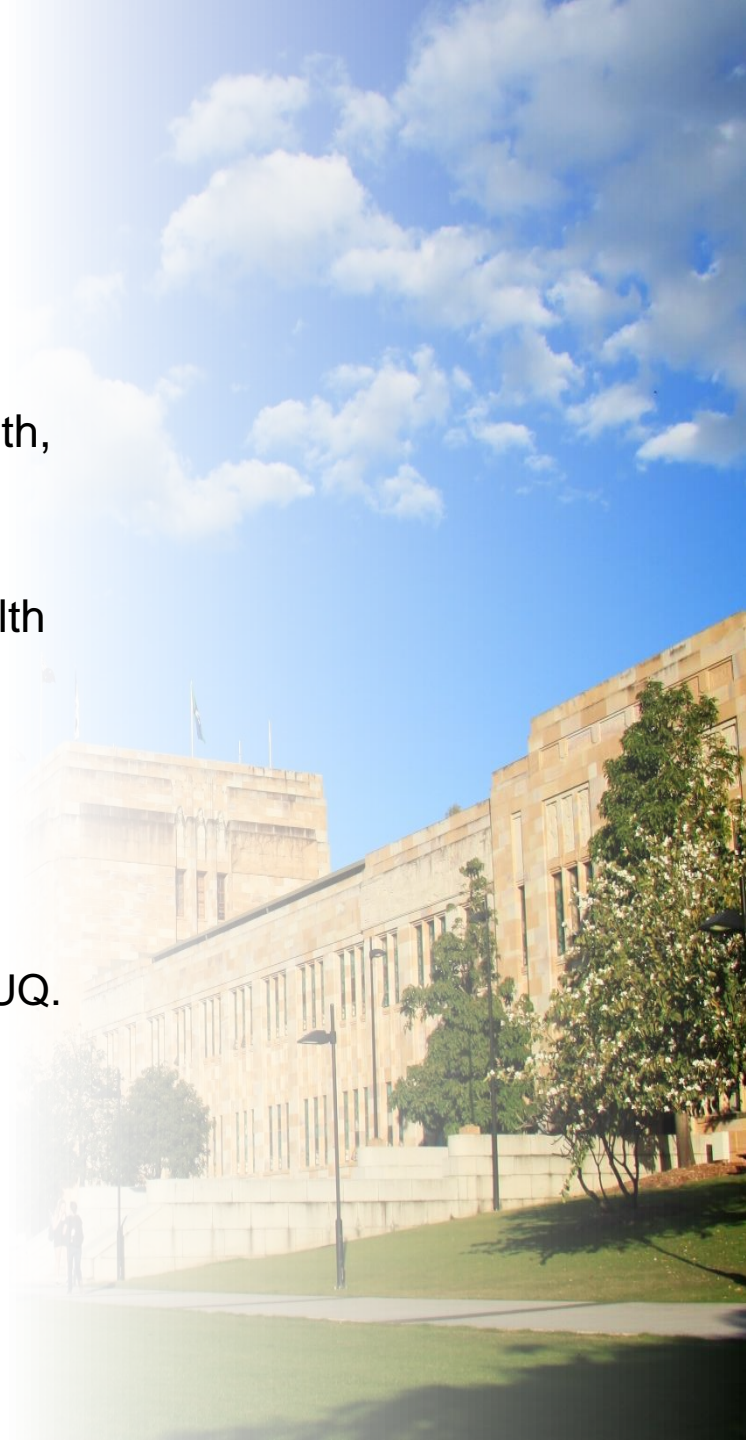


# UQ General Workplace Health, Safety and Wellness Training

- 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.



# MESSAGE FROM THE VICE-CHANCELLOR



"We do amazing things at this University and it is my goal to ensure that our endeavours are undertaken in a manner that poses the lowest practicable risk to the health and safety of our students and staff.

We know that the success of UQ depends on its people and we are committed to the safety and wellbeing of everyone who comes here to work and learn."

**W**e are accountable for creating and maintaining safe and healthy work and learning spaces for the UQ community. We want to support a strong safety culture by enabling our people to work safely and productively. Everyone at UQ has a role to play as it is not acceptable for anyone to be harmed or injured as a result of their work, discovery or learning endeavours.

