HEALTH AND SAFETY INDUCTION

Introduction

Welcome to Curtin's online health and safety induction program.

In keeping with our organisational values of integrity, fairness, respect and care, Curtin University is committed to providing and maintaining high standards of health and safety so we can prevent injuries in all our workplaces.

A healthy and safe work environment can only be achieved by consulting with staff, and by continually improving our health and safety management system.

This course is designed to increase awareness of your health and safety responsibilities while engaged in Curtin business. It provides important information about how you can use Curtin's policies and practices to ensure that high standards in health and safety are maintained.

Our aim is to ensure that you do not learn about health and safety by accident.
Curtin University is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.

Health and safety is the responsibility of everyone and that all workers, students and visitors play an important role in contributing to a healthy and safe workplace.

The University will continue to evolve its Health and Safety Management System through a process of continuous improvement with a focus to manage health and safety risks. This will be achieved in consultation with workers and Safety and Health Representatives with the objective to prevent workplace injury and illness.

The University will:

- Ensure compliance with relevant legislation and the University’s Health and Safety Management System;
- Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
- Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
- Maintain an effective mechanism for consultation and communication of health and safety matters;
- Maintain an effective process for resolving health and safety issues and managing health and safety risks;
- Provide appropriate health and safety training;
- Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met.

Professor Jeanette Hackett
Vice-Chancellor
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healthandsafety.curtin.edu.au
Health and safety at Curtin

Curtin University operates on the principle that all injuries are preventable. The University is committed to providing and maintaining a high standard of health and safety in the workplace for all our employees, students, contractors and visitors.

This will be achieved by maintaining a safe and healthy working environment in consultation with staff and Safety and Health Representatives and through continually improving systems for managing safety and health.

All staff, students, contractors and visitors are required to understand and comply with the University’s health and safety policies, procedures and guidelines to ensure a safe and healthy workplace for all.

Curtin University, Bentley Campus

Curtin University’s commitment to workplace safety is in line with the Occupational Safety and Health Act 1984 (the Act).

The Act has a number of key objectives:

- to support the management and coordination of workplace health and safety in Western Australia
- to describe everyone’s responsibilities for health and safety at work
- to encourage consultation and cooperation between employers and employees to resolve health and safety matters
- to provide means for employee representation and input into health or safety issues in the workplace.
Health and Safety - Who is responsible?

Workplace health and safety is everybody's responsibility. There are, however, some specific roles under the Act.

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<th>Role</th>
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<td>Managers and supervisors</td>
<td>Must, so far as is practicable, provide and maintain a working environment in which their employees are not exposed to hazards.</td>
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<tr>
<td>All employees, students, contractors and visitors</td>
<td>Must take reasonable care to ensure their own health and safety and avoid adversely affecting the health and safety of others.</td>
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Curtin's Health and Safety Policy and Procedures provide the key to these responsibilities and how you can fulfil them.

As part of your responsibility to the University community you must read and follow Curtin's Health and Safety Policy.

What are the consequences?

Apart from any injuries that might occur, under the provisions of the Act, failure to abide by health and safety requirements in the workplace can result in significant penalties (including fines and/or jail) for both the organisation and the individual.

What are my responsibilities?

As stated in the Act, you must take reasonable care for your own health and safety and avoid doing.

Safety is not optional but an integral part of all University business so as to ensure the work environment is safe for all staff, students, contractors and visitors.

How does Curtin manage workplace health and safety?

Curtin has a range of resources to help you carry out your Health and Safety responsibilities. These resources form part of the University’s Health and Safety Management System.

What are the components of the Health and Safety Management System?

The Curtin University Health and Safety Management System includes:

- policies, procedures and guidelines;
- forms, checklists and other useful tools;
- consultative processes, including Health and Safety Committees;
- risk identification, assessment and control of workplace hazards;
- information and training; and
- monitoring and review.

Health and Safety policies, procedures, guidelines, checklists, forms and other relevant documentation may be found on the Health and Safety website.
What are the Health and Safety Policies and Procedures?

Health and safety considerations are reflected through the development of policies, procedures, guidelines and other Health and Safety documentation.

Key health and safety policies and procedures include:
- Curtin's Health and Safety Policy
- Health and Safety Management Standards
- Health and Safety Responsibilities
- Incident and Hazard Reporting and Investigation

What are Health and Safety Guidelines?

