This training module is the general occupational health, safety and wellness induction for UQ workers.

The aim is to ensure you are aware of:

– the University’s commitment to occupational health and safety.
– your individual HSW responsibilities and duties.

You will learn about:

– HSW policies, procedures and guidelines (PPL).
– HSW at UQ, UQ Wellness and other HSW roles at UQ.
– HSW training programs.
– HSW consultation.
– HSW risk management.
– Hazard and incident reporting.
– Work Injury Management.
To meet this commitment, each person must follow safe working practices at all times, and take all reasonable care to prevent personal injury, injury to others, or damage to plant and equipment.

2.10.03 HSW Policy
To ensure we achieve our vision for 2021, we must adhere to the following principles:

- **Health, Safety and Wellness is a Moral and Ethical Responsibility**
- **Management is Accountable for Driving Health, Safety and Wellness in the Workplace**
- **It is Unacceptable for People to be Harmed in the Course of Their Endeavours at UQ**
- **Leadership Commitment on the Health, Safety and Wellness of Our People is Expected and Essential**

As part of the University’s tiered planning process the Health, Safety and Wellness Strategy will connect to the University’s Strategic objectives.
In delivering our 2021 vision, the focus on five priorities (above) has been developed to achieve the our principles (previous page).
Our Targets – Measuring our success

By 2021 we aim for an:

- Increase in safety culture perception among staff and students
- Increase in wellbeing satisfaction among staff and students
- Increase in health, safety and wellness preventative actions
- Decrease in the frequency and severity of injury or illness
Health, Safety and Wellness information and guidance resources

HSW information and guidance resources are found in two main locations. These are:

- Policies and Procedures Library (PPL)
- Organisational Unit Intranet
- HSW Division Website

HSW information specific to your workplace may also be found on your organisational unit intranet, and/or safety notice boards.

Please note this induction is in addition to your local area induction.
Health, Safety and Wellness at UQ

Provides overall direction, co-ordination and leadership to the University on health, safety and wellness matters, supports a positive HSW culture, and facilitates the effective management of HSW risk during teaching, research and support activities.

The University employs a number of specialist HSW advisers who provide services and advice on a range of topics including:

HSW Division Website
HSW Responsibilities -
Your duty as a worker

All persons at UQ have responsibilities for ensuring health, safety and wellness by:

- Following the UQ HSW policy and the Strategy’s health, safety and wellness principles and priorities
- Complying with safe working procedures
- Following the HSW directions given by a supervisor
- Assisting with the preparation of risk assessments and the management of risk
- Reporting workplace HSW incidents and hazards
- Using appropriate personal protective equipment

Refer to Policy 2.10.04 “Staff Responsibilities” to review your specific HSW Responsibilities.

Work Health and Safety Act 2011 (Qld)
Supervisor / Manager Responsibilities

Supervisors, Heads of Schools/Units and senior management have additional HSW responsibilities including:

- Allocating sufficient resources for HSW management
- Establishing and disseminating emergency procedures
- Implementing a risk management program
- Implementing a scheme for hazard and incident follow-up
- Ensuring the provision of HSW information, training and supervision
- Ensuring risk assessments occur
- Ensuring application of appropriate risk control measures

All Supervisors and Managers must attend the UQ Staff Development Program "HSW for Supervisors and Managers" Click here for the next available training session.
UQ Security
(ph: 336-53333)

- 24 hours, 7 days (located at St Lucia and Gatton)
- In any emergency situation at a University campus, call UQ Security for assistance, including:
  - Fire / Evacuations (If confirmed fire dial 000)
  - First aid and Medical Emergencies
  - Environmental Incidents (e.g. spill, explosion)
  - Bomb / Arson threats / Life threats
  - Vehicle Accidents / Hold-ups

**NOTE: Some off-campus locations may have additional local procedures. If you are working at an off-campus location, please contact your local Work Health and Safety Coordinator (WHSC) for advice.**

UQ SafeZone

- Free, easy-to-use, location-based mobile app
- Connects you directly with UQ security officers or emergency services
- Use during any type of first aid or emergency situation on UQ campuses and sites
- “Help” feature alerts UQ Security to your name, phone number and location

Please note - on some sites there is a Safety bus for use, maps for safe cycle routes and safe pathways – please check with the student centre or Security for more information.
Emergency Response - Fire  →  your responsibilities

- Each year you **must** complete:
  
  **UQ Annual Fire Safety Training**

Ensure you are familiar with your local:
  - Building/Floor Wardens
  - Building floor plan
  - Evacuation exits/routes
  - Assembly areas.

