

# Work Health & Safety

# Contractor Induction

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QR Code to induction questions



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## 1 Introduction

The Work Health and Safety, Wellbeing and Emergency Management Induction will provide you the 'contractor' with:

- *An overview of Work Health and Safety, Wellbeing and Emergency Management principles at the University of New England;*
- *the hazards and risks that are involved in University work; and*
- *the expectations of you as a contractor. These are the same expectations for staff & students*

The University is committed to providing a safe working environment and we all have a role and responsibility to ensure this is upheld.

This contractor safety induction will take around 1.5 hours and you will be required to complete an online multiple choice quiz. The multiple choice quiz must be completed with a score of 100%.

After completing the contractor safety induction you will be required to print or download a copy of the Certificate of Completion to obtain your security ID card with the required swipe access for the work being undertaken.

## 2 About the University

The University of New England has a main campus at Armidale which is a mix of old and new buildings, rural settings, pathways and roadways both private and public. The Armidale site is made up of the Bellevue Campus which is the Residential areas, and the Academic Campus which are the teaching, research and professional service areas. UNE also has a number of other sites including the SMART Farms outside Armidale, Regional Study Centres at UNE Sydney, Tamworth, Taree, and others within the New England and Northern Regions. The University also operates from the Tablelands Clinic at Armidale Hospital. We also have other workers from outside the University working at these sites.

Such a diverse environment can present safety and emergency issues so it is important to always be aware of your surroundings and any hazards that may present.

### 3 Expected Behavior

The University has a Code of Conduct to ensure a safe and healthy environment for everyone. Contractors are expected to conduct themselves in a professional manner and be respectful of this environment at all times.

The following behaviour is unacceptable on University sites:

- Attending site without following NSW Public Health Orders relating to a positive COVID test
- Smoking in University buildings and vehicles;
- Being under the influence of illegal drugs or alcohol at any time;
- Harassment, discrimination, intimidation and bullying;
- Indecent or obscene behaviour;
- Horseplay or skylarking;
- Willfully causing damage;
- Possession of offensive weapons;
- Lighting of fires;
- Causing unnecessary disruption to the University (e.g. playing loud music);
- Bringing children or pets onto University property.

Contractors must comply with all relevant UNE policy, procedure, and any reasonable directions made by the UNE Project Manager or Supervisor.

### 4 Arriving on Site

When you arrive on site during business hours, you are to report to your Project Manager or UNE Supervisor to inform them you are on site. In addition to this you are to “tag on” with your ID Card at either the Safety, Security & Information office located on Elm Avenue or another tag on / tag off card reader on the campus. You need to let your Project Manager or Supervisor know when you’re leaving & you must remember to “tag off” as well.

Outside business hours the process is similar. Instead of reporting to your Project Manager or Supervisor you report to Safety, Security & Information on arrival & again on departure. Plus you must remember to “tag on” & “tag off” as well. Safety, Security & Information office is located on Elm Avenue & they can be contacted 24/7 on 6773 2099.

- If you do not have a UNE Contractors card so you can “tag on” & “tag off” you’ll need to apply for one. After completing the [Staff/Contractor ID Card form](#) & submitting to your Project Manager or Supervisor for approval cards are obtained from Safety, Security & Information located in building C018 after successfully completing this induction.

You are required to wear the contractors identification card at all times whilst on site. Don’t forget, you need to “tag on” on arrival & “tag off” when leaving.

## 5 COVID-19

The university as a minimum will maintain NSW Health and any other government requirements.

There may be additional UNE requirement. These will be confirmed by your supervisor before attending UNE.

UNE is continually review COVID-19 public health advice concerning its operational arrangements. The physical and mental health, safety and wellbeing of our staff and students is our key priority, which means that accommodates the social distancing and hygiene requirements to keep our UNE community safe. Further information is announced via UNE Official and the UNE COVID Safe Campus website at the appropriate time.

UNE Safety Hub: Coronavirus Return to Campus – [Link](#)

What can I do to help keep myself and my colleagues COVID safe at work?

Follow public health advice at all times:

1. If you have any symptoms of Coronavirus (COVID) or believe you may be a close contact of someone with Coronavirus, stay at home and arrange to be tested;
2. Maintain physical distancing (1.5m away from another person) where reasonably practicable;
3. Clean your hands thoroughly for at least 20 seconds using soap and water, or alcohol-based hand rub. We’ll have lots of hand sanitiser available;
4. Avoid touching your mouth, eyes, and nose with unwashed (or gloved) hands;
5. Avoid close contact with anyone who has cold or flu-like symptoms;
6. If using tissues, please dispose of them promptly in an enclosed bin;

## 6 Traffic & Parking

Roads within the University campuses are public roads & as such subject to Australian Road Rules. In order to ensure the safety of everyone on University sites, vehicles must comply with the:

- [UNE Parking Policy;](#)
- [Parking Procedures;](#)
- [NSW Road Rules.](#)

Failure to comply may result in a Penalty Notice being issued.

Motor vehicles must give way to pedestrians at all times and observe shared zones.

In order to park on campus, contractors must obtain a Green Parking Permit. All parking permits are virtual and therefore no permit is displayed on the vehicle. Instead the virtual permit is linked to the vehicle's registration number. A Green parking permit is required between the hours of 8.30am – 4.30pm Monday to Friday (excluding public holidays). If your vehicle is found to be parked in breach of the parking rules a Penalty Notice may be issued.

Parking permits are obtained by [creating an account](#) (if you don't already have one) & completing the [on-line application](#). The link is also located from the [UNE Parking web page](#). In order to receive a Green Contractor permit, applicants must qualify as a "Contracted Service Provided" as detailed in Clause 76 of the UNE [Parking Procedures](#) before approval is granted. The outcome of your application will be emailed to you. Once approval is granted you can then jump back on line & pay for your permit.

