



School of Biological Sciences Safety & Environmental Information

Safety in the Workplace



Emergency Contacts

Don't Panic
Keep calm in all situations
IN AN EMERGENCY RING x53333
External p.h. 336-53333

(to contact Security for a NON-EMERGENCY situation call x51234)

Emergency Contacts – University

Hazard	What to Do	Who to Contact	Extension
Fire	Contact Security	Security Officer on Duty	53333
Explosion	Contact Security	Security Officer on Duty	53333
Spill	Contact Security Alert people in the area and supervisor	Security Officer on Duty	53333

Important Contacts – University

Subject	Contact	Person	Extension
Fire Safety Issues	P&F Security Section	Fire Safety Officer	52329
Environmental Contingency Issues	P&F Division Operations	Environmental Engineer	51587
Hazards, Risks and Emergency Issues	Faculty of Science	OH&S Manager	58504

School of Biological Sciences / Faculty of Science

Role	Name	Room No	Phone No
Head of School	Mark Blows	8-204	52471
School Manager	Susan Lowrey	8-204	52472
Safety Manager (WHSC)	Miller Zivkovic	60-320	52441
Building & Facilities Officer	James Boulter	8-164A	57404
Scientific Officer and OH&S Support	Selena Hobbs	8-254B	52492
First Aid Officer	Selena Hobbs	8-254B	52492

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Context

This document contains basic information on workplace health and safety requirements and other information applicable to the School of Biological Sciences.

Consolidated information can be found at www.uq.edu.au/ohs

Quick Guide

- You must be given laboratory- and area-specific inductions before you perform any work, particularly in a laboratory or workshop. These safety inductions address the risks which are specific to the laboratory, work area and procedures, and include the use of high-risk equipment and compressed gases.
- A [training needs analysis](#) based on the individual work area, is provided to staff, research higher degree students and visitors (including volunteers) as part of the induction process. The training required must be undertaken before work is done.
- If you work in a laboratory, you must also read the University's guidelines [Occupational Health and Safety in the Laboratory](#) and undertake relevant [online modules](#) as directed by your supervisor (e.g. chemical safety, compressed gases safety, field safety etc.).
- Risk assessments must be prepared and **(APPROVED)** before new work is performed. Risk assessments must be audited periodically.

Records of online inductions are stored in University systems. Records of other inductions must be kept by you and your supervisor.

Workplace Health and Safety

1. Queensland Government Legislation and regulations

Health and Safety at UQ is governed by the *Queensland Workplace Health and Safety Act 2011*. This is a legal requirement placed upon the University and its staff.

A useful guide to interpreting the Act can be found [here](#).

A summary of Queensland's new work and safety laws can be found [here](#).

REMEMBER: *Tasks can be delegated, responsibility cannot.*

2. University of Queensland Occupational Health and Safety Policies

The University's Workplace Health and Safety policies are set out in the UQ Policy and Procedures Library (PPL), [Section 2](#). These policies underpin the legislation set out above and allow UQ to meet its obligations under the various Acts and regulations. Useful guidelines and procedures area also found here.

Additional information, including training, risk management and incident reporting, are easily accessed from the Occupational Health and Safety Unit's [website](#).

3. OH&S Goals

Each year, the University, the Faculty and your School provides a report on progress toward meeting the University's [OH&S Goals](#). The goals set out a set of responsibilities for the University, managers/supervisors and individual staff (including RHD students and visitors).

4. Safety Notice Board

There is a safety notice board in both Goddard level 2 and Gehrman levels 3 and 8.

5. Appointment of a Workplace Health and Safety Coordinator (WHSC)

There is a [WHSA](#) appointed by the School. Information about the role of the WHSA is found in University [policy](#).

WHSA Contact: m.zivkovic@uq.edu.au ,

Back-up contacts:

Selena Hobbs: s.hobbs@uq.edu.au

6. Workplace Health and Safety Representative (WHSR)

Information about the role of the WHSR is found in University [policy](#) in the Consultation & Reporting section.

