

OCCUPATIONAL HEALTH & SAFETY FOR EVERYONE



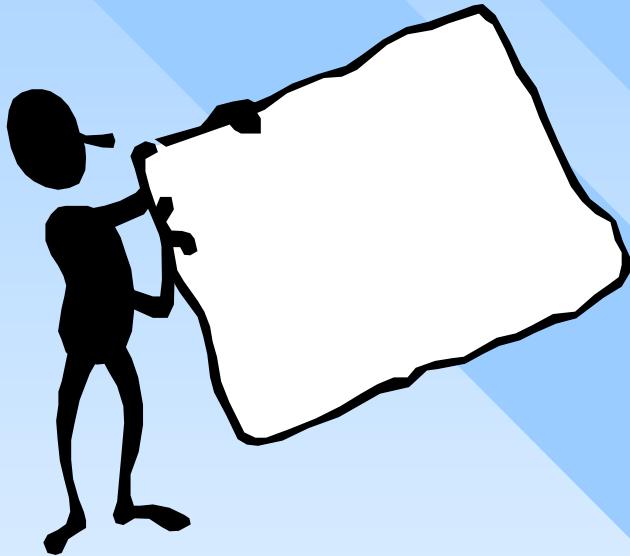
Designed & developed by the UWS OHS&R Unit

Objectives :

- ✓ Provide an overview of the NSW OH&S Act 2000
- ✓ Provide an overview of management & employee responsibilities
- ✓ To explain “duty of care” as it applies to occupational risk management
- ✓ Provide an overview of the OHS&R framework at the UWS
- ✓ To explain the role of joint consultation in occupational risk management



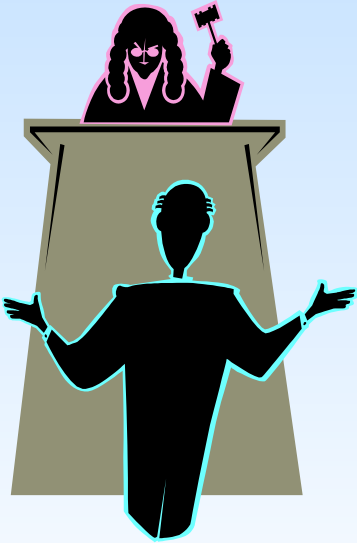
Areas to be covered :



- ✓ NSW OH&S Act 2000
- ✓ Roles & responsibilities under the Act
- ✓ UWS OH&S Mgt Plan - overview
- ✓ Deployment of UWS OHS&R policies & procedures
- ✓ Joint Consultation
- ✓ Hazard/Risk Management
- ✓ Accident & incident reporting
- ✓ Emergency Mgt/First Aid

OH&S Legislation:

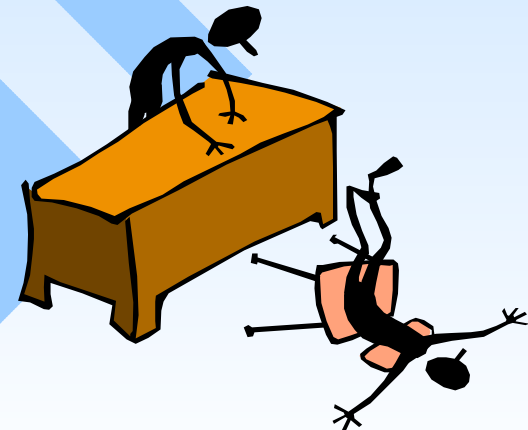
- OH&S Act 2000 & OH&S Regulation 2001 has now replaced the 1983 Act
- Implemented to promote a “risk management” approach to OH&S in the workplace & ensure the health & safety of persons at a place of work
- Act imposes specific duties & responsibilities on certain parties eg managers, employees, manufacturers etc & provides penalties for non compliance
- WorkCover NSW is the statutory body for ensuring compliance with the Act



What is "duty of care"?

Reasonable care to avoid foreseeable risks or potential harm to others.

- ✓ A "common law" obligation imposed upon individuals & organisations
- ✓ Arises as a result of a "contract of service"
- ✓ Has been "enshrined" in statutory law via the OH&S Act
- ✓ Includes providing:
 - a safe place of work
 - a safe system of work
 - adequate training
 - competent supervision



Responsibilities and Duties under the NSW OH&S Act 2000

Duties of the Employer s8

- ✓ Every employer must ensure the Health, Safety and Welfare, at work, of employees & persons

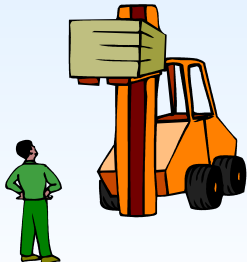
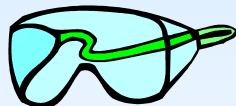
Duties of Controllers s10

- ✓ A person who has control of premises used by people as a place work must ensure that the premises are safe & without risks to health