In the event of an emergency follow the directions of your Building/Floor Wardens and UQ Security Officers and/or the automatic announcements.

If confirmed fire dial 000

Fire evacuation exercises are carried out **annually** within individual buildings on University campuses.
Each workplace has a UQ Nominated First Aid Officer.

To know who your local First Aid Officer is check the Emergency Procedures Cards located in your area.

- On campus, you may call UQ Security for first aid and medical emergencies. Phone: 336-53333 but please follow your specific location card (e.g. right) for emergency numbers

- UQ Security will provide first aid assistance and liaise with Emergency Services Australia if necessary.

In Australia, for Emergency Services Australia (Police, Fire, Ambulance)

Phone: 000 (Triple zero)
UQ Health Care (UQHC) operates six primary health care medical centres at Annerley, Logan, Ipswich, Durack, Gatton and St Lucia.

• Experienced GPs, nurses, allied health practitioners and specialists delivering an integrated and multidisciplinary model of health care;
• UQHC is not-for-profit and 100% owned by UQ.

UQHC Campus Health Services

• Available for students and staff;
• UQ Health Care St Lucia located in Level 1 Gordon Greenwood Building (32);
• UQ Health Care Gatton* located in N.W. Briton Administration Annexe (8101A);
• Cornwall St Medical Centre* located in the PACE Building 20 Cornwall St Annerley;
• Extensive range of health services from treating acute illness to health assessments, chronic disease management, mental health, pregnancy and paediatric care, vaccinations, work related injuries/assessments and travel health;
• On-line appointments via http://www.uq.edu.au/healthservice/

* Bulk billing available
Alcohol, Tobacco Smoking and other Drugs

- While conducting University business you should not be affected by alcohol or other drugs.
- UQ recognises the right-of-choice of individuals in relation to drug and alcohol use, however, the University will intervene when drug and/or alcohol related behaviour causes harm, or has the potential to cause harm to individuals, property or the operation and reputation of the University.

**Alcohol**
UQ recognises through its policies and model practices as an employer and an educator, the responsible and moderate use by staff and students.

**Smoking**
Smoking is prohibited in all University buildings, vehicles and vessels.
UQ is transitioning to smoke-free from 1 July 2018. From that date smoking will not be permitted in or on any UQ-controlled premises or sites.
The impacted policies are being reviewed and updated.
UQ provides support for those individuals trying to quit.

**Prescribed and over-the-counter drugs**
UQ accepts the appropriate use of medicines, and provides pharmaceutical and retail outlets to provide a service in this area.
Possession and/or use of medications, including prescribed and over-the-counter drugs, is prohibited except when prescribed by a medical practitioner or permitted by law.

**Illicit drugs**
No member of the University community, or visitor, shall unlawfully possess, use, sell, or distribute drugs while engaged in University business or on University premises.

Administrators, managers and supervisors should advise those affected to seek assistance.
Employee Assistance Program

**employeeAssist®**
UQ provides up to six sessions of free, **confidential** counselling, coaching and support for employees and their family members for a broad range of work and life issues through the Employee Assistance Program (EAP).

**managerAssist®**
Also available is the managerAssist® program which provides coaching and support for managers in dealing with the people issues around issues such as performance, conflict, communication, individual or team behaviour.

- All information disclosed to counsellors is confidential.

The University’s EAP provider is:  
**Davidson Trahaire Corpsych**

Appointments can be made by calling 1300 360 364.
Student Assistance

Student Services

UQ provides students with resources and assistance around; International support, Accommodation, Learning, Wellbeing, Disability resources and UQ Respect.

This service can be found at: http://www.uq.edu.au/student-services/
The UQ Wellness Program actively promotes health and wellbeing options, and encourages work/life balance.

For example: Support for smoke free campuses, access to UQ Fitness Passport Program (UQ Fitness Passport Program) and Health and Well-being options tailored to you e.g. online health assessments.
HSW Training for UQ Workers

- Your specific HSW training requirements will depend on your experience, prior training and the nature of your work activities.
- Your HSW training requirements may vary over time, and as your project develops and/or work activities evolve.
- Please ensure you review your safety training needs with your Supervisor regularly using the Training Needs Analysis (TNA).
Online Training Modules

**Mandatory training**
- General Workplace Safety Training [5 year refresher]
- Annual Fire Safety Training [annual refresher]

You will be forwarded an email when your refresher training is due!