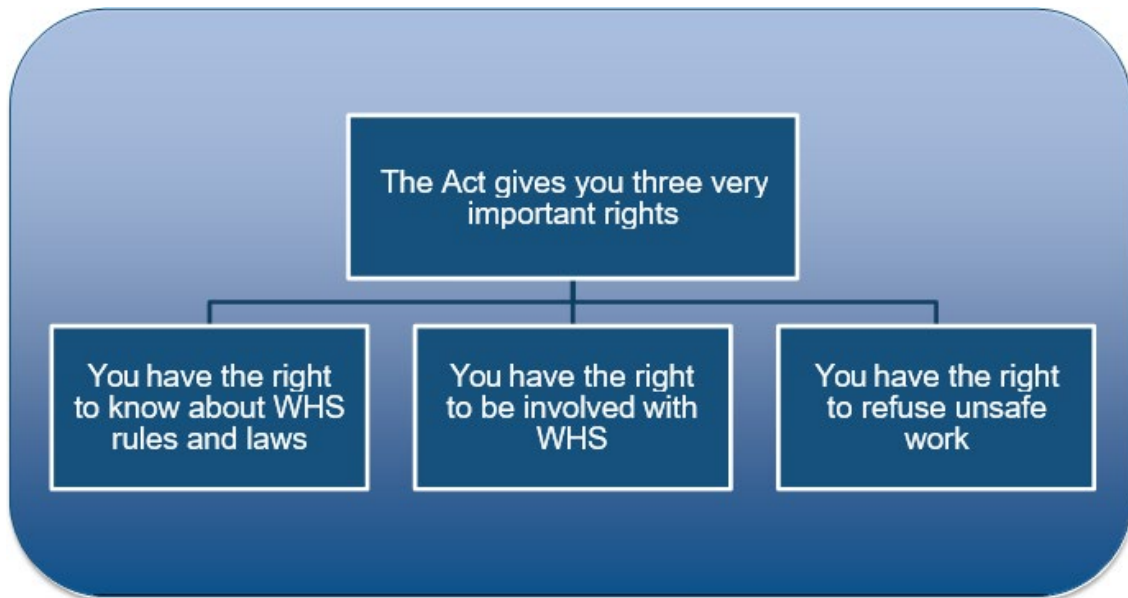
Vehicles with a Green Parking Permit can park in any Green or Blue Permit Bays on campus. They can also park in any Loading Bays without having to comply with the 30 minute time restriction.

## 7 What are the Work Health & Safety Laws?

The NSW Work Health and Safety Act 2011 (WHS Act) provides a framework to protect the health, safety and welfare of all workers in the workplace. It also protects the health and safety of all other people who might be affected by the work being performed. The WHS Act covers all workplaces in New South Wales with the Commonwealth, and most States and Territories adopting this harmonised Work Health and Safety Legislation.

The Workplace Safety and Health Regulations 2017 outline how to comply with all the rules and requirements of the WHS Act. There are also obligations on employers and worker rights that protect you and your health in the workplace.

Here are three very important rights you need to be aware of.



Key Terms in the WHS Act and Regulations are:

- PCBU            Person Conducting a Business or Undertaking
- This is the employer which is the University of New England
  - The PCBU has a primary duty of care so far as is reasonably practicable to ensure the health and safety of workers and other persons at the workplace
- Officers            As per the meaning of section 9 of the Corporations Act 2001 (Cth)
- Officers must exercise *Due Diligence* to ensure the PCBU complies with duties and obligations
- Worker            This is anyone employed by the PCBU to perform work on behalf of the PCBU
- Others            This includes staff, students and visitors
- SFARP            So far as reasonably practicable
- This means doing as much as you can, taking into account that there will be circumstances that limit what can be achieved.



## 8 What is the Safety Structure of UNE ?

The safety document structure of the University starts with the WHS Rule which is our policy on how safety is managed at UNE. WHS Protocols explain how the University will manage specific components of the Safety Management System and WHS Operating Procedures further define steps required to apply the WHS Rule and Protocols. Various WHS Forms and Guidelines support these higher level documents and assist the day to day operating activities involving safety management. All WHS documents are located in the [UNESAFE Safety Hub](#).

## 9 What is UNESAFE ?

UNESAFE is the University's Safety Management System and consists of:

- Our documents that include: WHS Rule, Protocols, Procedures, Guides and Plans, Risk Registers, Safe Work Instructions, Training Packages etc;
- The [UNESAFE Safety Hub](#) which is a Central point for storage and access to all safety related information, documents, training, forms, etc;
- UNESAFE APP which is used to access emergency and safety information on mobile device;
- Skytrust which is used for Inductions, Incident and Hazard Reporting and Investigation;
- Chemwatch which is used for hazardous substance management; and
- The WHS Team.

## 10 Duty of Care

The University as a PCBU has a Primary Duty of Care to its workers or any person affected by the work carried out at the workplace. This means that the University must ensure so far as is reasonably practicable the health and safety of workers and those affected by University work. But it's not just about other people keeping you safe, you have to be involved as well. As a Worker you need to ensure your own health and safety, report incidents, injuries and hazards and follow reasonable instructions.

## 11 Who are the ‘Officers’ at UNE ?

‘Officers’ under the WHS Laws are those as defined under the Corporations Act 2001 (Cth) and have authority within the PCBU to influence decision making that can affect the business including financial, administrative and safety.

The University Protocol [WHS P002 WHS Roles and Responsibilities](#) outline the arrangement at UNE. For example the Vice Chancellor / Chief Executive Officer (CEO) is an ‘Officer’.

‘Officers’ must (in summary) exercise due diligence to ensure that the University complies with WHS legislative requirements.

## 12 As a ‘Worker’ what do I need to do ?

As a ‘Worker’ you also have a duty of care to maintain a safe working environment and to manage risks of injury to yourself, staff, students and others.