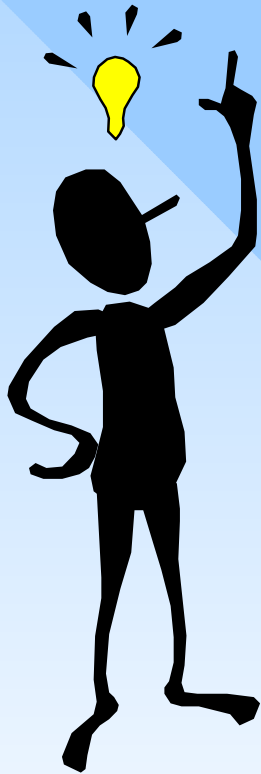


Duties of the Employee s20

- ✓ An employee must take responsibility to ensure his/her own safety, the safety of others and to cooperate with the employer
- ✓ Duties of designers, manufacturers & suppliers of plant & substances for use at work s11



OHS&R Framework at UWS



- UWS OH&S Mgt Plan 2003-5
- Policies & Procedures
- Accident reporting systems
- Joint consultation
- Risk Management
- Training
- Emergency Management
- Audits & inspections
 - Security
 - OH&S Management
 - Emergency Preparedness
 - Road & Pedestrian Safety

UWS OH&S Management Plan 2003-5

- To provide an infrastructure to address health & safety in a systematic way;
- To ensure that the UWS conforms with the relevant state & federal legislation;
- To devolve responsibility & accountability for health & safety to all levels of management;
- To further develop policy & guidelines that will provide the frame work to address health & safety issues in the workplace;
- To provide the necessary training & information to facilitate the implementation of the plan;



UWS OH&S Management Plan 2003-5 Cont'd

- **To reduce the effects of injury & illness at & to provide greater control of the direct & indirect costs involved;**
- **To ensure that OH&S procedures accommodate the needs of staff & students with a disability;**
- **To ensure effective management of UWS workers' compensation & rehabilitation processes & to reduce associated costs;**
- **To implement a process of review, evaluation, reporting & improvement.**

Managers & Supervisors are responsible for:



- Identifying potential hazards / risks in your workplace - assessing & developing action plans
- Implementing & monitoring safe systems of work
- Ensuring staff have the necessary training to carry out their work in a safe manner
- Consulting with your staff re: OH&S issues

Managers & Supervisors are responsible for:

- Familiarising yourself with appropriate hazard control measures & relevant OH&S Information
- Ensuring compliance with all aspects of OH&S Policies & Procedures
- Investigating accidents/incidents & implementing remedial measures
- Effectively driving the deployment of the UWS OH&S Plan 2003-2005

Occupational Risk Management

- Primary focus of NSW OH&S Act 2000 & OH&S Regulation 2001
- Employers/Mgt primarily responsible for development & implementation of risk management systems in consultation with employees
- AS/NZS 4360, AS/NZS4804 & 4801
- **Risk** = The likelihood of specific event occurring under a defined set of circumstances

Occupational Risk Management Cont'd

- **Risk Measurement =**
consequence x probability x exposure
- **Risk Management Process =**
Identify, Evaluate, Control, Monitor for effectiveness & continuous improvement
- **Some methods for managing occupational risks**
 - Effective OH&S Management Plans, Policies & Procedures
 - Safe Systems of Work
 - Effective monitoring systems
 - Raise staff awareness to procedures
 - Provide competent supervision & training to all staff

Incentives to promote compliance:

Compliance will ensure that they are:

- reduced risk of prosecution
- fewer accidents & injuries
- reduction in the length of incapacity of injuries
- lower Workers Compensation premium rates
- more effective personal & group performance
- less down time
- reduced absenteeism
- lower costs
- greater productivity
- enhanced career prospects.



Functions of the OH&S Committee & OH&S Representatives under the Act

- ✓ Review & consult policies and procedures
- ✓ Review & consult changes in practice, building refurbishment or capital works
- ✓ Investigate incidents
- ✓ Discuss important issues that effect the workplace
- ✓ Instigate investigation to ensure that staff work in a safe environment



Examples of Job Related Training:

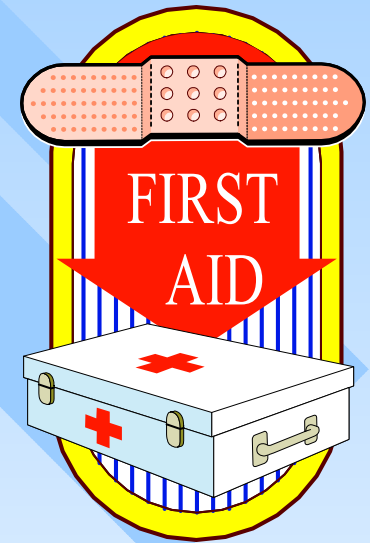
Ensure you & your staff receive appropriate and annual training in:

- ✓ Emergency Preparedness
- ✓ Fire safety
- ✓ OHS Consultation
- ✓ Manual handling and Ergonomics
- ✓ Safe Work Practices
- ✓ OH&S Awareness
- ✓ First Aid & CPR.



