&S Committee Meeting

Held: (4 August 2006)

Present: XXXXX Chair

XXXXXXXXXX, Administrator Campus Operations

XXXXXX Employee Rep

XXXXXX Student Rep

Apologies: Nil

Guests: XXXXXXXXXXXX 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 XXXXXXXXXXXX from WorkCover	Noted	
Minutes from last meeting Previous minutes were agreed as an accurate record		

<p>Report on action items (from last meeting)</p> <p>Ergonomics Assessment</p> <p>XXXXXXXXXX reported that the ergonomic assessment of SIHS offices and computer rooms has been completed. The full report will be available by the 22nd October.</p> <p>Summary of findings was:</p> <p>A large number of monitors were placed in inappropriate positions</p> <p>Desk heights in the main administrative offices were too high</p> <p>Student chairs in rooms 1 and 2 did not provide proper back support</p> <p>Temperature levels in the offices on level 2 were elevated</p>	<p>XXX is to provide the completed report to the committee, and to all managers/staff in the relevant areas.</p> <p>Monitors to be adjusted.</p> <p>Desk heights are adjustable and will be lowered</p> <p>New chairs have been ordered</p> <p>Air conditioning maintenance contractors were informed, and will arrange necessary repairs</p>	<p>3rd October</p>
<p>Clinic safety Audit</p> <p>XXXXXXXXXXXX reported that the safety audit requested by the Clinic Safety Committee would begin on 5th October, and would take approximately 1 week to complete. The audit was being done by some of the clinic supervisors. Students will also be involved as part of the learning curriculum</p>	<p>XXXXXXXXXX to provide the committee, and the relevant affected areas with a copy of the complete report, including recommendations</p>	<p>16th October</p>
<p>Communication Strategies</p> <p>XXXX suggested that an email address be set up so that staff, and students can easily report issues to the committee. XXX has spoken to the Health and Safety Coordinator who is happy for the address to be put onto the Health and Safety website.</p> <p>The address would be safety@sitcm.edu.au</p>	<p>XXXX to contact ITCS to arrange setup of this address, and confirm with National Health and Safety Coordinator who will include it on the website.</p> <p>The Chair is to circulate an email informing staff and students of the address</p>	<p>22nd October</p> <p>25th October</p>
<p>SIHS's Administrators Report</p> <p>XXXXX reported that contractors had been employed to repaint the hallways of the in the administration area.. 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>XXXX suggested that the floor be closed while painting was occurring.</p> <p>XXX suggested that closing off the floor 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>XXXX to contact contractors, and inform them of the requirements</p>	

<p>Personnel Consultant Report XXX reported that risk management training was currently being implemented. Kara Hand reported that the induction module for health and safety had been completed by the Health & Safety Coordinator. 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 National Health & Safety Coordinators request. XXX to continually monitor claims, and send summary to National Health and Safety Coordinator</p>
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<p>Review of incidents since last meeting XX reported that on 12 September, the fire alarm was activated, and the building was evacuated. The Clinic Supervisor reported that there were problems hearing the fire alarm in the lower south corner of the clinic. A number of students did not know where the marshalling points were, and were consequently standing outside the main entrance, waiting for instructions. 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). Several students have been injured during massage classes. This injuries have been minor.</p>	<p>Fire Alarm's are regularly checked by the fire department, and this will be noted for the next inspection. XXX to ensure that fire department check that all alarm points are operating Lecturer deliverers are to ensure that once students are outside the building, they are directed to the marshalling areas. Signage to be erected across all buildings. XXX to arrange training for academic deliverers warden, and ensure signs are erected XXX Smith to look for designated smoking areas away from the buildings. Teachers to ensure students warm up before commencing massage exercises</p>	<p>Fire Department will be inspecting on 15th October Academic deliverer (fire evacuation) is on 23rd 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>XXXXX to arrange for strips to be added to the steps. XXXXX to investigate any possible leakage that could be attributed to the wet floor.</p>	<p>15th October</p>