Guidelines outline safe work practices across a range of activities and include:
- Fieldwork Safety
- Incident Investigation
- Injury Classification
- Plant Risk Assessment
- Ergonomics and Manual Tasks

All University staff, students, contractors and visitors should observe guidelines to ensure health and safety is maintained and legislative requirements are met.

What does consultation involve?

All levels of management across the University have an obligation to consult with staff on health and safety issues which may affect them. Through consultation, issues of concern can be examined and appropriate solutions developed and implemented.

You should be given relevant information and an opportunity to contribute to decisions that may affect your health and safety at work. This may include:
- changing work systems or practices
- purchasing new equipment or substances
- undertaking risk assessments prior to commencing new activities
- introducing risk control measures

How does consultation happen?

Discussion and consultation about health and safety can take place several ways:
- in management meetings
- informally between colleagues
- with your Safety and Health Representatives (SHRs)
- in H&S Committee meetings and subcommittees
- in normal staff meetings
- through incident investigations.

How do you resolve health and safety issues?

The University has a Resolution of Health and Safety Issues process to facilitate safe outcomes from any health and safety issue/incident.
Who are the Safety and Health Representatives (SHRs)?

Safety and Health Representatives are Curtin staff elected by their colleagues to help identify, communicate and respond to health and safety issues in the workplace. They have specific duties and protection as outlined in the Occupational Safety and Health Act 1984. They receive specific training to carry out this duty.

At Curtin, their functions include:
- liaising with and representing, employees;
- inspecting work areas they represent;
- reporting incidents and hazards to the supervisor or manager;
- assisting in accidents and incidents investigations;
- keeping up with health and safety information;
- referring matters to their area Health and Safety Committee; and
- consulting and working with their supervisor or manager.

SHRs facilitate the implementation of Curtin's Resolution of Health and Safety Issues process which encourages management and staff to work together to improve workplace health and safety.

To find local area's SHR go to Safety and Health Representatives at Curtin.

How does the University conduct Hazard Management?

The legislation requires that employees are not exposed to hazards. Curtin University uses a series of processes to reduce the amount of hazards to a practicable level. There will be more detail on your role in the next module.

The University's processes for managing hazards include:
- incidents and hazards reporting
- hazard identification
- risk assessment
- methods for determine appropriate controls
- monitoring and review of controls.

Who is responsible for reporting an incident or hazard?

Anyone who becomes aware of a hazard or is involved in an incident must report it. This includes any:
- vehicle accidents;
- near-miss; and
- work related illnesses and/or injuries.

How do I report an incident or hazard?

If you identify a hazard or are involved in an incident at Curtin, the following actions are expected of you:

1. **Report it to your Curtin host/contact**
   - Report any incident or hazard as soon as possible.

2. **Complete an incident/ hazard report**
   - Use the Curtin [Online Incident Reporting Form](#).
Why must I report an incident or hazard?

Incident and hazard reporting is a legal requirement under the OSH Act.

Following the notification of an incident or hazard, an investigation is conducted to determine root causes and contributing factors. Action can then be taken to prevent a reoccurrence.

For more information on incident and hazard reporting refer to the Incident and Hazard Reporting Procedure.

Emergency Response

The University has developed site specific emergency procedures that cover a range of possible emergency situations.

It is important that you become familiar with these procedures so you are aware of your evacuation routes and assembly areas for your location. You should also know Fire Wardens, First Aid Officers and the location of the First Aid Kit in areas that you use. Refer to the Emergency Procedures or Emergency Evacuation Diagrams located near exits for more information.

Curtin's Emergency Numbers

For life-threatening emergencies (Fire, Police or Ambulance):

- Call 0 000 from an internal phone
- Call 000 from an external or mobile phone.

For general Security assistance including non-life threatening emergencies:

- Call 4444 from an internal phone
- Call 9266 4444 from an external or mobile phone.

How can I find out more about emergency procedures?

It is important to familiarise yourself with emergency procedures on campus. Evacuation Diagrams are display near the exit of each building.

Emergency Procedure booklets are available from Security.

For further information about Curtin's Emergency Response, go to the Curtin Security Website.