

School of Psychology

Health, Safety and Wellbeing Induction

The University of Adelaide and the School of Psychology have a responsibility to provide you with a safe work/study environment. You, as an employee or student have a responsibility to work safely, take reasonable care to protect your own health and safety, as well as your fellow employees or students. That means carrying out any instructions, procedures that are provided now and throughout the year.

UNIVERSITY HSW ONLINE INDUCTION AND TRAINING

Induction

The induction highlights the University's Health, Safety and Wellbeing Policy and Handbook, the University's **duty of care** under the legislation and common law, the University's HSW structure and contacts, the roles and responsibilities of new personnel, HSW Representatives, HSW committees and the pathway for the resolution of HSW issues and incident reporting.

All new staff, HDRs and Masters are **required** to complete this online at:-
<http://www.adelaide.edu.au/hr/hsw/training/>

Training

The training courses "HSW for Academics/Managers/Supervisors" "Hazard Management" should be completed by all Academics/Supervisors so they are aware of their responsibilities to their personnel (includes students). Supervisors and Researchers **must** examine the HSW Training Plan <http://www.adelaide.edu.au/hr/ohs/training/plan/> to ensure their personnel have the training and skills necessary to safely conduct their activities. For example before you can commence collecting biological samples for your research, you should complete Biological Management training. If you are unsure if you need training, talk to your supervisor.

Recommend all Postgraduate students attend the Hazard Management session.

Some training sessions are available online through MyUni. Check the training website.

HEALTH, SAFETY & WELLBEING (HSW) STAFF

[Health & Safety Officer \(HSO\)](#) – on leave from 2nd May contact Faculty HSW Administrators

Report incidents/accidents or near misses to the HSO and any enquires you may have regarding HSW can also be directed to the HSO.

The School's HSO is Lynda Klopp, room 418 Hughes Building, 8313 5914, lynda.klopp@adelaide.edu.au. If the HSO is unavailable please contact the School Manager, Carola Sanders, room 417 Hughes Building, 8313 6093. If neither staff members are available, contact the Head of School on 8313 5738.

While I am on leave, contact Linda Knobben on linda.knobben@adelaide.edu.au or 8313 0279 or Betty Reinboth on betty.reinboth@adelaide.edu.au or 8313 35194

[Health & Safety Representative \(HSR\)](#) *position currently vacant*

Reporting/Injuries

You need to report any incidents/accidents, near misses to the HSO. If you are on placement, report all incidents to your Placement and Psychology supervisor. If you sustain an injury you need to report this immediately to the School, especially if you require medical assistance. You may also need to fill out a form related to the incident.

FIRST AID

Designated First Aiders

The School has three Designated First Aiders:-

Dr Matt Dry, Level 5 Hughes Building, Room 513, phone 8313 3856.

Security staff is trained in First Aid, emergency number **8313 5444**.

First Aid Kits

First Aid Kits are located:-

Level 4 – General Office (room 408)

Level 2 - Computing Complex (room 258), and

Level 7 – Room 719a

If you use any items from the kit, fill out the record book within the first aid kit.

EMERGENCY PROCEDURES

Fire Wardens

Identified by their red hats, follow any instructions they give out.

Evacuation Procedures

You may at some stage throughout the year need to evacuate the building. If you hear a siren in the building, this is an alert tone that means gather your things and wait. You won't necessarily need to leave, however it may switch over to an audible tone that will ask you to evacuate the building. Leave by the stairs located on both sides of the Hughes Building and assemble on the Goodman lawns **Not** in **Hub Central**.

Fire Extinguishers

Fire extinguishers are located throughout the building. Although you will probably not need to use them, take notice of where your closest one is. eg outside teaching room, computing complex etc.

Campus Emergency Number

If at any time, you need emergency assistance from Security phone **8313 5444**. You may want to add this to your mobile phone contacts while you are studying at the University.

ELECTRICAL SAFETY

Testing

Electrical testing may occur on items that are recognized as plant or require the use of a portable RCD. If an item is found that may require electrical testing, the HSO will arrange this. If you are unsure if your research equipment should be tested, contact the HSO.