This means you must:

- Take reasonable care for your own health and safety;
- Follow UNE’s health and safety rules, procedures and practices;
- Wear and correctly use any Personal Protective Equipment (PPE/safety gear);
- Only operate equipment and machines according to procedures and with appropriate training;

Report safety incidents, hazards or injuries to the University via your UNE Project Manager or Supervisor as soon as practicable. They will ensure that the UNE reporting requirements are met and ensure you have the support required to resolve the issue raised;

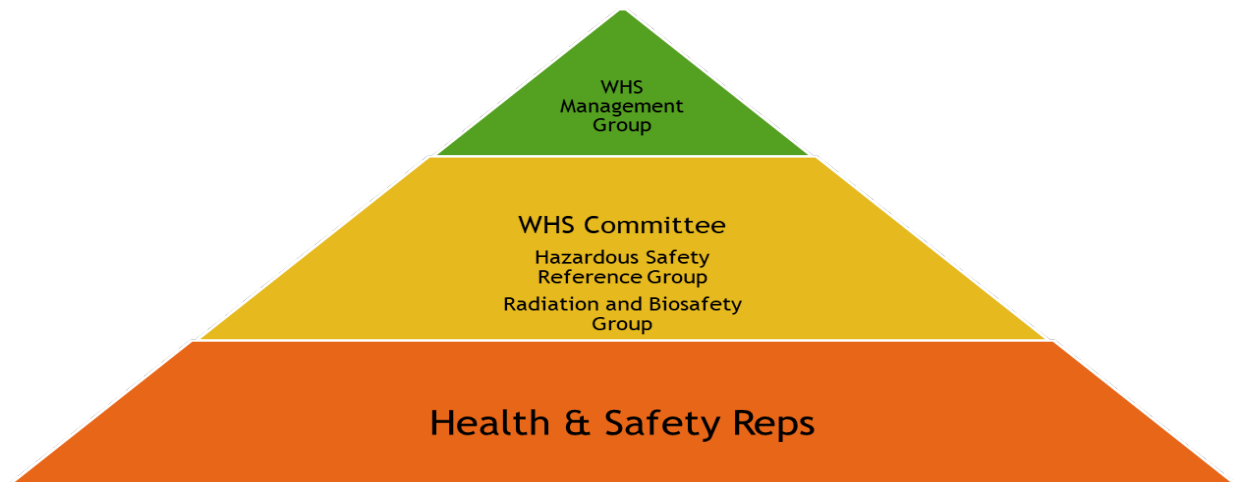
## 13 Consultation and Communication @ UNE

Consultation and Communication are key activities to ensure a safe workplace is maintained and hazards and risks are known. It is also a legal requirement of the University to consult so far as reasonably practicable with workers regarding health and safety matters that include:

- Identifying hazards and assessing risks to safety;
- Making decisions on ways to eliminate or minimize risks;
- Assessing workplace facilities for worker welfare; and
- Making decisions on safety related processes and changes that may affect worker health or safety.

The University [WHS P003 Consultation Protocol](#) outlines the way in which consultation and communication is conducted regarding health and safety.

The below table outlines the Committee Structure at UNE where formal consultation occurs.



## 14 How are Hazards and Risks Managed?

The University's [WHS P004 Risk Management Protocol](#) outlines the approach to risk management which is a structured and proactive program to facilitate the early identification of hazards, assessment of risks and implementation of controls.

The University's [WHS OP008 Risk Assessment Procedure](#) specifies the requirements for conducting risk assessments using the General [WHS F020 Risk Assessment Form](#).

UNE Risk Assessment Procedure requires an appropriate level of Risk Assessment (RA) must be completed before commencing the task. The lowest level of RA can be completed by the individual or work team, while increase levels of risk will require the completion of a written RA and approved by your supervisor.

**What is a Hazard?**

A “hazard” means a situation or thing that has the potential to harm a person. Hazards in your business may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights or a repetitive job at your workplace.

**What is a Risk?**

A “risk” is the possibility that harm (death, injury or illness) might occur when exposed to a hazard in your workplace.

**What is a Control?**

A “control” is a measure or action taken to eliminate risks so far as is reasonably practicable.

**What is Residual Risk?**

A “residual risk” is the risk remaining once a control is put in place.

## 15 How to determine the Risk associated with a Hazard?

UNE uses the following Risk Assessment Matrix to determine the initial risk and the residual risk once controls are put in place.

Risk Assessment Matrix					
Step 1 – Determine the Likelihood and Consequence					
Likelihood					
Consequence	Rare Likely to occur in very exceptional circumstances	Unlikely Could occur at some time	Possible May occur at some time	Likely Will probably occur or has happened before	Almost Certain Expected to occur
<b>Insignificant</b> No personal injury, no adverse outcomes	1-Very Low	2-Very Low	4-Low	7-Medium	11-Medium
<b>Minor</b> Minor injury (first aid treatment) and adverse outcomes	3-Very Low	5-Low	8-Medium	12-Medium	16-High
<b>Moderate</b> Serious injury (medical treatment) adverse outcomes	6-Low	9-Medium	13-Medium	17-High	20-Very High
<b>Major</b> Serious injury (long term absence) major adverse outcomes	10-Medium	14-Medium	18-High	21-Very High	23-Severe
<b>Catastrophic</b> Fatality or permanent impairment, government intervention	15-Medium	19-High	22-Very High	24-Severe	25-Severe

The first aspect of reviewing a hazard is understand the *Consequence* and then the *Likelihood*.

*Consequence* – The outcome of the hazard ie level of injury that could occur.

*Likelihood* – Is the probability of the event occurring.

We will use the following examples and the Risk Assessment Matrix to determine the risk associated with the below hazard.

**Scenario 1** – The potential for a pedestrian being injured crossing a road where a cyclist is passing every 5 minutes.

*Likelihood* – The *Likelihood* of a pedestrian being hit crossing the road (the Hazard) would be consider *Rare* (Likely to occur in very exceptional circumstances) on the grounds there is only one cyclist travelling through every 5 minute and both the pedestrian and bike rider would easily see each other and react to prevent a collision.

*Consequence* – If the pedestrian was hit by a cyclist the likely Consequence would be “*Moderate*” which as stated in the matrix as “*Serious injury (medical treatment) adverse outcomes*”.

*Risk Rating* - Therefore using the Risk Assessment Matrix the risk ranking would be Moderate/Rare equates to 6-Low.

Risk Assessment Matrix					
Step 1 – Determine the Likelihood and Consequence					
Likelihood					
Consequence	Rare Likely to occur in very exceptional circumstances	Unlikely Could occur at some time	Possible May occur at some time	Likely Will probably occur or has happened before	Almost Certain Expected to occur
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<b>Catastrophic</b> Fatality or permanent impairment, government intervention	15-Medium	19-High	22-Very High	24-Severe	25-Severe

**Scenario 2** - The risk of a pedestrian being injured crossing a road where a truck is passing every 5 minutes.

**Likelihood** – The *Likelihood* of a pedestrian being hit crossing the road (the hazard) would be consider *Rare* (Likely to occur in very exceptional circumstances) on the grounds that there is only one truck passing every 5 minutes and both the pedestrian and truck driver would be easily see each other and react to prevent an incident.

