OHS Induction

Melbourne School of Psychological Sciences
Topics

- Emergency response,
- Security,
- Risk management,
- Consultation,
- Online training modules, and
- Other information for your awareness.
Introduction

What is Safety?
“The condition of being protected from, or unlikely to cause danger, risk, or injury” – Google definition

OHS Policy and Procedures

The University has in place an OHS Policy that governs its commitment to safety, supplemented by various procedures and guidelines making up a safety management system, which aims to provide a safe place of work and study.
Emergency Response

**Emergency Procedures**

**Evacuation**
1. Upon hearing **BEEP, BEEP, BEEP** prepare for emergency evacuation.
2. If safe to do so:
   a. Switch off or make safe equipment, chemicals and substances.
   b. Secure valuables and personal belongings.
3. Upon hearing **WHOOP, WHOOP, WHOOP** or instructed to evacuate, leave immediately via the nearest safe emergency exit.
4. Assist occupants with disability or mobility impairment, if safe to do so.
5. Assemble at designated assembly area and follow warden instructions.
6. Remain at designated assembly area until all-clear is declared by emergency services, Security or Chief Warden.

**Shelter in Place**
1. Upon it being unsafe to evacuate a building and/or instructed by wardens, Security or emergency services prepare to shelter in place.
3. If safe to do so:
   a. Call 000 for Police and 834 46666 for Security
   b. Alert other occupants
   c. Set mobile phones and other devices to silent
   d. Look or secure building entrances, access doors, individual rooms and offices. If appropriate, barricade entries and doors
   e. Cover windows
   f. Move to a **secure area** below the window line
4. Maintain "shelter in place" until confirmation of all-clear is declared by emergency services, Security or Chief Warden.

**Building number and address:** (BN115) - Redmond Barry Building located at the Parkville Campus – (entrance via Gate 1; Tin Alley)
**Designated assembly area:** (PRIMARY) University Plaza (Secondary) Near University Athletics Track

In a life-threatening emergency, call 000

Opens Fire Exit Doors

Internal Alarm – Notifies Security

Alarm Notifies MFB
Emergency Contacts

Posted near lifts and West End of Building

AED

Ground Floor (Near Elevators)
Risk Management

- Identify Hazards/Risks
- Assess
- Develop Control Measures
  - Refer to the Hierarchy of Control
- Implement
- Monitor and Review

Hierarchy of Controls

1. Elimination
   - Physically remove the hazard
2. Substitution
   - Replace the hazard
3. Engineering Controls
   - Isolate people from the hazard
4. Administrative Controls
   - Change the way people work
5. PPE
   - Protect the worker with Personal Protective Equipment

Risk Management

Risk Register – identifies local hazards and control measures in place to reduce the level of risk.

### Likelihood

- **Almost certain** – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
- **Likely** – will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)
- **Possible** – might occur when the activity is undertaken (21 to 50% chance of occurring)
- **Unlikely** – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)
- **Rare** – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

### Consequence

- **Insignificant** – First aid treatment, minor injury, no time off work
- **Minor** – Single occurrence of medical treatment, minor injury, no time off work
- **Moderate** – Multiple medical treatments, non-permanent injury, less than 10 days off work
- **Major** – Extensive injuries requiring medical treatment (e.g., surgery), serious or permanent injury/illness, greater than 10 days off work
- **Severe** – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

### Risk Rating Priority for Action

<table>
<thead>
<tr>
<th>Risk acceptance guide</th>
<th>Action</th>
<th>Recommended action time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme</td>
<td>Not acceptable</td>
<td>Cease or isolate source of risk, implement further risk controls, monitor, review and document controls</td>
</tr>
<tr>
<td>High</td>
<td>Generally (in most circumstances) not acceptable</td>
<td>Implement risk controls if reasonably practicable, monitor, review and document controls</td>
</tr>
<tr>
<td>Medium</td>
<td>Generally (in most circumstances) acceptable</td>
<td>Implement risk controls if reasonably practicable, monitor, review and document controls</td>
</tr>
<tr>
<td>Low</td>
<td>Acceptable</td>
<td>Monitor and review</td>
</tr>
</tbody>
</table>
## Risk Management