This strategy places emphasis on leaders at all levels to demonstrate to our staff and students that we are committed to their health, safety and wellness. To that end, I believe that it is essential that we espouse the cornerstone principles and embed them in our decision-making processes.

**Professor Peter Hej**  
Vice-Chancellor and President

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](#)

# HEALTH, SAFETY AND WELLNESS PRINCIPLES

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.

# Health, Safety and Wellness PRIORITIES



In delivering our 2021 vision, the focus on five priorities (above) has been developed to achieve the our principles (previous page)

THE UNIVERSITY OF QUEENSLAND  
HEALTH, SAFETY AND  
WELLNESS STRATEGY  
2017-2021



● *Our Targets – Measuring our success*

By 2021 we aim for an:



Increase in safety culture perception among staff and students



Increase in health, safety and wellness preventative actions



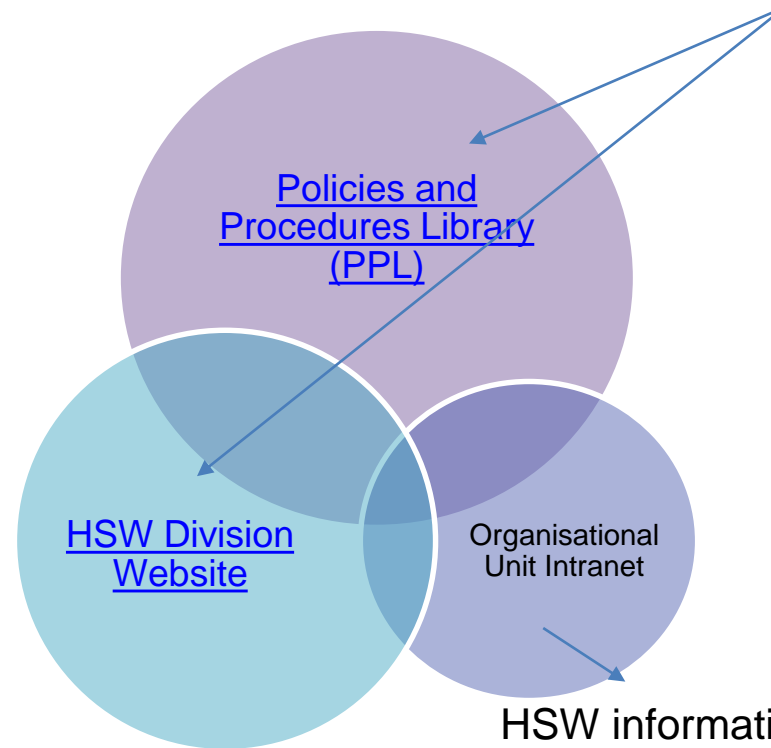
Increase in wellbeing satisfaction among staff and students



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:



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

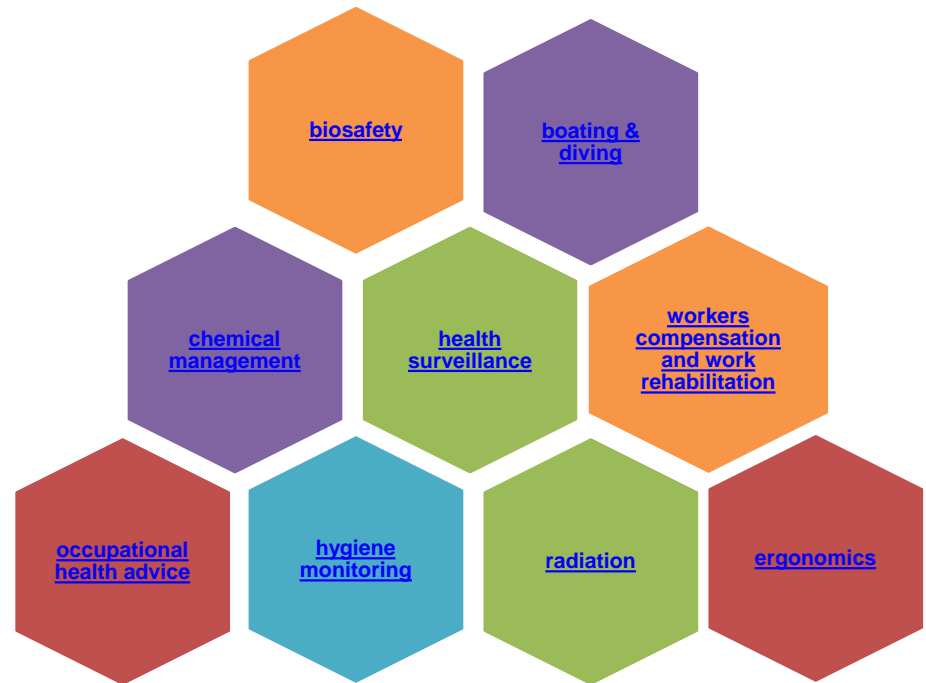
Please note this induction is in addition to your local area induction