**Consequence** – If the pedestrian was hit by a truck the likely Consequence would significantly increase to “*Catastrophic*”, which as stated in the matrix is “*Fatality or permanent impairment, government intervention*”.

**Risk Rating** - Therefore using the Risk Assessment Matrix the risk ranking would be Moderate/Rare equates to 15-Medium. As this moves the risk into the amber area of medium risk we are required to add further controls to reduce the risk.

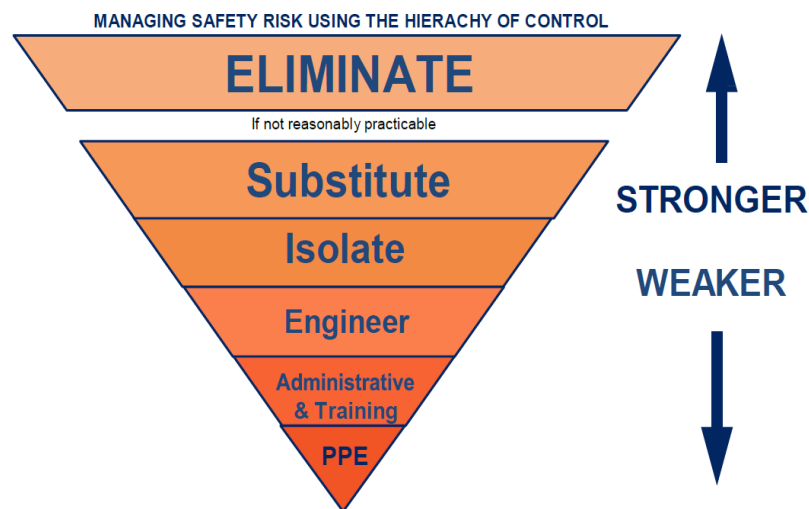
Risk Assessment Matrix					
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**Adding Controls** - By installing a pedestrian overpass (the Control) the Consequent would be reduced to “Minor” as the resulting injury associated with crossing the road no longer relates to being hit by a truck and instead would likely a trip injury at the worst. The resulting residual risk ranking would be “3 – Very Low”.

## 16 Hierarchy of control?

When implement *Controls* to reduce the residual risk it is important to understand that controls fall into several categories shown in the below table. The following classification of controls are ordered from most robust being *Elimination* to use of *PPE* would be considered the lowest level of control. Always try to implement the highest reasonably practical classification of control.

Step 3 – Implement the Highest practicable Control that is available	
Hierarchy of Controls	
<b>Elimination</b>	<b>Highest</b> - Physically remove the hazard – <i>This is not always possible</i>
<b>Substitution</b>	Replace the hazard with something less hazardous – <i>eg: replace lead based paint with water based paint to lessen the risks</i>
<b>Engineering</b>	Isolate people from the hazard by using engineering controls – <i>eg: install roll-over protection bars on a quad bike</i>
<b>Administrative</b>	Administrative controls – <i>eg: procedures, training, maintenance programs, safety signage</i>
<b>PPE</b>	<b>Lowest</b> - Personal Protective Equipment – <i>to be used in conjunction with other controls or as a last resort in isolation – eg: steel cap boots, gloves, eye/hearing protection</i>





For the previous scenario where a pedestrian crossing a road the following table contains examples of Controls for each of the *Hierarchy of Controls* types.

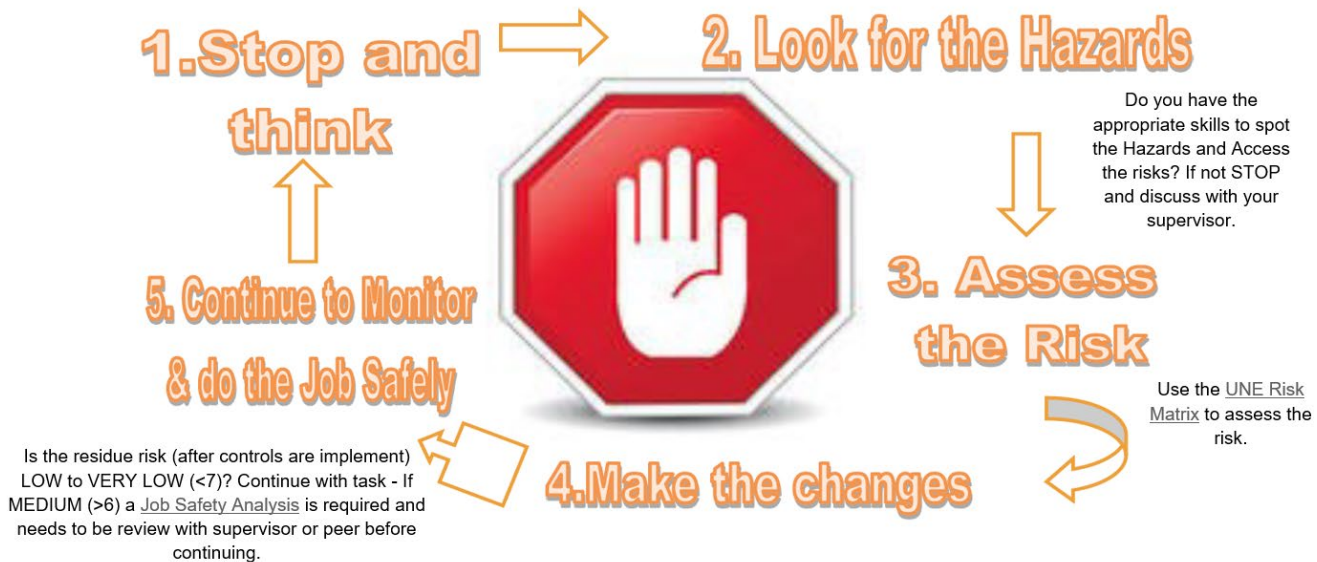
Type of Control	Example of a Control
Elimination	Remove the need for the Pedestrian to require crossing the road to pick up milk by having it delivered to the office.
Substitution	Remove the use of trucks and replace with four rickshaws (three wheeled peddle bikes).
Engineering	Install a pedestrian road overpass.
Administration	Ensure that the pedestrian has been trained and understands the risks and controls to allow them to safely cross the road.
PPE	The pedestrian wears an inflatable suit that protects the wearer from injuries if hit by a vehicle.