Electrical Faults

Report faults with electrical equipment eg frayed power cords to the Maintenance Service Centre either on 8313 4008 or maintenance.servicecentre@adelaide.edu.au

PERSONAL SECURITY

Working after Hours

If you are working after hours (after 6pm on weekdays and any time on weekends), you are advised to keep your door closed and report anything suspicious to Security on 8313 5990. If you are working in the computer labs after hours, keep the doors closed and locked. If someone knocks, ignore, if they are meant to be there they will have a key or swipe card. There are 3 phones located within the computing complex with the Security emergency number if you need assistance. Please note that some mobile phones have limited to no coverage on levels 1 and 2 of the Hughes Building.

After-hours access to the building is via your ID card. Make sure it is only you that comes in. *Do not hold the door open.*

If you are planning to work on the weekends let Security know where you are and let them know when you have left.

Collaborative labs, room 234 & 241. These areas are for conducting human trials. Both areas have a personal duress pendant linked to the Security Office and have procedures for working after hours. You can locate this document on the lab's noticeboards.

If you are in these labs after hours with participants, you must wear the duress pendant. Let your supervisor and Security know that you are using these facilities after hours. Any problems with the duress pendant contact the HSO.

Safety when Leaving Campus

Follow the most open and well-lit public path.

Whenever possible, walk with a friend or in a group or contact Security to arrange an escort if you are walking alone after dusk.

If alone, stay alert and be aware of your surroundings - confidence deters attackers.

Carry a personal alarm or whistle and be prepared to call for help.

Avoid undergrowth and be wary of strangers.

Move your car closer to buildings during the day if you are planning on staying on campus after dark.

Do not wear earpieces/headphones when walking at night.

Security Service – Kenneth Wills Building

Security officers staff the Adelaide University North Terrace Campus 24 hours a day. For more information on Security services check out their site <http://www.adelaide.edu.au/infrastructure/on-campus/security/>

The **EMERGENCY** telephone number is **35444 (internal)** or **8313 5444** if calling from outside the University telephone system. (Save this number in your mobile phones)

NON EMERGENCY enquiries can be made on **35990** (internal) or **8313 5990** if calling from outside the University telephone system.

Lock It Up Or Lose It

Don't leave your valuables unattended (bags, mobile phone, notebook computers etc) in your office, computer labs and teaching rooms. Take them with you or if you have an office, lock away in your filing cabinet. Just leaving valuables in your office with the door locked is not always secure. Report any suspicious behaviour to Security.

SAFE WORK PRACTICES

Safety with Home/Offsite Visits

You must meet with the HSO before the commencement of home/offsite visits

Offsite includes public or private organizations, schools, hospitals etc. If unsure please ask the HSO.

Home visits – You must complete the Offsite Visit Protocol and have it signed by your supervisor and the HSO before you can commence home visits. You can download this document from the schools website under Handbooks & Forms or from MyUni in your thesis course. You may be issued with a GPS monitor duress device.

Most home visits are non-threatening, however there is always the possibility that a confrontation may arise during a visit. Below are some general tips on keeping yourself safe.

- Make sure your supervisor and HSO has an up to date itinerary of your visits.
- Before entering the premises assess the situation, entry and exits
- Do not wear jewelry (bracelets, rings etc)
- Wear comfortable, flat shoes
- Do not park in the drive way, your exit may be blocked
- Interviews should, where possible, take place in the living/dining rooms. Avoid kitchens
- Be aware of any signs of change in the person's behaviour while interviewing. If concerned terminate interview and leave.
- Report any incidents to your supervisor, no matter how minor.
- Assaults must be reported to Police

Student Placements

As a student on placement programs you are advised to seek out the procedures for fire evacuations, first aid assistance etc in the organization to which you are assigned. This information should be available from your Placement Supervisor. Any accidents/incidents occurring must be reported to both Placement and Psychology supervisors.

Manual Handling Techniques

To minimize risk of injury if you need to move heavy items, eg computers, boxes etc the School has flatbed trolleys located in the computing complex. For assistance in moving larger items eg furniture, you can fill in a request form for Caretaker/Portering services at <http://www.adelaide.edu.au/infrastructure/staff-services/maintenance/>

Office Ergonomics

Office ergonomics is about good working posture and injury prevention. This can be achieved by work station adjustment, task variation and exercises/stretchers. Avoid long periods of repetitive actions such as typing and mouse use. Warning signs of injury include tingling, pins and needles sensation, pain and lasting discomfort. Be aware of how your body is feeling '*take a break*'.