# 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



[Work Health and Safety Act 2011 \(Qld\)](#)

The specific HSW responsibilities of staff are dependent on their role.

- Refer to Policy 2.10.04 “Staff Responsibilities” to review your specific [HSW Responsibilities](#).





# 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



### SAFETY BUS TIMETABLE

*NB. Times are approximate only - depending on pick-up/drop off volumes*



#### UNISAFE BUS TIMETABLE

*NB. Times are approximate only - depending on pick-up/drop off volumes*



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](#)



If confirmed fire dial  
000

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.

Fire evacuation exercises are carried out **annually** within individual buildings on University campuses.

# Emergency Response – First Aid/Medical Responsibilities

- 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)

The screenshot shows the 'Emergency Procedures' page from The University of Queensland Australia. It features a red header with 'In case of emergency' and a list of emergency types: FIRE, MEDICAL, ENVIRONMENTAL, BOMB THREATS, and ANY CRITICAL INCIDENT. Below this is the contact information for UQ Security: Phone 336 53333, FOR CONFIRMED FIRES PHONE 000. A section titled 'Security will contact Emergency Services' includes a table for listing departmental information. To the right, there are four colored boxes with specific instructions for FIRE (red), MEDICAL EMERGENCY (blue), ENVIRONMENTAL INCIDENTS (orange), and BOMB / ARSON THREATS / LIFE THREATS (purple). At the bottom, it provides contact details for general enquiries and non-urgent matters: Phone Security (all hours) 336 51234.

List your departmental information here:	
Chief Warden	Ph:
Floor Warden	Ph:
First Aid Officer	Ph:
Safety Coordinator	Ph:



- **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.