## 17 Take 5 process

The key aspect of being able to complete a task safely is that you must cut some time to consider the task and hazards involved. If you don't invest the time to review a task it is only a matter of time before you will injury yourself or another person! It's a small investment to keep everyone safe.

At UNE we initially utilise the "Take 5" approach and subject to the residual risk being "Low" the task can be completed with no further risk assessment.

## Take 5 for Safety



### The Take 5 Process

#### *STOP and Think*

- This is the most important step of the process – STOP and think through the task.
- It is important to cut time before commencing a task to ensure that you and the team have considered all associated hazards. A small investment in time will keep us all safe.

#### *Look for Hazards*

- You need to be able to review the hazards associated with your task.
- It is very important to understand your own qualifications, knowledge and limitations to ensure you can complete an effective hazard review and implement appropriate controls.
- If your task involves an area that you are not familiar with then you must obtain assistance by an appropriate person.
- Examples of people you may have to call for assistance with the hazard identification/risk assessing are noted below. If you require assistance contact your supervisor first.
  - A person formally trained to work at heights
  - Chemist
  - Electrician
  - Radiation officer
  - Mechanical engineer

#### *Assess the Risk*

- If you are confident that you have experience and knowledge required to spot the hazards and assess, you can now review the risks using the below [Risk Assessment Matrix](#).
- If the risk rating is below 6 (low) no further controls are required.

#### *Make the changes (Implement the Controls)*

- Where a hazard risk is greater than 6 (Low) than a control should be implemented to reduce the risk.
- If the residue risks are Medium (greater than 6) a Safe Methods Work Statement ([SMWS](#)) or Standard Operation Procedure ([SOP](#)) will need to be completed and reviewed by your supervisor.

#### *Continue to Monitor & do the Job safely the Task*

- If the residue risk is low (less than 7) you can complete the task.
- Be very vigilant that area, task and controls remain the same.
- If something does change STOP and review any changes to hazards or risk ranking. Add additional controls if required or stop the task if the risk increases to greater than 6 (Medium). Continue the task.

## 18 Higher level risk assessments

If the residual risk can be controlled to 6 - Low or lowest, then a Take 5 is sufficient and the task can be commenced.

If this residual risk is “7 – Medium” or greater, one of the following tools must be used and reviewed by your supervisor. These can all be found on the UNE web site by searching for Safety Hub - <https://www.une.edu.au/safety> then select *WHS Forms* and *Risk Management Tools* :

- Safe Work Method Statement (SWMS) – [WHS F014](#)
- Standard Operating Procedure (SOP) – [WHS F059](#)

The above tool utilise the same approach taken to complete a Take 5 review cycle with the exception that the process, controls and risk scores are documented in the appropriate fields. Follow the prompts and discuss with supervisor if you require assistance or once it is ready for their review.

## 19 “Speak Up” about dangerous work

Did you know that you don't have to do anything at work that you think might hurt you? Just because you're there to work, doesn't mean you should be put in danger.

That also goes for working by yourself. If it doesn't make you feel safe or you're worried about something going wrong, speak up don't be afraid to ask for help, or to do another task. Make sure that you are given the right support and supervision to do your job safely.

It can be tough being the youngest person in the workplace you might feel too scared to have your say. Be brave and always speak up when you think something is unsafe or you're untrained to do it.

You can speak with your supervisor, your Health and Safety Representative (HSR) for your work group, or the UNESAFE Team ([whs@une.edu.au](mailto:whs@une.edu.au) or 02 6773 3705).

## 20 How do I solve a safety issue and what is the resolution process at UNE ?

### WHAT IF YOUR EMPLOYER DOESN'T AGREE WITH YOU? WHAT NEXT?

What should you do in this situation? Always remember that by law your employer must keep your workplace as safe as possible.

Work through these three steps whenever you feel you're being asked to do something that could endanger you or other workers.

**STEP 1:** Figure out exactly what worries you about the task. E.g. lack of training/experience, lack of safety gear/PPE, faulty equipment.

**STEP 2:** Next ask someone you trust to help you. This could be a parent, an older relative, a workmate or teacher (if you are on work experience). They will be able to support you when you talk to your employer about how you feel.

**STEP 3:** If your employer still isn't prepared to change things, you will need to talk to the work health and safety representative (HSR) or a member of the WHS Team ([whs@une.edu.au](mailto:whs@une.edu.au) or 02 6773 3705) who will be able to help with the resolution process. Once you have discussed the issue with HSR and WHS Team and the issue has not been resolved you can call SafeWork NSW for advice. A SafeWork NSW Inspector may need to come out to help resolve the problem.

## 21 How do I respond to Workplace Bullying?

Workplace bullying is a risk to health and safety because it may affect the mental and physical health of workers, it can range from hassling someone all the time to physical assault.