<table>
<thead>
<tr>
<th>Activity</th>
<th>Associated Hazards/Risks</th>
<th>Inherent Risk Analysis</th>
<th>Inherent Risk Rating</th>
<th>Legislation/Standards/ Guidance</th>
<th>University Policies and Requirements</th>
<th>Controls</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word processing/data entry</td>
<td>Musculoskeletal disorders/injuries, including overuse injuries, due to:</td>
<td>Unlikely</td>
<td>Moderate</td>
<td>• Occupational Health and Safety Act 2004 (Vic)</td>
<td>• Health &amp; Safety: Risk management requirements</td>
<td>• Scheduled workplace inspections</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>• inappropriate work station layout and design</td>
<td></td>
<td></td>
<td>• Occupational Health and Safety Regulations 2017 (Vic) Part 3.1 Hazardous Manual Handling</td>
<td></td>
<td>• Work station self-assessments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• unsuitable computer based equipment and/or office furniture</td>
<td></td>
<td></td>
<td>• OfficeWise (Vic)</td>
<td></td>
<td>• Purchase and use of suitable equipment and office furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• long periods of data entry without breaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Task variety and regular short defined breaks during data entry</td>
<td></td>
</tr>
</tbody>
</table>

![Figure 4.18 Controlling risk of storage at height](image1)

![Figure 2.3 Relaxed, comfortable work positions](image2)

![Figure 4.7 Seat height and footrest adjustment](image3)

*Image Source: OfficeWise (Vic)*
Ergonomics

• Complete and send back to your OHS Advisor

• For further assistance contact your OHS Advisor
Ergonomics

- Students with a disability/injury requiring equipment can contact **Student Equity and Disability Support** for support.

  equity-disability@unimelb.edu.au
Hazard and Incident Reporting

Reporting information and help is available at:

http://safety.unimelb.edu.au/#incident-reporting

Report all incidents to your supervisor **immediately**, followed by a formal online Incident/Hazard Report within 24 hours.
Electrical Safety

All broken/damaged equipment must be reported to your supervisor or OHS Advisor (level 12 reception).

• All unsafe equipment is to be removed from use and tagged-out with a yellow CAUTION tag, available from OHS Advisor or on the OHS noticeboard.
Security and Access

After hours constitutes between 7.00 pm and 7.00 am Monday to Friday or on weekends.

For access, please complete the following:

• Review the University Working in Isolation Procedure
• Consult your Supervisor to complete the ‘Working in Isolation Form’ if applicable and send form back to:
  Swaved Marcinski
  OHS Advisor
  Faculty Medicine, Dentistry & Health Sciences
  Level 12, Rm 1209, Redmond Barry Building (Mon-Tues, Thur-Fri)
  The University of Melbourne, Victoria 3010 Australia
  T: 8344 8841 – Parkville, 9496 5547 – Heidelberg
  M: 0466 423 253
  E: swaved.marcinski@unimelb.edu.au

(Link to procedure and form will be sent in a summary email)

For issues with access within building, please contact MSPS enquiries office on level 12
UoM Security: 8344 6666

Emergency Procedures

EVACUATION
1. Upon hearing BEEP, BEEP, BEEP prepare for emergency evacuation.
2. If safe to do so:
   a. Switch off or make safe equipment, chemicals and substances.
   b. Secure valuables and personal belongings.
3. Upon hearing WHOOMP, WHOOMP, WHOOMP or instructed to evacuate, leave immediately via the nearest safe emergency exit.
4. Assist occupants with disability or mobility impairment, if safe to do so.
5. Assemble at designated assembly area and follow warden instructions.
6. Remain at designated assembly area until all-clear is declared by emergency services, Security or Chief Warden.

SHELTER IN PLACE
1. Upon it being unsafe to evacuate a building and/or instructed by wardens, Security or emergency services prepare to shelter in place.
2. Maintain all-clear by sheltering.
3. If safe to do so:
   a. Call 000 for Police and 634 45666 for Security
   b. Alert other occupants
   c. Use mobile phones and other devices to share information
   d. Lock or secure building entrances, access doors, individual rooms and offices. If appropriate, barricade entries and doors
   e. Cover windows
   f. Move to a secure area below the window line
4. Maintain “shelter in place” until confirmation of all-clear is declared by emergency services, Security or Chief Warden.