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

## 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.

# 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.**

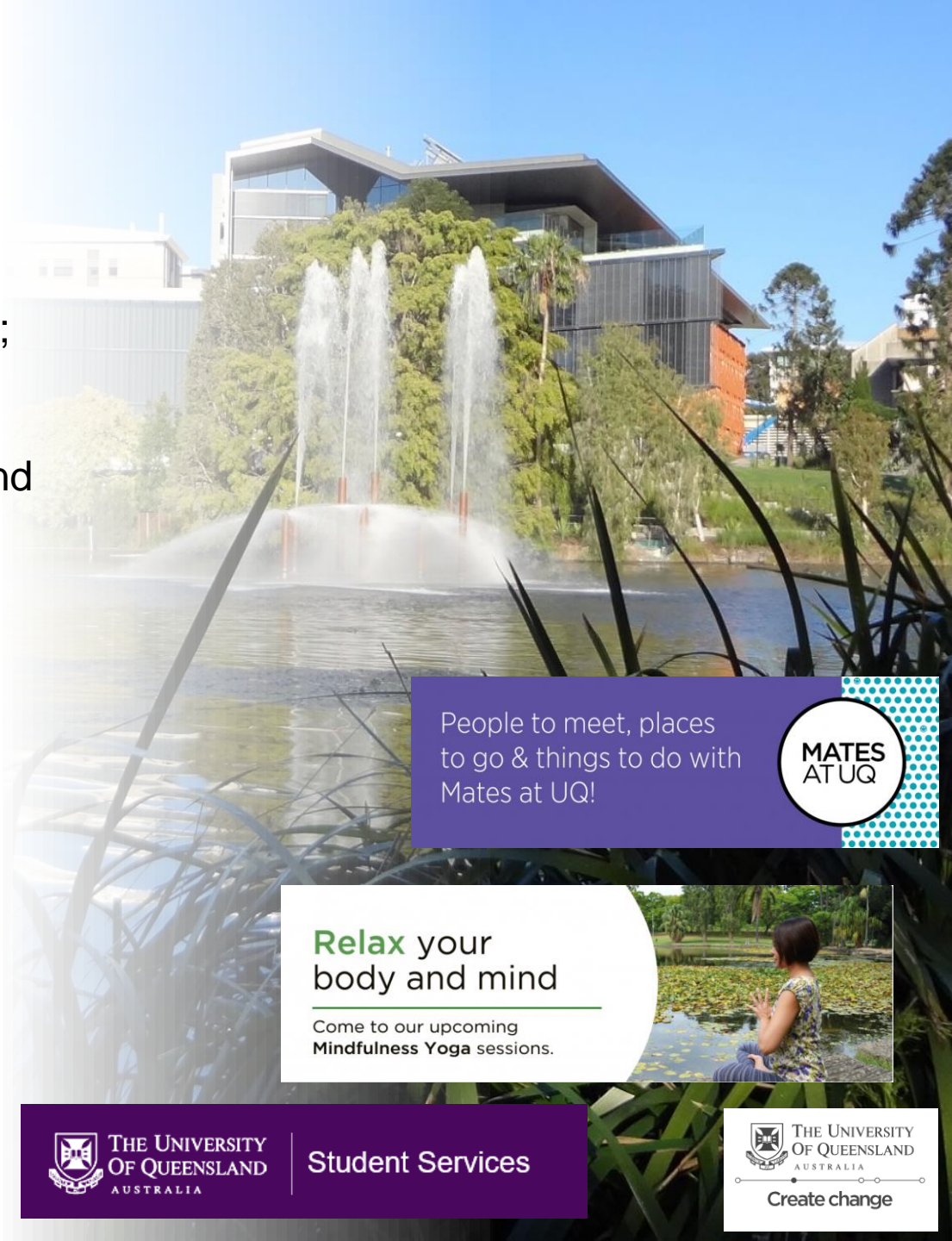


# Student Assistance

## 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/>



People to meet, places to go & things to do with Mates at UQ!

**International Student Support**  
Helping you transition to UQ & Australia

- International Support >**  
Find support for overcoming the unique challenges of studying in a foreign country.
- Accommodation >**  
Find accommodation and advice on renting in Brisbane
- Learning >**  
Strengthen your study skills and abilities
- Appointments**
- Wellbeing >**  
Get support for overcoming the challenges of uni life
- Disability >**  
Free services for students with a disability, illness, injury or mental health condition
- UQ Respect >**  
We are committed to ending sexual assault and harassment within our campus community.
- Contact Us**
- Workshops**

Connect with us

**Relax your body and mind**

Come to our upcoming **Mindfulness Yoga** sessions.

**THE UNIVERSITY OF QUEENSLAND AUSTRALIA**

**Student Services**

**THE UNIVERSITY OF QUEENSLAND AUSTRALIA**

**Create change**





# UQWELLNESS

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.



### Smoke-free UQ

For the health, comfort and wellbeing of all our students, staff and visitors, the University of Queensland has committed to becoming smoke-free from 1 July 2018.



### UQ Fitness Passport Program

The UQ Fitness Passport Program offers UQ staff and their families the opportunity to use a wide variety of fitness facilities for one low membership fee.



### Online Health Assessment

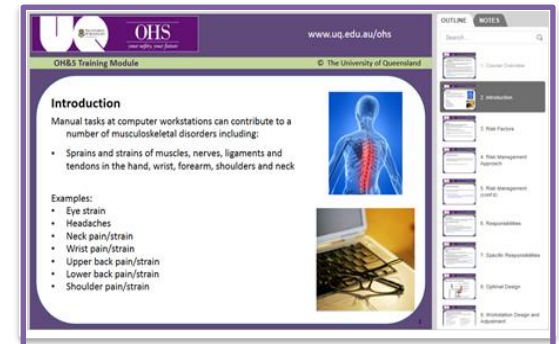
The Online Health Assessment (OHA) can provide a valuable measure of your general health and takes about 15 minutes to complete.