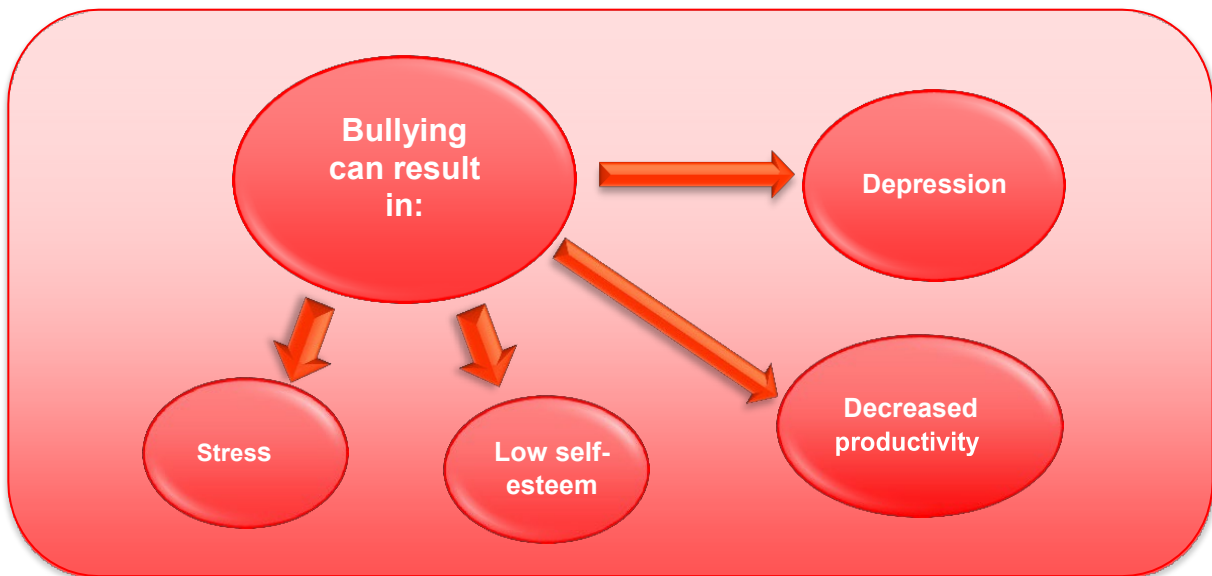
Not all behavior that makes a person feel upset or undervalued at work is classified as workplace bullying. Examples of behavior, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include, but are not limited to:

- abusive, insulting or offensive language or comments;
- unjustified criticism or complaints;
- deliberately excluding someone from workplace activities;
- withholding information that is vital for effective work performance;
- setting unreasonable timelines or constantly changing deadlines;
- setting tasks that are unreasonably below or beyond a person's skill level;
- denying access to information, supervision, consultation or resources to the detriment of the worker;
- spreading misinformation or malicious rumors;
- Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers.

Examples of reasonable management action not considered as bullying or harassment can include but are not limited to:

- setting reasonable performance goals, standards and deadlines;
- rostering and allocating working hours where the requirements are reasonable;
- transferring a worker for operational reasons;
- deciding not to select a worker for promotion where a reasonable process is followed;
- informing a worker of their unsatisfactory work performance;

- informing a worker of their unreasonable or inappropriate behavior in an objective and confidential way;
- implementing organisational changes or restructuring;
- taking disciplinary action including suspension or termination of employment



### What can be done about bullying?

It is important that any harassment or bullying is reported as soon as possible to a UNE supervisor, HSR, UNESAFE Team members or any appropriate University staff member. This needs to be investigated and the victim protected. UNE encourages any contractor who feels that they are being harassed or bullied to report this and speak up to their supervisor. You can also contact the [Health and Wellbeing Officer](#) to seek any advice in relation to workplace bullying. See the following [UNE Culture](#) web page for further details.

## 22 Working with Children Checks (WWCC)

If you are working with children (under the age of 18) at UNE you will need to abide by the following requirements.

In New South Wales, any person above 18 years old working with people under 18 in a child-related role as defined in the Child Protection (Working with Children) Act 2012 No 51 (NSW) and in the Child Protection (Working with Children) Regulation 2013 (NSW) has to have a Working with Children Check (WWCC) clearance before starting their role.

## 23 The Top Dozen Hazards

These are the most prevalent hazards at the University and some may seem quite simple. These hazards are reviewed against actual and/or potential risks to workers and students.

- **Manual Tasks**

This means lifting, carrying, pushing, pulling, holding - anytime you use your body to move stuff. Injuries like bad backs, bruises and bad posture are very common.

Main things to remember:

- It is your employer's responsibility to provide you with safe work procedures, instructions, training and supervision for manual handling tasks.
- Lighten loads, break it into smaller parts.
- Reduce bending, twisting, reaching movements.
- Use team lifting.
- Use mechanical assistance, e.g. Trolleys or other lifting devices.
- Avoid repetitive movement using the same muscles & ligaments over extended periods.
- Take rest breaks and try and vary the work to reduce fatigue and strain.

- **Slips, trips and falls**

This explains itself! Injuries like broken bones and strains can happen. Main things to remember:

- Employers must make sure floors are even, slip resistant and free from obstruction.
- Report or clean up spills and wet floors.
- Let others know if spill happens or put up a sign until it can be cleaned up.
- Non-slip shoe soles can reduce the risk of slips.

- ## • Hazardous Substances

These are any substances that have the potential to poison or hurt you, while strict controls are in place to manage the risks associated with hazardous substances they still pose a risk to the safety of workers and students. Main things to remember:

- Follow safe work procedures.
- Submit a current Safety Data Sheet (SDS) for any hazardous chemicals you will bring on site;
- Ensure you are trained in the safe handling of chemicals and follow all appropriate PPE requirements;
- Ensure all chemicals are properly labelled;
- Store chemicals safely;
- Don't eat drink or smoke when using a hazardous substance;
- Do not keep food or drink near the substance;
- Wash your hands, face and other exposed areas with soap and water before going to the toilet or eating/drinking;
- Ensure appropriate spill kits are available, if required.



- ## • Plant and Mechanical Equipment

Machines are powerful things and should only be used after training has been given. Injuries like crushed limbs and broken bones happen more often than you think.

Main things to remember:

- Find out how to use equipment properly. You need to be shown how to safely start, operate and stop the equipment and what to do if something goes wrong.



- Report equipment that is faulty to get it tagged and fixed.
  - Use the correct personal protective equipment (safety gear).
  - Make sure all guards are in place and don't remove them.
  - Never use a machine that has an isolation lock or a tag on it, which means someone is maintaining, or working on it or it is unsafe.
  - Read any warning signs, labels and procedures before use.
- **Electrical hazards**

Electrical equipment and appliances have the potential to cause serious shock, burns and electrocution.

