



St. Albert's College

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NOTIFICATION OF HAZARDS

PREAMBLE

OH&S is about developing safe systems of work / living and is therefore involved in all facets of work / living - the environment, the design and planning of work / living, the ways in which work / living is done and the machines and equipment used by people at work and at the college. All staff and students at St. Albert 's College are responsible for, taking all practical measures to ensure that:

- The workplace / living areas under their control are safe and without risks
- The behaviour of all persons, under their responsibility, in the college is safe and without risk
- They follow all safe work practices

As a result the staff and students are also responsible for detecting hazards and reporting these hazards. Where the term hazard is defined as:

"...anything (including work practices or procedures) that has the potential to harm the health or safety of a person".

These hazards can arise from such things as the workplace environment, the use of plant and substances, poor work design or practices, inappropriate management systems and procedures, and human behaviour.

OH&S POLICY STATEMENT

Each student leader and staff member will always be responsible for detecting hazards, that is, any unsafe or unhealthy condition, behaviour or procedure.

If the student or staff member does not have the necessary authority to fix a problem, he/she is to report the matter promptly, together with any recommendations for remedial action to the OH&S Officer or any member of the Senior or Middle Management who has the authority to fix the problem.

PROCEDURES - STAFF RESPONSIBILITIES

All Staff and Student Leaders are responsible for:

- Being vigilant and detecting any potential hazard to the Health and Safety of members of the college community
- Fixing the problem, if possible, or minimising the potential risk of the hazard that was detected
- Completing a "Hazard Report" and giving it to their respective Head of Department, who will pass it on to one of the college's OH&S Officers for action and filing
- Reporting the hazard to either of the OH&S Officers or any member of the Senior or Middle Management who has the authority to fix the problem, as soon as possible

The OH&S Officers are responsible for:

- Notifying the Master of any OH&S issues raised by students or staff and giving a recommendation for any action needed to fix the problem or recommending the need to carry out a risk assessment to manage the risk
- Establishing a team of community members to carry out a risk assessment
- Taking any action directed by the Master to fix the problem
- Maintaining a file of completed "Hazard Reports" with a record of any action taken
- Maintaining a file of completed "Risk Assessments" with a record of any action taken
- Informing the student or staff member, who completed the "Hazard Report" of the action taken

4. DURATION

This OH&S Procedure comes into effect in May 2006 and will be reviewed by April 2009.



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OH&S HAZARD REPORT

(Please forward this report to an OH&S Officer)

Name:.....

Date:..... Time:.....

Location of the Hazard:

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Description of the Hazard or the suspect Procedure

.....

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.....

Recommendation:.....

.....

Signature:.....

Office use only

Risk Assessment has been carried out YES / NO - Risk Ranking

Recommendation:

.....

Action Taken:.....

.....

Signature:.....

Date:.....



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HIERARCHY OF CONTROLS

For any workplace hazard there can be a number of possible control strategies. These form a hierarchy or order of preference. The higher the control strategy is on the hierarchy, the more effective and preferable it is.

Strategy	Explanation	Examples
Elimination	<ul style="list-style-type: none">• Don't do it• Abolish	<ul style="list-style-type: none">• Change the activity• Don't buy it• Remove it
Substitution	<ul style="list-style-type: none">• Replace it with a less hazardous substance, item• Provide Alternatives	<ul style="list-style-type: none">• Replace the equipment• Use another item
Mitigation	<ul style="list-style-type: none">• Moderate• Dilute• Reduce the amount (mass or volume)	<ul style="list-style-type: none">• Use smaller quantities of the chemical• Dilute the solution• Reduce the temperature of the water
Isolation	<ul style="list-style-type: none">• Separate the person from the hazard by distance or a barrier	<ul style="list-style-type: none">• Have the group stand back• Designate separate areas for different activities or substances• Have different departure points
Engineering Controls	<ul style="list-style-type: none">• Arrange, build mechanical protection to suppress, minimise or contain the hazard	<ul style="list-style-type: none">• Have fans or exhaust fans• Ozone filter on the photocopier
Administrative Procedures	<ul style="list-style-type: none">• Rules to require people to work in a particular way	<ul style="list-style-type: none">• Play games with modified rules• Store chemicals in a particular way
Personal Protective Equipment	<ul style="list-style-type: none">• Safety clothing or devices	<ul style="list-style-type: none">• Wear helmets, knee pads, wrist guards, eye protection• Wear lab coats