



School of Optometry and Vision Science General Safety Induction 2008

For staff, students and visitors

In any emergency, phone Security on the UNSW emergency No:

56666

When the call is answered, describe;

- The location of the emergency (building and room number)
- The type of emergency
- Your name and phone number

How to contact us:

Write	School of Optometry and Vision Science The University of New South Wales Sydney UNSW 2052, Australia
Courier	Rupert Myers Building North Wing Gate 14 Barker Street Kensington NSW 2033
Phone	School +61 2 9385 4639 from overseas (02) 9385 4639 from within Australia Clinic +61 2 9385 4624 from overseas (02) 9385 4624 from within Australia
Fax	School +61 2 9313 6243 from overseas (02) 9313 6243 from within Australia Clinic +61 2 9313 8602 from overseas (02) 9313 8602 from within Australia
Email	optometry@unsw.edu.au
Web	http://www.optom.unsw.edu.au
Visit	School Office Room 3.003 Level 3 Rupert Myers Building North Wing Office open 10.30-12 and 3.30-5.00 for student enquiries (longer hours during the first two weeks of each session) Office open for other enquiries 9.00am to 5.00pm

Faculty/Division Science		School/ Divisional Unit Optometry and Vision Science		
Document number 030	Initial Issue date 15/01/2008	Current version e.g. 1.1 2008	Current Version Issued 2008	Next review date December 2008

1. Introduction

The School of Optometry and Vision Science (SOVS) and The University of New South Wales (UNSW) are committed to complying with the requirements of the Occupational Health and Safety Act 2000 and the Occupational Health and Safety (OHS) Regulation 2001.

To this end, this booklet has been prepared to provide advice to staff, students and visitors about the School's policies, programs and procedures regarding safety, health and environment.

This booklet draws heavily on the OHS materials of the School of Safety Science and the materials are used with permission. The School of Optometry and Vision Science acknowledges the extensive and valuable assistance of the School of Safety Science and A/Prof Chris Winder, Head of School.

2. Safety in the School of Optometry and Vision Science (SOVS)

In keeping with UNSW structures, the SOVS is located in the Faculty of Science with a Head of School as its manager. The Head of School (HoS) is responsible for providing and maintaining a safe working environment in the SOVS, allocation of resources, and developing and maintaining a safe system of work. The School has a Head of School's Advisory Committee (HoSAC) to develop policy and provide advice to the HoS on management issues. The SOVS OHS Committee provides advice to the HoS on OHS issues, reviews risk assessments, and develops policies related to OHS in the SOVS. Finally, Space Managers are responsible for day-to-day management of School areas.

2.1 OHS Management System

The SOVS uses the UNSW OHSMS (Occupational Health & Safety Management System). This includes policy, procedures and guidelines and can be viewed at the website: http://www.hr.unsw.edu.au/ohswc/ohswc_home.html

The School is implementing the UNSW OHSMS. SOVS "space managers" and OHS representatives assist staff, students and visitors in complying with the UNSW OHSMS.

2.2 Space Managers

The day to day management of SOVS OHS activities is co-ordinated through "Space Managers". The current Space Managers are:

Level 1 Clinic	Mr. D. Pye
Level 2 Computer Lab	TBA
ROK Group lab	Mr. A. Alharbi
Remainder	Dr. B. Junghans
Level 3 Research Laboratories	Dr. C. Avudainayagam
Dispensing Laboratory	Dr. C. Avudainayagam
Offices	Prof. F. Stapleton
OMB Teaching Laboratories	Drs. Avudainayagam
ORLab	Mr. B. Cheng

Any OHS or other issues related to these spaces should be referred to the relevant Space Manager.

2.3 OHS Committee

The SOVS OHS Committee has representatives from the following groups:

Nominated Members:

Head of School:	Prof. F. Stapleton
Director of Clinics:	Mr. D. Pye
Secretary:	Ms. B. Lu

Elected Representatives:

Undergraduate Student Contact:

Academic Representative/Co-Chairman :	Your year representative Dr. L. Asper
Academic Representative/Co-Chairman:	Dr. K. Avudainayagam
General Staff Representative:	Mr. T. Dawson
Part Time Staff Representative:	Ms. C. Capelli

You may report any OHS issues to your representative or other committee member.