The most common electrical hazards are:

- Overloaded power sockets;
- Unsafe equipment and defective cords;
- Incorrectly placed equipment in wet areas or high traffic areas

To reduce the risk of an electric shock, you should:

- Only use tested & tagged equipment;
- Visually check electrical equipment before use to make sure it is not damaged;
- Avoid using extension leads in passageways;
- Report any damaged or unsafe equipment immediately;
- Never try to fix electrical equipment yourself. Only appropriately licensed and qualified electricians can perform electrical work.
- Residual Current Device (RCD) protection is required for high risk portable electrical equipment and electrical equipment used in hostile conditions. Do not reset a tripped RCD as it needs to be inspected by a competent person. Call supervisor to organise an inspection.
- If you perform electrical work you must isolate all sources of energy before commencing work. You must also tag and lock all equipment and services with approved tags. Contractors need their own Lockout / Tagout equipment for their day-to-day work.

- **Working at Heights**

Working at heights is defined as work that exposes a person to the risk of a fall from one level to another and is reasonably likely to cause injury. This can include work on roofs, scaffolding, suspended ceilings, ladders and elevated workplatforms.



If you are required to work at heights, you must conduct a risk assessment and supply a [SWMS](#) (Safe Work Method Statement) to your supervisor. The risk assessment must consider all the associated hazards. Due to the high risks and catastrophic consequences associated with working at height failure to comply will likely result in the permanent removal of the person from site.

Persons performing work at heights must be trained in the safety equipment and systems required for the task and have the appropriate licenses and qualifications. If a safety system or equipment is required, no work must commence until the system or equipment is in place.

Include a rescue plan in your risk assessment.

- **Confined Spaces**

You may only enter a confined space if you have been trained or accredited in confined spaces entry procedures.



If you are required to enter a confined space, you must;

- Obtain a confined space work permit before commencing work;
- Complete all work in accordance with WHS regulations and Australian standards;
- Ensure a trained standby person is present at all times to give assistance if required;
- Include a rescue plan in your risk assessment.

- **Hot Work**

If you need to conduct any hot work, you must:



- Be trained in performing the works safely;
- Obtain a hot work permit from your UNE Project Manager or Supervisor prior to commencing work;
- Ensure you have suitable PPE for the task;
- Ensure there adequate ventilation to remove build-up of gases and fumes;
- Patrol the hot work area for at least half an hour after the work is completed to ensure there are no smoldering embers that could cause a fire.



- **Driver Safety**

If you are required to drive as part of your contracted responsibilities, you must:

- Abide by road & safety rules;
- Have the appropriate licenses;
- Not consume alcohol or drugs;
- Observe correct mobile phone usage;
- Keep safety equipment in your vehicle at all times

- **Dust, Fumes & Odors**

Dust can cause health problems for you and others. If a work site is generating dust, you must:

- Cover or wet down materials and stockpiles that generate dust;
- Contain dust within the work areas;
- Place sweepings into a bag or box before putting them into a skip;
- Wear face masks and respirators when necessary.

Fumes and odors are another type of air emission and can cause health problems. If there is any risk that fumes or odors are likely to impact or effect individuals on or near the work site, you are responsible for implementing control measures.



- **Tools & Equipment**

If you are required to use tools or equipment, you must:

- Be trained, qualified or licensed to do so;
- Only use tools, equipment and machines for the job which they are designed for;
- Ensure they are tested and tagged at prescribed intervals and maintained in goodworking condition;
- Only operate tools, equipment and machines if the guards and safety devices are fittedand operative;
- Ensure if damage or defects are present, the tool is not used, and repaired or immediately replaced.



- **Working at heights**

Ladders should be primarily used as a means of access to and from a work area. They should only be used as a work platform if:

- Other methods of working at the required height are not reasonably practicable;
- A risk assessment is carried out to minimise the risks.

If a ladder is used, it must be:

- Appropriate for the task to be undertaken;
- Inspected for damage before use;
- Set up in the correct manner.

When using a ladder you MUST:

- Always maintain three points of contact with the ladder;
- Ensure the center of your torso is within the ladder stiles at all times;
- Ensure materials and tools are not carried while climbing or descending the ladder;
- Only conduct light work.

## 24 Noise



While working on site, you must not create any nuisance noise to neighbors.

To reduce the amount of noise you create:

- Use enclosures, noise suppressors or silencers on tools and equipment;
- Perform regular maintenance on machinery;
- Schedule noisy work and truck movements to
- Keep tools and equipment in good condition;
- Not listen to radios and other loud music.

## 25 Waste Management

You are responsible for ensuring your waste is disposed of in the correct manner. This means that you should:

- NOT dispose of waste on UNE property;
- NOT use ordinary rubbish bins for construction or demolition waste;
- Dispose of hazardous waste in accordance with relevant legislative requirements ;
- Ensure cleaning of equipment does not result in discharge of pollution into waterways or drains



## 26 Personal Protective Equipment

It is your responsibility to supply appropriate PPE and comply with all PPE requirements. Items may include but not limited to:

- Protective work clothing
- Hard hats
- Hearing protection
- Safety Gloves
- Safety boots
- High visibility cloths
- Respirators & dust masks
- Eye protection

## 23. Work Permits

For some hazardous activities, a permit system is also in place to help ensure that the hazards and risks are managed. Work Permits must be arranged with the UNE Project Manager or Supervisor for:

- Isolation / installation of fire detection, alarm and suppression systems or other essential services;
- Hot works (e.g. welding and cutting);

Information regarding other forms of Work Permits that may need to be obtained from your UNE Project Manager or Supervisor in order to carryout work on site under the following categories:

- Working at heights;
- Confined Spaces;
- Electrical & Power;
- Digging / excavation;
- Working with Asbestos;
- Use of Hazardous Chemicals





Failure to obtain the required work permit or failure to comply with safety requirements in the permit may affect your contract with us.

## 24 First Aid

If you are injured at work it is vital that you seek first aid, and notify your Supervisor/ Manager as soon as practicable. This includes the UNE Project Manager or UNE Supervisor

If the injury is serious you should seek further expert medical assistance or call 000 and then call UNE Safety, Security and Information on 6773 2099

## 25 Workers Compensation

If you injure yourself at work you may be eligible to claim workers compensation.

Contractors are required to have their own workers compensation insurance and are not covered by the University Policy.