<p>General Business Student Representation on Committee. The chair has been approached by the SRC requesting that an SRC representative be on the committee. Provided that the student is available to attend a majority of meetings, this is acceptable.</p> <p>WorkCover Presentation XXXXXX 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>Chair confirm student rep with SRC president. XXXX to arrange for training of student rep. at the next OH&S Committee training session. Training Brochures were left by Workcover, and are to be sent to the Health & Safety Coordinator who may arrange further training for staff.</p>	<p>22nd October Next training session is on the 28th October</p>
<p>Next Meeting The next meeting will be on 11 November in the Conference Room between 10am – 11:45am. The Chair thanked WorkCover Representative for their attendance.</p>		

APPENDIX 3: OH&S Hazard Inspection Checklist

Occupational Health & Safety Learning Environment Hazard Inspection Checklist Report for the Month of January, 2010

This report should be filled out at the beginning of each month at the SIHS' premises or at any other premises in use by SIHS for the purpose of offering training and assessment services. Once completed it is to be returned to the SIHS' administration office for signing.

Location:

Room/Area:

#	Item for inspection	Hazard Identified?	Risk Assessment Required?
1	Emergency numbers (Fire, Medical, Police) posted		
2	All first aid kits filled and available		
3	Materials properly stored on cabinet tops, shelves, and bookcases		
4	Desk drawers, file cabinets, locker doors closed		
5	No broken glass or sharp-edged objects in training or work areas		
6	Waste containers emptied regularly (Sharps removed by contractor)		
7	Floors absent of spills or obstructions		
8	Stairways cleared of obstructions		
9	Extension cords being used instead of permanent wiring		
10	Doorways properly marked with "exit" signs and the signs illuminated		
11	Interior exit doors can be opened in one motion and without use of a key or special knowledge		
12	Fire extinguishers visible (no obstructions)		
13	Fire extinguishers tagged with regular checks		
14	Exit lights operable (if equipped)		
15	Equipment located in the training rooms is in good working order		
16	Electrically operated equipment kept in good working order		
17	Employees aware of the campus evacuation procedures		

Other Hazards Not Listed:

Risk Assessment Required?

Inspected by: _____

Date: _____

Report Approved By: _____

Date: _____

APPENDIX 4: OH&S Risk Assessment

Risk Assessment

Information from Learning Environment Hazard Inspection Checklist

Location:

Room/Area:

The matrix shown below is derived from the Australian Standard for Risk Management and indicates management action prescribed within our organisation to address categories of risk:

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High Risk	High Risk	Extreme Risk	Extreme Risk	Extreme Risk
Likely	Moderate Risk	High Risk	High Risk	Extreme Risk	Extreme Risk
Possible	Low Risk	Moderate Risk	High Risk	Extreme Risk	Extreme Risk
Unlikely	Low Risk	Low Risk	Moderate Risk	High Risk	Extreme Risk
Rare	Low Risk	Low Risk	Moderate Risk	High Risk	High Risk

Likelihood

Almost certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event could occur at some time
Unlikely	The event may occur at some time
Rare	Event may occur only in exceptional circumstances

Consequences

Catastrophic	Multiple deaths
Major	Single death
Moderate	Injury/ hospital
Minor	Injury/ treatment
Insignificant	First aid

Our response to risk:

- **Extreme risk** - all possible action is taken to avoid and insure against these risks.
- **High risk** - management is accountable and responsible for ensuring that these risks are managed effectively.
- **Moderate risk** - accountability and responsibility for effective management of these risks is delegated to staff at an appropriate level.
- **Low risk** - these risks are managed in the course of routine procedures, with regular review and reporting through management processes.

Item #	Description of Identified Hazards	Risk Level

Inspected by: _____

Date: _____

Report Approved By: _____

Date: _____

APPENDIX 5: OH&S Risk Control Plan

Risk Control Plan

Information from Learning Environment Hazard Inspection Checklist

Location:

Room/Area:

Item #	Controls to be implemented	Person Responsible	Completion Date

Manager's name _____

Signature _____

Date _____

APPENDIX 6: Accident Report Form

Accident Report Form

Student Name: _____ Student ID: _____

Course: _____

Location of Accident: _____

Date of Accident: _____ Time of Accident: _____

Details of Accident

Student's Signature: _____ Date: _____

Details of Action Taken

Follow Up Action Taken

Principal's Signature: _____ Date _____

IN AN EMERGENCY

PHONE – 000

EMERGENCY PROCEDURES

EMERGENCY CONTACTS:

MANAGER, OCCUPATIONAL HEALTH & SAFETY: 9281-1173

**Yifan Yang*

**Priscilla Guo*

FIRST AID OFFICER: 9281-1173

Rodd Sanchez

Frank Chu

NOTE

Emergency procedures are centred on action initiated by the Manager, Occupational Health & Safety or the designated representative.