Other HSW training modules are available via Learn.UQ
In addition to online training modules, HSW staff deliver a number of facilitated training courses via the University Staff Development Program.

- Biosafety
- Chemical Safety
- Ergonomics and Manual Tasks
- Fire and Emergency
- Governance and Consultation
- Occupational Health
- Radiation Safety
- Safe Work Environment
UQ Safety Network

Work Health and Safety Managers/Coordinators (WHSCs) and Health and Safety Representatives (HSRs) facilitate the implementation of the HSW Management System within particular work units, and assist to ensure effective communication and consultation between workers and management.

- WHSCs are appointed by management.
- HSRs are elected by workers.

Click here to find out who is your local WHSC or HSR: UQ Safety Network

- Contact your local WHSC or HSR to discuss HSW matters,
  or the HSW Specialist Advisers.
HSW Consultative Committees

- Faculties/Institutes/Divisions maintain a local HSW Committee comprising a mix of management, WHSCs, HSRs and workers.
- Schools and Centres may also have HSW committees, which report to the relevant Faculty/Institute HSW Committee.
- Committees meet at least once every three months.
- These committees facilitate communication and consultation in relation to HSW matters at UQ.

For more information refer to UQ PPL 2.10.01 HSW Safety Committees
HSW Risk Management - operational risks

To ensure your safety and the safety of others, it is your responsibility to manage risks in the day-to-day activities you perform.

Refer to the Risk Management Procedure for explanation of how UQ manages HSW risk.
PPL 2.30.01 Health, Safety and Wellness Risk Management
How do you manage HSW risks?

In your day-to-day activities you must be aware of things or situations that could harm you. These are:

“Hazards”

At UQ, we have numerous hazards, the most common are:

- electricity
- manual tasks
- sedentary work (sitting at a workstation)
- hazardous chemicals
- biological hazards (human/animal, virus, GMO)
- machinery and equipment (called ‘Plant’)
- remote work
- psychosocial hazards (stress, fatigue)

When you know the hazards, you can reduce the likelihood you will be harmed by controlling the hazard. This is managing the HSW risks.

What next?
Managing HSW risks → your responsibilities

At UQ, Operational HSW Risk Management is more commonly referred to as ‘completing a Risk Assessment’.

UQ provides an online system (UQSafe – Risk) for staff and students to complete an HSW Risk Assessment for a task, activity or project you are performing.

RECOMMENDED

Tutorial videos demonstrate the process for completing a risk assessment with step by step visual and verbal instruction.

There may be work related activities where formally documenting a risk assessment will not be necessary. Click here for more information about ‘When to do a risk assessment’.
Doing a Risk Assessment → *basic requirements*

Risk Assessments should:
- be performed by the people involved with the task,
- identify the hazards and risks involved with the task,
- consider the potential interactions:
  - Are you sharing the facilities?
  - Is there maintenance staff, cleaners or others who visit the workplace?
- identify how you are going to control the hazards and risks,
- IMPLEMENT the controls.

Supervisors must approve risk assessments.
Supervisors must ensure that the controls are implemented and effective.

Click here for more information about doing an HSW [Risk Assessment](#)
Common UQ Hazards

There are many hazards at UQ and associated work facilities which can be viewed on Risk Assessment database. Several below have been highlighted as the top hazards.

- Electrical
- Chemical
- Plant and Equipment
- Biological
- Ergonomic
All staff and students must be aware of the potential health risks of working with and around electrical equipment in the workplace.

- At UQ, all electrical work on fixed wiring must be undertaken by Property & Facilities Division.
- All electrical work is to be tested by competent personnel to ensure that it is electrically safe.

- Electrical Equipment must be "Tested and Tagged" according to UQ guidelines.
- **Do not use** double adaptors or piggyback plugs.
- Electrical Incidents and unsafe situations must be reported.

Click here for more information about [Electrical Safety](#) at UQ.
Chemicals

- UQ uses and creates many potentially hazardous chemicals and substances.
- Persons working with hazardous chemicals must prevent harm to people or the environment.
- HSW Risk Assessments must be completed prior to working with hazardous chemicals/substances.
- In case of any emergency involving Hazardous Chemicals, contact UQ Security (follow location cards) for immediately for assistance.