## 26 What do I do in an Emergency?

In an emergency you need to know the following things:

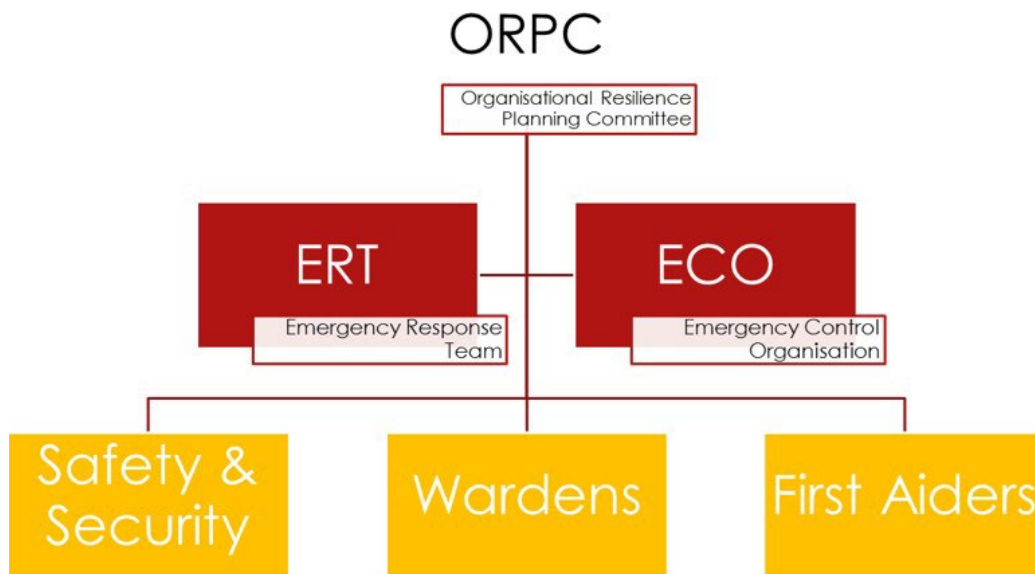
- Follow the instructions of the Emergency Warden if you are in a UNE building;
- Evacuate through the nearest emergency exit and proceed to the emergency assembly area; (Do not use lifts);
- Present yourself to the area/floor warden for a head count;
- Only re-enter the building when instructed by the Building Warden that it is safe to do so;
- When safe to do so, contact your UNE Project Manager or UNE Supervisor.

The **UNESAFE App** is used to access emergency and safety information on mobile devices and should be downloaded for FREE on your device. It provides the details of specific Emergency Procedures to follow if something happens. Find download links [HERE](#).

**Safety, Security & Information** on campus can be contacted on 6773 2099.

**Emergency HELP** phones are strategically located around campus

The chart below provides an overview of the structure at UNE for Emergency Management.



**Remember** Pay attention when you are told about first aid and evacuation drills. If you are not sure, ask questions!

## 27 What are the Safe Work Systems at UNE?

**The University has a range of systems in place.**

- a. **Induction system** – Face to Face Induction, On-line Skytrust & Moodle induction, General and site specific inductions (WHS F039) <https://www.une.edu.au/safety/whs-inductions>.
- b. **Safety Hub** - <https://www.une.edu.au/safety> A library full of safety resources & facts including risk assessment templates, chemical safety & incident reporting.
- c. **Reporting system** - All workers are required to report all injuries & hazards to their supervisor.
- d. **Workplace inspection** - This is an annual checklist for the work environments at UNE (WHS F025) <https://www.une.edu.au/safety/whs-forms/risk-management-forms>.
- e. **Health & Safety Representatives** – Consultation is a legal requirement and an essential part of managing health & safety risks. The HSR's discuss health & safety matters pertaining to their workspace. They represent one of the nine work groups throughout the University at the bi-monthly WHS Committee meetings. Your HSR can be found <https://www.une.edu.au/safety/safety-reps>.
- f. **UNESAFE APP** – used to access emergency & safety information on mobile devices.
- g. **Building and Floor Wardens** – These people are noted on each main notice board. They are



trained in the emergency response associated with each building.

## 28 What do I do next ?

Return to the below SkyTrust browser window and tick the box next to the “*I have read /viewed the required files*” checkbox highlighted below to complete the SkyTrust quiz.

If you have been emailed this document directly click this [LINK](#) and fill in your details and then click *Continue* to access the below window. Click on the checkbox to state you have reviewed the document to continue to the quiz.



On your first day at UNE you will need to be issued with your UNE Contractor ID Card at [Safety, Security & Information](#). You will need to showproof of your *WHS Contractor Induction Certificate of Completion*. Your UNE Contractor ID Card will be issued with appropriate level of access to your work area as provided to them by your UNE Project manager or UNE Supervisor.

**YOU WILL NOT BE ISSUED YOUR ID CARD WITHOUT THIS CERTIFICATE OF COMPLETION**

Depending on your work environment and job you may be required to complete a further detailed *Site Specific Induction Training* in areas such as laboratories or the SMART Farms so check with your UNE Project manager or Supervisor about this.

***Be Safe, Be Well***



## Referenced Hyperlinks

[Contractor Induction guest link](#) and QR code



[Staff/Contractor ID Card form](#)

### Useful links

[UNE Safety Hub](#)

[UNE Safety Hub: Coronavirus Return to Campus](#)

[UNESafe App](#)

[Health & Safety Representatives](#)

[UNE Parking Procedures](#)

[UNE Parking Policy](#)

[Parking Procedures](#)

[NSW Road Rules](#)

[UNE Parking web page](#)

[Parking permits on-line application and log-in](#)

### Procedures

[WHS P002 Protocol WHS Roles and Responsibilities](#)

[WHS P003 Consultation Protocol](#)

[WHS P004 Risk Management Protocol](#)

[WHS OP008 Risk Assessment Procedure](#)

### Forms

[Risk Assessment Form WHS F020](#)

[Workplace Inspection WHS F025](#)

[Job Safety Analysis \(JSA\) WHS F029](#)

[Safe Work Method Statement \(SWMS\) WHS F014](#)

[Standard Operating Procedure \(SOP\) WHS F059](#)

[General and site-specific inductions \(WHS F039\)](#)

### Health and Wellbeing

[Health and Wellbeing Officer email address wellbeing@une.edu.au](#)

[UNE Culture web page](#)