WHSR Contact: None have been appointed at the present time.

7. Health and Safety Consultation

7.1 Committees

The School has a Health and Safety Committee which meets a minimum of four times a year. Through this committee staff are involved in the decision-making process on issues which have an impact on Workplace Health and Safety. Representatives include members of the academic and professional staff.

For minutes of the School OH&S meeting

Contact: EA to the Head of School

7.2 Email and Newsletters

Important and/or urgent OH&S information is sent by email.

The School publishes an electronic [newsletter](#). Useful OH&S information is occasionally included in the newsletter. Please be sure to read the newsletters and emails.

7.3 Raising Issues

Contact the WHSA, Head of School or School Manager if you have any concerns or questions about safety at UQ.

Where a conflict occurs about a safety issue that cannot easily be resolved, the matter will be referred to the School's OH&S Committee or to the Faculty Committee if required.

If you wish to remain anonymous, you can report the matter to the WHSA, who will raise the issue with the Occupational Health and Safety Committee, with the Head of School or the School Manager as appropriate.

8. Risk Management and Risk Assessments

UQ's Risk Assessment and Management Guidelines can be found [here](#).

8.1 Risk Management

Risk Management is a process for controlling exposure to health and safety risks associated with hazards in the workplace. Risk Management involves:

- a careful examination of what could cause harm to you and the people around you in your workplace;
- weighing up whether you have taken enough precautions, or whether you should do more to prevent harm; and
- controlling exposure to prevent harm.

Risk Management involves the following steps:

1. Identify hazards
2. Assess and prioritise risks
3. Decide on control measures including hierarchy of control
4. Implement control measures
5. Monitor and Review

New code of Practice 2011 How to Manage Work Health and Safety Risks

<https://www.worksafe.qld.gov.au/>

8.2 Risk Assessments

Risk Assessments are placed in the University's on line [risk assessment database](#).

A Risk Assessment is required before work commences in the following circumstances:

- new procedures/experiments, etc
- making a significant change to current procedures/experiments, fieldtrips etc.
- new equipment being used
- doing work in a different lab or site
- any time after there has been an incident

The procedures to manage the risks identified by your risk assessment should be incorporated into your experimental design and written into your Standard Operating Procedures (SOPs).

8.3 Monitoring, Review and Audits of Risk Assessments

Risk Assessments should be reviewed regularly. Review should occur whenever there is a change in the procedure or, as part of the follow-up if an incident occurs. Risk Assessments should also be audited periodically.

8.4 Training Courses

Training for the use of the Risk Assessment database can be booked through the [Teaching and Educational Development Institute](#) "University Staff Development Program".

9. Staff Responsibilities

Safety is everyone's responsibility. University [policy](#) sets out the responsibilities of individual staff, supervisors, and heads of units with respect to provision of OH&S management, information, training and supervision.

10. Chemical Registers and Lab Safety Door Charts

10.1 Chemical Register

It is a University requirement and an important part of managing risk in your laboratory to have an up to date register of all the chemicals and gases in your Laboratory.

The information compiled in the register will enable the preparation of the Laboratory Safety Door Chart for your laboratory (see below).

10.2 Safety Door Charts

Safety Door Charts are placed on all laboratory doors to notify occupants and visitors of the hazards located within each laboratory and the necessary personal protective equipment required in these Laboratories. The information on the charts is also used by rescue workers should an emergency occur.

[Caution Lab Door Template Biological Sciences](#) under section OHYG – Checklists & Forms or contact your WHSA.

11. Safety Features

Safety showers, eye wash stations and first aid kits are available around the School's buildings.

Consideration of the ease of access to this equipment may form a part of some risk assessments.