- UQ Staff Development Program offer training courses in the safe handling and storage of hazardous chemicals
Hazardous Plant and Equipment

- Do not use any damaged plant or equipment.
- Do not use plant or equipment that you have not been trained/authorised to use.
- Do not use equipment for purposes other than for that it was designed.
- Consider PPE requirements for noise and vibration.
- Before using any piece of equipment, visually inspect it to make sure it is safe to use.
- If damaged – contact your Supervisor, Facility Manager or your local WHSC and refer to the PPL.
Biological Hazards

- UQ uses many biological materials that may be potentially hazardous
  - genetically modified material
  - biosecurity material (quarantine material)
  - risk group 2 or 3 biological material.

- HSW Risk Assessments must be completed prior to working with potentially hazardous biological material.

- For emergencies involving biological hazards, contact UQ Security.

All persons working with potentially hazardous biological material must complete Biosafety training. Click here: Learn.UQ

UQ Staff Development Program also offer Biosecurity training.

In addition Health Surveillance (Vaccinations) may be a requirement. Risk Assessment and/or training will indicate this for you. If you are preparing in advance and need information please contact Biosafety for more information.
Ergonomics

Manual tasks include almost everything we do in our work.

Does your work involve any of these activities?
Click on the picture for more information.

Remember: If you feel any pain or discomfort, report symptoms to your local safety coordinator and supervisor.

Complete the Computer Workstation online training module and use the Self-Assessment Checklist to ensure you are set up as optimally as possible.

Complete the Hand Tool Safety online training module.
Access to Laboratories and Sensitive Facilities

Access to many areas across UQ requires you to complete the relevant HSW training modules, inductions and in specific examples be granted access after induction, including:

- General restricted areas
- Plant rooms
- Laboratories
- Specific Research Institutes
- Animal, Glasshouse and Plant facilities, and
- Specific Offices.

Further access restrictions to certain UQ facilities may also be enforced due to unique hazards present or nature of the work being carried out. Before access is granted, these areas may require:

- Specialist training
- Medical clearance
- Health surveillance
- Training with specific PPE
- Understanding Risk Assessments for specific facilities
- After hours work.

- Requests for access by external parties and visitors should be referred to your Supervisor.
- Requests for access to UQ facilities by the media should be referred to your Communications Manager.
Reporting Hazards → *what to do*

- If you see a hazard that you can safely fix – then fix it!
- If you cannot fix a hazard yourself, ensure that the hazard is isolated or made safe in some way until it can be rectified.

*If the situation is an emergency, call UQ Security 336-53333, follow your specific emergency card (numbers vary with locations) and call 000 for confirmed fire.*

- **Report** the hazard firstly through WHSC or supervisors who can inform the local area, and then using the online Incident Reporting Database.

**“UQSafe – Incident”**

*UQSafe – Incident, provides staff, students, contractors and visitors with a user-friendly way to report health, safety and wellness related hazards and incidents.*

Click here for more information about reporting a hazard **“What should be reported”**
If you are injured or involved in an incident at UQ you must complete an Incident Report.

All incidents must be reported using the online Incident Reporting Database.

“UQSafe – Incident”

UQSafe – Incident is accessible to all staff and students.

Information regarding the incident is automatically forwarded within the system to your nominated supervisor.
Worker’s Rehabilitation

- The University is committed to incident prevention and health promotion.
- However, despite its best efforts, the University recognises that some injuries and illnesses may occur.

It is the policy of the University to support and contribute to the provision of workplace rehabilitation for all employees whose ability to carry out their duties is affected by injury or illness.

Click here for the Workers' Compensation and Rehabilitation Policy.
Work Injury Management (WIM)

- UQ is self-insured for workers’ compensation.
- **Work Injury Management** (WIM) group manages UQ’s workers’ compensation arrangements.
- In the case of a work related injury, contact WIM for advice and assistance if employed as staff. **Do not** contact WorkCover Qld.
- Some of the benefits of the WIM team providing services to University staff include:
  - early assistance, quick decision on eligibility and provision of compensation payments and medical treatment to injured staff
  - effective communication with injured staff and managers regarding workers compensation matters, due to the University's employment of claims and rehabilitation managers

Click here for the [Workers' Compensation Information Booklet](#).
Assessment

- You have now completed the University of Queensland General Workplace HSW Training module.
- Refresher training is required every 5 years.
- If you would like to revise any of the topics covered before you begin the assessment, please use the quick find index to navigate to a particular topic.

Please refer to the assessment to complete this component.

This consists of a declaration which will require printing, signing, and sending to hsw@uq.edu.au, your supervisor and local WHSC.