During an emergency, it is important to “REMAIN CALM”. A calm response in an emergency situation, be it fire, bomb threat, physical accident or any other source occasioning injury or death, can prevent or minimise injury or trauma in the given situation.

**You are urged to carefully read
and follow the Emergency
Procedures in this document.**

Emergency Procedures:

Phone – 000

Please read the following instructions carefully: -

- **Alert staff member in the immediate area of the nature of the emergency. In the event of a fire “Do Not Shout Fire” (Stay Calm);**
- **Call the Emergency Telephone Number 000. Calmly advise the operator of the nature of the emergency; the building and the location of the emergency (include floor & room number or location). Please leave the phone number and hang up when finished;**
- **The College’s most senior staff member present will assess the situation, take control and issue instructions to staff and students;**
- **Evacuation will commence when the instruction has been given by the most senior staff member, or if on detection of the emergency it is obvious that and immediate evacuation is required;**
- **All personnel and students will proceed to the nearest safe EXIT and report to your designated EVACUATION ASSEMBLY AREAS. NOTE: Lecturers should take the class ROLL BOOK to the assembly area, so that all students can be accounted for;**
- **FIRE DOORS MUST BE CLOSED;**
- **Keep accesses to the emergency scene free from obstruction so that Emergency Personnel are not impeded;**

SECURITY RISK / CRITICAL INCIDENTS

SUSPECTED UNAUTHORISED ENTRY:

Advise your lecturer/Principal/Vice-Principal or Administration Staff.

If persons are in danger also DIAL EMERGENCY – 000 for Police.

Do Not Put Yourself or Others at Risk.

ARMED CONFRONTATION:

Remain calm and do not put yourself or other at risk.

Follow the offender's instructions.

Observe the offender and note any relevant details that may assist Police.

ONCE THE OFFENDER HAS GONE:

Advise your lecturer/Principal/Vice-Principal or Administration Staff.

Remain calm, if Police have not been contacted, Phone Police and advise Police of the incident and provide relevant details.

Ask any witness to remain until Police have arrived.

CIVIL DISTURBANCE: INCLUDING DISRUPTIVE STUDENTS AND VISITORS:

Contact colleges Principal/Vice-Principal or Administration Staff.

CRITICAL INCIDENCE DEBRIEFING:

Counseling and debriefing services will be available to staff, students and visitors who may be exposed to a violent or traumatic situation.

IF YOU RECEIVE A BOMB THREAT:

If possible, remain calm and sound calm. Concentrate on the caller's voice and background noises. If another phone is nearby "Do Not Hang Up" even after the caller has hung up. Ring – 000 on the other phone and report the call.

BOMB THREAT CHECK LIST: Please attempt to ask the caller for the following questions:

- | | |
|--------------------------------------|------------------------------------|
| ^ When is the bomb going to explode? | ^ When did you put the bomb there? |
| ^ What will make the bomb explode? | ^ What is your name? |
| ^ Where did you place the bomb? | ^ What does the bomb look like? |
| ^ Did you place the bomb? | ^ What is your address? |

AFTER THE BOMB THREAT CALL
REMEMBER DO NOT HANG UP THE PHONE
IF ANOTHER PHONE IS HANDY TAKE THE
FOLLOWING ACTION IMMEDIATELY:

Reporting:

Ring 000 and advise the Police – Please speak clearly, give your name, phone number, your position at the college, location and details of the bomb threat.

To avoid unnecessary panic, do not inform other people, other than your lecturer/Principal/Vice-Principal etc.

If A Suspect Object Is Found:

- * **DO NOT** touch the object – clear the immediate area.
- * Advise your Lecturer/Principal/Vice-Principal etc.
- * Prevent others from entering the area.
- * Follow the above reporting procedures.