# 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).

Training	Training Is Required / Recommended for:	Required?	Contact:
UQ General Workplace Safety Induction	All UQ Workers	Yes	Online
UQ Annual Fire Safety Training	All UQ building occupants	Yes	Online
Local Site Safety Induction	All UQ Workers	Yes	Supervisor & Local WH&C
UQ Laboratory Safety Induction	All UQ Laboratory Workers	Yes / No	Online
Local Laboratory Safety Induction	All UQ Laboratory Workers	Yes / No	Lab Mgr
Local Workshop Safety Induction	All UQ Workshop Workers	Yes / No	Workshop Mgr
Biosafety Training	All persons working with (Biologicals, or in an OQTR certified facility (PCL, PCL, PCL))	Yes / No	Online
Chemical Safety Training	Workers using hazardous chemicals	Yes / No	Online
Compressed Gases Safety	Workers using compressed gases	Yes / No	Online
Fieldwork Safety Training	Field Workers and Supervisors	Yes / No	Online
Computer Workstation Adjustment	Workers using computer workstations	Yes / No	Online
Hand Tool Safety	Persons working with hand tools e.g. Maintenance, Workshop, Field & Lab workers	Yes / No	Online

[Training Needs Analysis \(TNA\)](#)



[Online HSW training modules](#)



[Staff Development training](#)

# 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!



Biosafety



Chemical Safety



Compressed Gases Safety



Computer Workstations - Design & Adjustment



Field Safety



Hand Tool Safety



Laboratory Safety Induction



X-Ray Safety Training

Other HSW training modules are available via [Learn.UQ](#)

# Staff Development HSW Training Courses

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?***

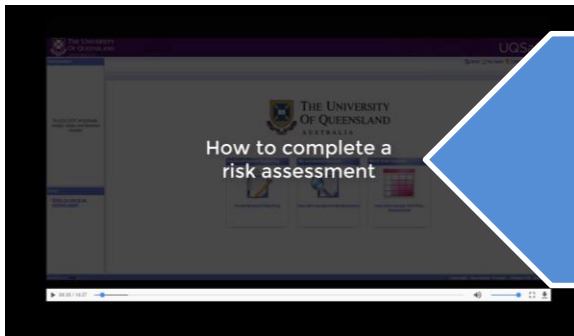




# Managing HSW risks → *your responsibilities*

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

# Electrical

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.

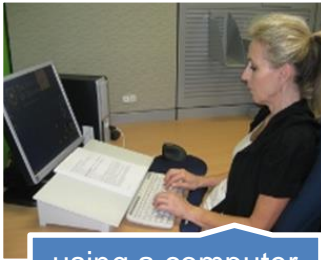
In addition Health Surveillance (Vaccinations) may be a requirement. Risk Assessment and/or training will indicate this for you. If you are preparing in advance and need information please contact Biosafety for more information.

# 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.



using a computer workstation



working in a laboratory



lifting & moving equipment



using hand tools


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

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

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”](#)