3 OHS Duty of Care

By law, UNSW must provide a working environment that is safe and without unreasonable risks to health for students, visitors and staff. These obligations are known as a duty of care.

Students, staff and visitors also have a duty of care while at the University. In the context of this section of the Act, the obligations of students are considered to be the same as employees.

Further information about your legal obligations under the NSW OHS Act can be found at www.workcover.nsw.gov.au

General Safety requirements in the School of Optometry and Vision Science

The School believes that accidents are preventable, and that safety, health and environmental performance can always be improved. The following points provide a general framework about general safe behaviour that is consistent with the UNSW OHS Policy:

- All staff, students and visitors have a duty of care to ensure their own health and safety.
- All staff, students and visitors must act in accordance with all general safety directions and all specific safety rules in areas of high risk (for example, laboratories).
- Behaviour that endangers the health and safety of others is unacceptable and will not be tolerated.
- Behaviour that endangers the environment is unacceptable and will not be tolerated.
- Racial or sexual discrimination is unacceptable and will not be tolerated.
- UNSW is a no smoking employer.
- The School does not permit the use of illegal drugs or allow intoxicated persons on site.
- Workplace hazards and risks are identifiable and therefore risks can be eliminated or controlled.
- All activities that use School facilities or resources and for which a potential risk exists must be assessed using the UNSW Risk Assessment system, introduced at Section 4.1.
- The use of all hazardous substances must be reviewed prior to use. This must include at least a review of the Material Safety Data Sheet (MSDS) for the chemical (see section 5.2). The School's MSDS Registers are available in the following locations:

ORLab	OMB
Prep. Room	Level 2, Rm 2.029
Clinic	Clinic Staffroom, Rm 1.050
- Where a risk cannot be eliminated, it must be controlled in accordance with Clause 5 of the NSW OHS Regulation 2001 using the hierarchy of controls (introduced at Section 4.2).
- Where a risk can only be rendered safe through the use of controls, these must be specified and used. Selection of control
- must be made using the hierarchy of controls (introduced at Section 5.1).
- Where they exist, Safe Working Procedures must be followed (introduced at Section 5.2).
- No person should operate any plant or equipment until they have been trained in its safe use, and until they have been assessed as competent in its use.
- All facilities, plant, equipment, materials (and the like) should be maintained to a satisfactory standard.
- No hazardous substance should be used without reference to the material safety data sheet (introduced at Section 5.3).
- If personal protective equipment (PPE) is required to be used as a risk control, it must be used properly and in all specified situations (introduced at Section 5.4). Such PPE must comply with relevant Australian Standards. Ask your supervisor if you are unsure about whether PPE is necessary for any particular task that you undertake.
- No eating or drinking in areas where risks exist.
- In any emergency, please follow directions given by Staff (see Section 7.1).

- Accidents or unsafe acts should be reported to Supervisors or Space Managers as soon as possible.

4. Risk Management and the UNSW Risk Assessment System

Risk management means the systems, processes, procedures and standards that are used to minimise the occurrence of incidents and accidents, including injuries to people, damage to equipment and to buildings as well as "near hits."

4.1 UNSW Risk Assessment System

From July 2003, all prospective activities conducted by staff or students that use SOVS facilities and resources and that have a risk associated with them are required to have a risk assessment conducted for them. Risk Assessment conducted in the SOVS will be in accordance with the UNSW Risk assessment system and is outlined on the OHS Website: www.hr.unsw.edu.au/ohswc/ohs/ohswc_home.html

Risk assessments conducted using this system includes a number of steps: background information, identification of hazards, possible risks, risk reduction and control, assessment of risks, elimination or control of the risks, verification and supervisor approval. The SOVS and associated research labs have risk registers. You should consult the relevant register or your supervisor to be informed of potential hazards and risks associated with your job.

4.2 Risk Assessment Approvals and Records

Finally, once completed and approved, a copy of the risk assessment must be lodged with your OHS representative or the School office.

5 Some Important Safety Concepts

5.1 OHS General Principles of Risk Control

Clause 5 of the NSW OHS Regulation 2001 provides a basis for the hierarchy of controls.