Building number and address: (BN115) – Redmond Barry Building located at the Parkville Campus – (entrance via Gate 1; Tin Alley)
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Training

All University core compliance modules, health and safety hazard based training and bookable classroom sessions are available through the University's training platform TrainME.

Students are to enrol into the following online modules:

- **OHS Roles and Responsibilities**

Instructions on how to enrol will be provided in the summary email.

Each member must complete mandatory OHS training within **FOUR WEEKS** from commencement.
The School of Psychological Sciences has an OHS Committee which meets quarterly to discuss OHS issues.

Any issues/matters wished to be discussed may be raised on your behalf

• List of Committee members on noticeboard in lunch room.
• MSPS has an elected HSR also listed on the board
  – Cameron Fletcher

Minutes are displayed on the OHS noticeboard Lunch room on level 12
Issue Resolution

The University has in place an Issue Resolution procedure found on the intranet site.

Your supervisor/course lead is the first point of contact for any matters relating to OHS.

Any OHS matters not being addressed by your supervisor – contact your OHS Advisor.
Discrimination, harassment and bullying

The University has in place:

• Equal Opportunity Policy
• Discrimination, Sexual, Harassment and Bullying Procedure

Any issues relating to such matters, personnel may seek advice from the Faculty HR team, details with further information are located on the intranet site under:

• Equity and Diversity Hub
UniSafe App

Support Services
The University of Melbourne offers a variety of wellbeing and support services for staff and students. Below are some of the resources that are available to you.

Safer Community can be contacted on (03) 9035 8675 or by email at safer-community@unimelb.edu.au.

The Australian-first free ‘UniSafe’ phone app provides emergency contact details and safety information for all members of the University community.

University Security offers a Security Escort Service if you feel unsafe getting around the Parkville or Southbank campus. Trained security officers are available to escort you to locations on or near the campus. This free service is available to all students and staff from anywhere on campus. You can book an escort at any time, or book in advance to avoid delays. Request this service by calling University Security 834 46666 or 1800 246 066 (free call).

In a life-threatening emergency, staff and students should call 000, then call University Security on 834 46666.

Resources:
- Security Escorts
- Campus Security
- Emergency Blue Telephones
- Counselling and Psychological Services
- Student Equity and Disability
- Diversity and Inclusion
- Health Service
- Other.
Personal Vehicle Use OHS Approval - MS Flow Form

Application Form
- Process promoted during communiqué and during inductions with link provided in summary induction email
- Intranet site page also to be updated with information and links as seen in application form; for those perusing via OHS website
- Applicant fills out form (computer and mobile friendly)
- MS Form program records lodgment process in register, with view only by administrator

Supervisor Approval/Rejection
- Supervisor receives email request, which contains content as per application email with links to allow access to the procedure for review prior to approval/rejection if supervisor wishes to remind themselves what the details of application are.
- MS Form program records lodgment process in register, with view only by administrator

Applicant receives confirmation email
- Both applicant and supervisor receive confirmation email (supervisor as CC) to ensure a full circle of approval/rejection process
- Two separate emails developed for approval and rejection
- MS Form program records lodgment process in register, with view only by administrator

Applicant receives 12 monthly reminder email
- MS Forms has in-built formula set at 12 monthly interval automated to send an email reminder to renew application
- MS Form program records lodgment process in register, with view only by administrator
Smoking Policy

The University of Melbourne is smoke free

For more information visit: http://tobaccofree.unimelb.edu.au/
Where to find information?

UoM has in place various documents that make up the OHS System framework, these being the Policy which governs its commitment to safety, followed by procedures, guidelines, templates as well as information on various topic items, which are located on the UoM OHS webpage.

- FMDHS also have an OHS intranet page, for Faculty specific information, and
- MSPS has its own OHS intranet page for School specific information
NOTE: Email Summary will be sent out
Thank you
COMMONWEALTH OF AUSTRALIA

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