Further information on office ergonomics can be found at this site under Workstation Ergonomic guidelines. <http://www.adelaide.edu.au/hr/hsw/handbook/manual-handling/>

RESEARCH HSW PROCEDURES

Risk Assessments (RAs)

The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards. All staff, higher degree students and Honours students within the University who are engaged in hazardous tasks must complete risk assessments on the research projects. You must read and understand any risk assessments that are required for your work. Talk to your supervisor or HSO or Faculty FSW Administrators if you require assistance with this task. Further information and is located at: <http://www.adelaide.edu.au/hr/hsw/handbook/hazard/>

Safe Operating Procedures (SOPs)

SOPs are documents that outline the correct way to perform particular tasks, use hazardous substances or biological materials using the safest possible method. Ensure you have been trained and authorised to use any hazardous equipment, chemical or biological material and follow the procedures in any associated SOPs ***EXACTLY***. If you are working in an area that requires you to read and follow an SOP, your supervisor will advise you of this. If you believe you are performing a task that requires an SOP and it is not present, inform your supervisor or HSO. **ANY problems or faults report to your supervisor. Do not move equipment without notifying the person responsible for it.**

Personal Protective Equipment (PPE)

If you are required to wear protective equipment for the tasks or research you are involved in such as lab coats, gloves, safety glasses, etc. they will be supplied. Safety Data Sheets (SDS) contains information relating to the type of PPE required when using chemicals. SOPs also contain similar information for tasks. If you are unsure, talk to your supervisor.

Hazardous Substances (training may be required)

You should read the Safety Data Sheets (SDS) or equivalent information for each hazardous substance. These documents contain information regarding the safe handling, personal protective equipment, storage of substances, first aid response, chemical spill response, etc. **If you are unsure if your work requires an SDS, talk to your supervisor**

Biological Sampling (training may be required)

If you are likely to be involved with collecting biological samples you may need specific training. <http://www.adelaide.edu.au/hr/hsw/training/research-teaching/> If you are not sure, talk to your supervisor.

If you are working in a laboratory where biological materials are used (microorganisms, patients, material of human origin, animals or their tissue), or collecting samples, you are required to undertake the (1 hour) Biological Management training course. Consideration should be given to vaccination (Hepatitis A&B [Twinrix] and TB for human exposure, Q fever, tetanus for animal exposure). You should refer to the laboratory's SOP for dealing with the biological material or if this has not already been written, seek advice from your supervisor. You must be familiar with the laboratory's procedures for labelling and disposal of biological materials as well as the process for dealing with a biological spill or accidental release. You can't put swabs, cleaning cloths and gloves that have been used to clean up biological materials in just an office bin. You must use the yellow hazard waste bins. If you are unsure where the nearest hazard waste bin, talk to your supervisor or HSO.

WORKPLACE BULLYING

The University of Adelaide will not tolerate workplace bullying and treats any report/allegation seriously. If you believe you have been exposed to workplace bullying you should seek advice and assistance from either your Manager/Supervisor or a University Bullying Contact Officer (BCO). You can obtain more information at this site <http://www.adelaide.edu.au/hr/hsw/handbook/bullying/> including the register of University's BCOs.

UNIVERSITY TRAVEL FOR STAFF & STUDENTS

The University has a duty of care to ensure the health, safety and wellbeing of staff and students while undertaking University business whether on campus, in the field or on University business nationally or internationally. The objective is to ensure this duty of care is appropriately managed.

The University process related to high risk destinations has been designed to ensure that any proposal to travel to a country considered high risk:

- Involves consideration of the risks and benefits by senior executive staff from the relevant Faculty or Division;
- Is based on a risk assessment and appropriate controls; and
- Is authorised by the Vice Chancellor and President.

Any University travel needs to be processed via the Travel & Entertainment System. To do this you need to put in a Notification to Travel request form to the School Manager, and she will then enter this into the system for approval.

Depending on what country you are travelling to you will need to check the department of Foreign Affairs and Trade (DFAT) warning levels. If the country is classed as a 'high risk' area, levels 4 or 5 then you will advise of this and further travel approval will be necessary and a possible risk assessment will need to be undertaken to that area.

Below is a link to the DFAT levels and any possible travel warnings.

<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/>