The Hierarchy of Controls

- **Elimination:** If at all possible, the risk should be eliminated. Where elimination is not possible, the risk should be controlled using means that are commensurate with the risk. Options for control and their order of priority include:
- **Substitution:** For example, replacement of materials with less hazardous materials, or reorganisation of tasks or processes to make them less risky.
- **Isolation:** This is where hazards or risks are located away from everyday activities. Isolation may be by location (carrying out the activity at an isolated area) or by time (carrying out the risk activity at a time when few people are around).
- **Engineering controls:** These are controls that rely on plant or equipment (such as machine guards, fume cupboards or bio-safety cabinets) to control risk. Further, engineering controls must be kept in good working order; any problems should be promptly reported to the Supervisor or Space Manager.
- **Administrative controls:** These are controls that rely on safe systems of work to minimise risk. Examples include general procedures, such as hazard information, competency training and adequate supervision; or specific safe work procedures (SWM, tag and lock out procedures, job rotation and the like).
- **Personal protective equipment:** These include helmets, safety glasses, respirators and masks, ear muffs, impervious gloves, aprons, safety boots and harnesses for fall protection.

Where a risk assessment specifies that a control, such as isolation, engineering control, SWP or PPE is recommended, it must be used, and must be used properly.

5.2 Safe Work Procedures

Safe work procedures are administrative controls in the form of written procedures that are designed to minimise risks when using equipment or undertaking a process or task and should always be followed. The procedures normally include general information, specific information and instructions on how to carry out the task or process. Guidelines for writing safe work procedures are available on the UNSW OHS website.

For example, a safe working procedure might contain:

- A description of the hazards associated with the use of the equipment, process or task;
- The precautions to be taken before the equipment is used or the task undertaken. This includes: any actions and observations necessary to ensure the work area is safe; check that the equipment is in good order; the materials to be used; and the steps to prepare the equipment for use;
- Steps to be followed when using the equipment or undertaking the task;
- A list of the required controls (especially PPE) to be used;
- Steps to be followed when the task is completed to make the equipment and area safe for others.

5.3 Material Safety Data Sheets (MSDS)

An MSDS is a document that must be supplied for all hazardous substances in accordance with Chapter 6 of the NSW OHS Regulation 2001.

The MSDS should contain information on the properties and hazards of a hazardous substance, and on how exposure to such hazards can be minimised in normal use, or in emergency situations.

MSDS must be accessible to staff and students at all times, and must be kept in a Hazardous Substances Register. For MSDS locations, please refer to section 3.1 General Safety Requirements in the School of Optometry & Vision Science.

5.4 Personal protective equipment (PPE)

- PPE is designed to protect the person wearing or using the equipment from a particular hazard;
- PPE must be properly fitted and used. Staff and students should be expected to be asked to demonstrate correct use of PPE;
- PPE must be in good condition and properly maintained. It must be replaced if defective;
- When a sign or notice is displayed directing the use of PPE within an area, then anyone entering the area must use or wear that PPE;
- When a sign or notice is displayed directing the use of PPE when operating equipment, then anyone operating or using the equipment must wear the PPE;
- All selected PPE must comply with relevant Australian or equivalent standards.

6 Emergencies

The School of Optometry and Vision Science is located in Sector 5 of the UNSW Emergency Sectors.

Rupert Myers Building SECO (Sector Emergency Control Officer) i- Dr. Lewis Williams (x57470).

Deputy SECO - TBA.

Level 1 Floor Wardens – Mr. T. Dawson (x 54624) and Ms K. Brown (x 54356)

Level 2 Floor Warden – Mr. S. Gorjian (x 54623)

Level 3 Floor Warden - Dr. C. Suttle (x54620)

Assistant Level 3 Floor Warden - Prof F. Stapleton

Old Main Building (SOVS areas) floor warden – Mr. B. Cheng

6.1. Basic Emergency procedures

Basic procedures in an emergency are: Inform (as a minimum, people in the immediate vicinity), Confine (if possible, and without unnecessary risks), Evacuate (if necessary), Call for assistance (see front of this booklet for information on contacting UNSW Security).

6.2. Evacuation

The Rupert Myers Building has a full alarm and evacuation system.

6.3. Evacuation Assembly Area

The Evacuation Assembly Area for the Rupert Myers Building is located on the grassed area in front of the Old Main Building and west of the paved area at the end of the Rupert Myers Building.

6.4. Specific Emergency procedures

Fire

If safe to do so, and you have the necessary skills, try to extinguish the fire with the appropriate extinguisher. However, it is imperative that you do not take any unnecessary risks.