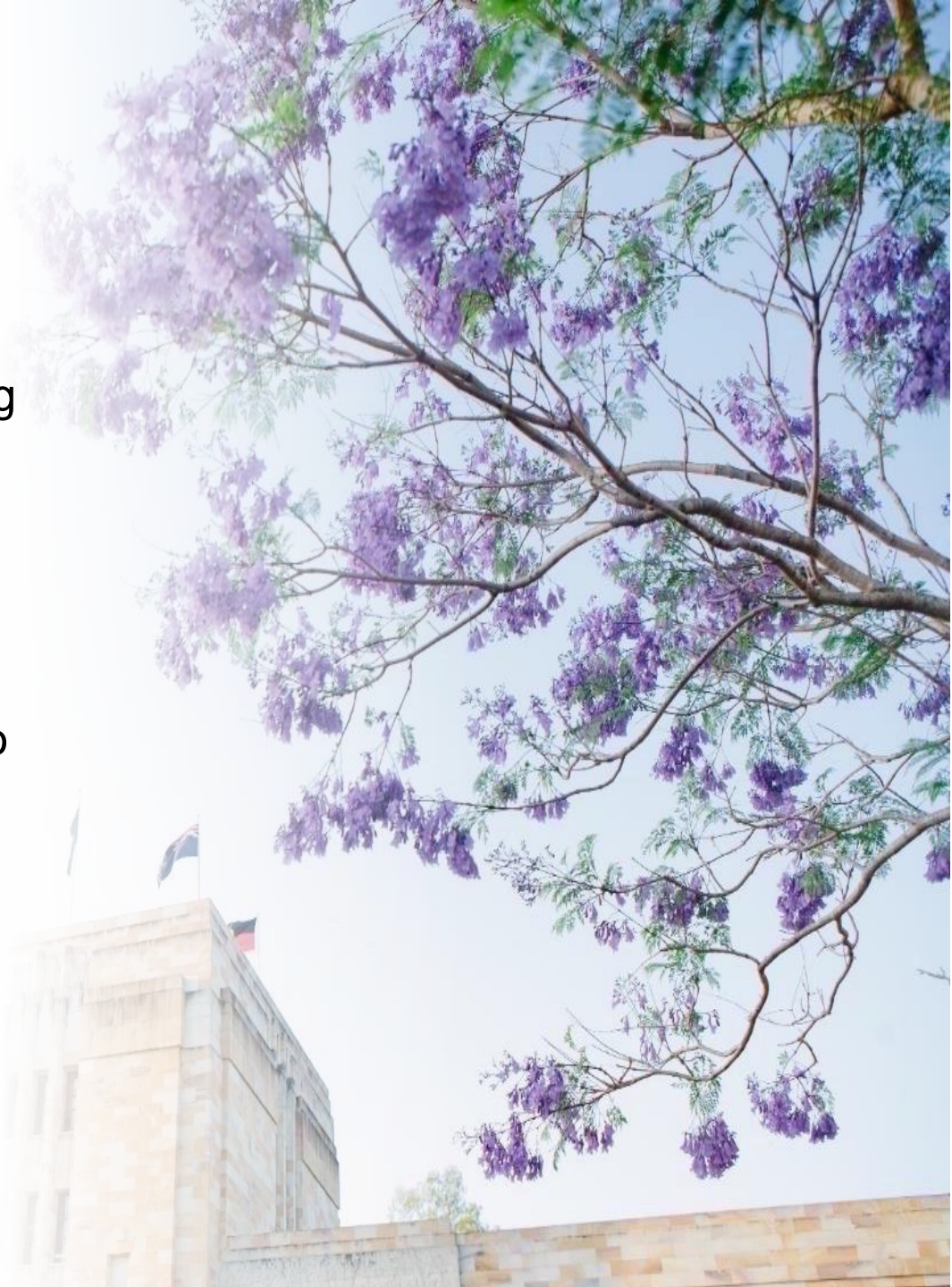


# Reporting – Incidents

- 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)

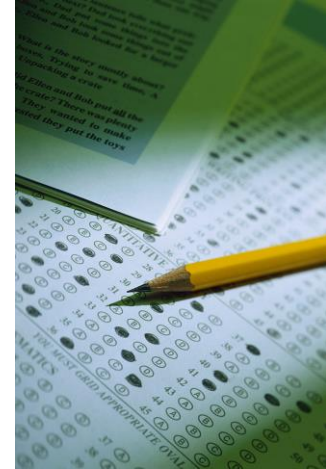
- UQ is self-insured for workers' compensation.
- [Work Injury Management](#) (WIM) group manages UQ's workers' compensation arrangements.
- In the case of a work related injury, contact WIM for advice and assistance if employed as staff. **Do not** contact WorkCover Qld.
- Some of the benefits of the 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](mailto:hsw@uq.edu.au) , your supervisor and local WHSC



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



**Create change**