Safe Systems of Work (SSW) :

- Will reduce risk of accidents/injuries
- Incorporate standardising work practices & work procedures
- Tack into account all necessary information
- Include correct effective staff training



Manual Handling :

Reduce severity of injuries by:

☞ **Identify** tasks and risks

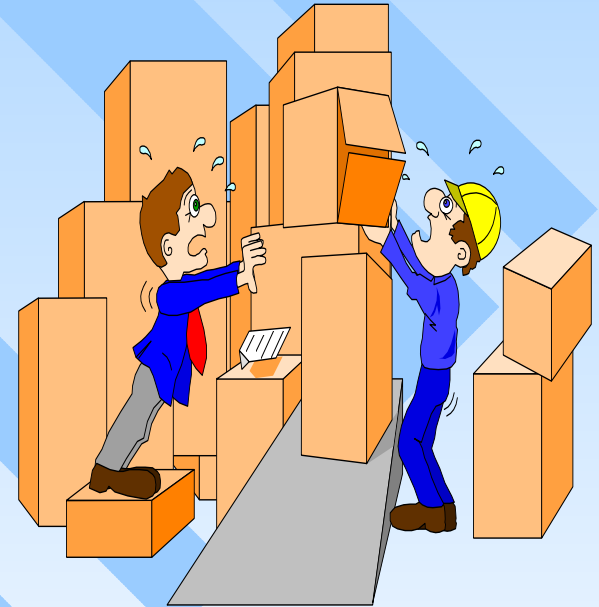
☞ **Assessing** all tasks and risks

➤ Training

➤ Equipment assessment

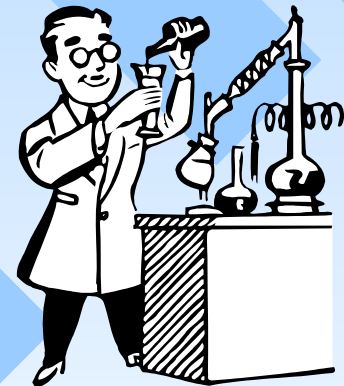
➤ Don't attempt to manually handle equipment etc when the risk of injury is unacceptable in the circumstances

☞ **Review/control** all tasks and risks



Hazardous Substances :

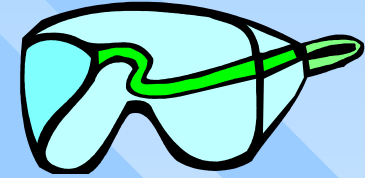
- ✓ Training to:
 - Minimise the likelihood of an accident
 - Implement a safe system of work
- ✓ Keep a Material Safety Data Sheets at the workplace when hazardous substances are being used



Personal Protective Equipment (PPE) :

Provided to:

- ✓ Minimise the likelihood of injury
- ✓ Reduce potential severity of injuries
- ✓ Provide a safe system of work



Reporting of Accident / Incidents

- ✓ **Accident/Incident Reporting:**
 - **Immediately to Supervisor / Manager**
 - **Accident /Incident Form completed**
 - **Copy of form sent to OHS&R Manager/Coordinator**

- ✓ **Accident/Incident Investigations**
 - **Completed by Manager within 48hrs**

- ✓ **Accident/Incident Statistics**
 - **Monthly / Trend Analysis**



You are responsible for :



- ✓ Identifying potential hazards / risks in your workplace & taking appropriate remedial action
- ✓ Maintaining high housekeeping standards
- ✓ Co operating with your employer in developing & maintaining a safe & healthy workplace
- ✓ Familiarising yourself with the OH&S systems

You are responsible for Cont'd:

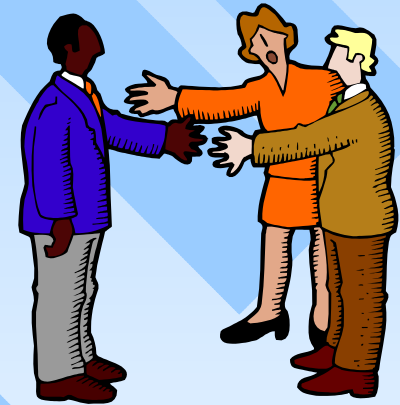


- ✓ Ensuring compliance with all aspects of OH&S Policies & Procedures
- ✓ Participating in consultation mechanisms
- ✓ Reporting accidents & injuries promptly to your manager or supervisor

How to resolve OH&S issues within the workplace

Attempt to resolve with :

- ✓ OH&S issues should be raised with your immediate Supervisor and/or Manager
- ✓ Contact the your College/School OH&S Representative and/or OH&S Committee for assistance in reaching a solution
- ✓ Contact the OHS&R Manager
- ✓ If attempts to resolve the issue fail or if there is serious risk your local OH&S Committee member may contact WorkCover NSW



Obtaining & distributing relevant OH&S Information:

- Organisation OH&S Material
- OH&S Noticeboards
 - Organisational
 - College/School
- Staff meetings to -
 - raise OH&S awareness
 - discuss OH&S issues
- WorkCover NSW
 - Advice on statutory compliance
 - Technical/other
- Other
 - Memos/directives
 - Training
 - OHS Reps and OH&S Committee