Spills

If safe to do so, and you have the necessary skills, try to contain the spill. However, it is imperative that you do not take any unnecessary risks.

First Aid

The School First Aid Officers are as follows:

Level 1 Mr. Trevor Dawson (x 54624) and Ms. Kristine Brown (x 54356)
Level 2 Mr. Sargon Gorjian (x54623)
Level 3 Ms. Michelle Bonanno (x54639)

First Aid boxes are locations are as follows:

Level 1 Clinic Reception
Level 2 Preclinical Laboratory (2.009)
Level 3 School Office (3.003)
OMB Teaching Laboratory OMB25
ORLab Office (LG22)
Randwick R1 Photometric Laboratory LG1

6.5 Incident Reporting

All incidents should be reported on the UNSW Hazard Reporting form (OH5001) available from the OHS website under "forms and checklists"

6.6 Location of Fire Exits and Fire Extinguishers

Fire Exits – all are marked with green exit signs

3rd floor:

- Near lifts (to the right as you face the lifts)
- Between dispensing lab and main office

2nd floor

- Near lifts (to the right as you face the lifts)
- At far end of hall (furthest from the lifts) near ORLAB

Ground floor

- Front door (glass)
- At end of long hallway, past clinic rooms – glass door
- To the right of the lifts

Fire Extinguishers

3rd floor:

- Near lifts (to the right as you face lifts), behind grey door with red label
- Between dispensing lab and main office, behind grey door with red label
- On wall outside toilets, to left of lifts

2nd floor

- Near lifts (to the right as you face lifts), behind grey door with red label
- At far end of hall (furthest from the lifts) near ORLAB, behind grey door with red label
- On wall outside toilets, to left of lifts
- In the hallway outside the AOP seminar room, opposite the chemistry lab

Ground floor

- Near lifts (to the right as you face lifts), behind grey door labelled fire hose
- Near fire exit at end of long hallway, behind grey door with red label
- On wall outside toilets, to left of lifts
- On wall near dispensing area of clinic

7. Other OHS Induction Information

7.1. Medical Problems

The University has a Health Service located in the Quadrangle Building. The Health Service can be contacted on 9385 5425.

7.2. Difficult Life Event

The University has a free Counselling Service located in the Quadrangle Building. The Counselling Service can be contacted on 9385 5418.

7.3. Learning Problems

If you have any Learning Problems contact the Learning Centre on 9385 3890.

7.4. OHS Dispute resolution procedure

For help with a dispute regarding workers compensation, see the following website:
www.hr.unsw.edu.au/ohswc/workerscomp/injurymgt.html

7.5. UNSW Rehabilitation policy

For information on the UNSW Return to Work Program, see
www.hr.unsw.edu.au/ohswc/workerscomp/returntowork.html

7.6. Health monitoring relative to your work

For information on health monitoring relative to your work, go to the Ohs website, and follow the links : click element 5- Measurement under OHSMS. The website is
www.hr.unsw.edu.au/ohswc/ohs

7.7. Inappropriate Use of School Resources

Attention is drawn to the University's expectations in relation to appropriate conduct. This includes the requirement that UNSW facilities are not to be used for the deliberate or negligent preparing, storing, transmitting or displaying of racist, pornographic or other offensive material. These requirements are outlined in policies such as UNSW Rules Relating to Student Use of Computing and Electronic Communications Facilities.

7.8. Specific OHS Training

OHS Training courses are provided with regard to several issues such as hazardous substances, laboratory safety and OHS awareness, among others. Go to http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training.html for information on courses available and how to enrol.

8. UNSW Resources

8.1. Security

Emergency Management Systems at UNSW are handled by UNSW Security.

In any Emergency, the UNSW Emergency extension number is:

56666

When the call is answered describe:

- the location of the emergency (Building, Room or Laboratory Number)
- the type of emergency
- your name and phone number

8.2 OHS Websites

The UNSW OHS website is a useful resource contains information on many of the safety issues that may affect staff and students (for example; OHS, bio-safety, chemicals, radiation, dangerous goods). Relevant web pages include:

UNSW OHS Policy

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html

UNSW Consultation Structures

http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_consultation.pdf

UNSW Hazard or Incident Reporting

http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_hazard&incident_reporting.pdf