11.1 Safety Showers

Safety showers are found in the following locations -

Building	Rooms
Goddard 8 Eyewash/Shower combo level 1	110A, 124, 130, 131, 146A, 159, 164
Goddard 8 Eyewash/Shower combo level 2	211, 217x2, 226, 254, 255x2, 256A
Goddard 8 Eyewash/Shower combo level 3	305, 305A, 307, 310B, 336, 385, 383x2,
Gehrmann 60 Eyewash/Shower combo level 3	339A, 327
Gehrmann 60 Eyewash/Shower combo level 7	727, 728A, 728, 729, 731
Gehrmann 60 Eyewash/Shower combo level 8	803, 807, 802, 821x2

11.2 Eye Wash Stations

Eye wash stations are found in the following locations –

Building	Rooms
Goddard 8 Eyewash level 1	110A, 124, 130, 131, 146A, 159, 164
Goddard 8 Eyewash level 2	211, 217x2, 226, 254, 255x2, 256A
Goddard 8 Eyewash level 3	305x2, 305A, 307, 310B, 336, 379A, 385, 383x2,
Gehrmann 60 Eyewash level 3	339A, 327
Gehrmann 60 Eyewash level 7	727, 728A, 728, 729, 731
Gehrmann 60 Eyewash level 8	803, 807, 802, 821x2

11.3 First Aid Kits

First aid kits are found in the following locations – First Aid assistance during standard working hours can be accessed via:

- Your local First Aid Officer
- [The University Health Service](#), Mon – Fri 8:30 – 5:00pm phone 3365 6210, Level 1 Gordon Greenwood Building 32.
- Urgent medical assistance contact 3365 3333 (Ext 53333) all hours.
- For additional information refer to the [First Aid Guideline](#).

Building	Rooms
Goddard Building 8	204, 217, 221, 229, 236, 254, 254B, 256A, 305, 310B, 340, 385, 383, 509
Gehrmann Building 60	319, 333, 320, 724, 820, 821

11.4 Defibrillator

Defibrillators (automatic CPR devices)

Building	Rooms
Goddard	N/A
Gehrmann	N/A

12. Fire and Emergency Evacuation Maps

You will be advised during the building induction what to do in case of an emergency. Evacuation drills are carried out once a year and are conducted by a Property and Facilities Fire Safety Officer.

The Annual Fire Safety module must be completed every year. The online module can be accessed [here](#).

Fire and Emergency Evacuation Maps are located in stairwells, near the fire stairs and in several other locations around the buildings

You should locate the map nearest you and familiarise yourself with the information it provides NOW, as you may not have the time in an emergency situation.

You can also use the electronic link to the Fire and Emergency Evacuation plans for our buildings.
<http://fireevacuationplans.pf.uq.edu.au/web/pages/maintenance/maintainPlans.aspx>

- Click on link
- Choose Site from drop down menu (site = St Lucia)
- Choose Building from other drop down menu

13. Standard of Dress and Personal Protective Equipment

There are many different types of work carried out in the School. The type of clothing and footwear appropriate varies depending on where the work is undertaken. If you are required to wear Personal Protective Equipment (PPE) in an area or areas where you will work, you will be advised as part of the induction provided by your supervisor or the lab manager.

UQ's policy can be found [here](#).

PPE requirements are also listed on the safety door charts on lab doors.

14. Electrical Safety

All electrical goods used at the University must be tested and tagged prior to use.

15. Hazardous Substances, Chemical Storage, Separation and Labeling

Information on hazardous substances, chemical storage and disposal can be found [here](#).

Carrying out a Risk Assessment of your process will highlight many of the issues which could arise during the *use* of the chemicals.

A guideline on the safe storage of chemicals can be found [here](#).

16. Manual Handling and Ergonomics

Information on manual handling and ergonomics (e.g. choosing and adjusting furniture, including computer workstations) can be found [here](#).

17. Incident Reporting

Reporting an incident or accident helps you and others prevent similar problems happening in the future.

All accidents involving staff, students, visitors or subcontractors including 'near miss' incidents must be recorded using the on line [incident report](#) form.

18. Injuries at Work

If you are injured at work (or on your way to or from work) you may be eligible for Workers' Compensation.

Contact: [Work Injury Management Section](#).
