

## Health & Safety Rules Procedures

### 1. Preamble

- 1.1 Almost all tasks undertaken by an employee are the result of some form of instruction. Personal injury and property damage can be minimised by compliance with established rules and practices.
- 1.2 Safety rules are explicit instructions aimed at eliminating or reducing the employee's exposure to foreseeable risks. Therefore safety rules are designed to control workplace hazards and develop a uniform standard of behaviour.
- 1.3 In general terms safety rules can be divided into two categories, those rules that are general and those that are specific.
  - (i) **General Rules – Example** “Do not obstruct emergency equipment”.
  - (ii) **Specific Rules and / or Work Instructions** “Safety glasses must be worn when operating the grinder”.

### 2. Aim

University of Western Sydney's general and specific safety rules pertaining to all employees and/or specific groups are to be developed for each College/School/Division in consultation with employees. Safety rules apply equally to all personnel present at the workplace therefore each person has an obligation under the *OH&S Occupational Health and Safety Act 2000* to comply with the established rules.

### 3. Responsibilities

#### 3.1 Managers are responsible for:

- (i) Analysing injury and hazard reports to identify the need to develop and or review health and safety rules.
- (ii) Developing new or revised rules in consultation with relevant supervisory personnel and employees.
- (iii) Reviewing on an annual basis all developed rules.
- (iv) Providing a copy of the developed or revised rules to the OHS&R Co-ordinator.

#### 3.2 Supervisory Personnel are responsible for:

- (i) Issuing copies of all applicable rules to employees.

- (ii) Training all employees in the new or revised rules.
- (iii) Maintaining training records.
- (iv) Enforcing the developed rules.
- (v) Implementing the University's disciplinary procedure for non-compliance with established rules.

**3.3 Employees** are responsible for:

- (i) Complying at all times with established rules.
- (ii) Notifying their immediate supervisor of any revision or development of safety rules they believe is needed to protect the health and safety of all persons present at the workplace.

**3.4 OHS&R Co-ordinator** is responsible for:

- (i) Providing technical advice and experience to all staff to assist in the development or revision of safety rules.

## **4. General Health and Critical Points**

4.1 The following points have been included as a guide but these should not be generally accepted without careful consideration and input from employees who are expected to comply with them.

- (i) You are required as a condition of employment to know, understand and abide by all safety rules.
- (ii) Horseplay, practical jokes, rowdiness and violence will not be tolerated at work as these often lead to personal injury.
- (iii) Unauthorised consumption of alcohol or taking illegal or excessive legal drugs during work hours, or commencing work under the influence of alcohol or drugs, is not permitted.
- (iv) Observe the warning and safety signs that are displayed throughout the University. They are placed there for your protection.
- (v) If you have to leave your workplace for any reason, notify your immediate supervisor of your intentions.
- (vi) Any employee who disregards the University's safety procedures and endangers either their own safety or the safety of fellow employees may be subjected to the University's disciplinary procedure, which could ultimately result in dismissal.
- (vii) All injuries no matter how minor must be reported to your supervisor. Give accurate details of how your accident or injury occurred so that corrective action may be taken.

- (viii) Where suitable clothing provided by the University, and it must be worn at all working times whilst at work.
- (ix) Safety equipment must be worn when working in designated areas and when operating.
- (x) Designated tools, equipment (i.e. eye, hand, hearing protectors).
- (xi) Smoking is not permitted in the workplace.
- (xii) The speed limits on the University property must be strictly observed at all times by all vehicles including forklifts.
- (xiii) Emergency procedures have been developed, and making sure you know what is expected of you in the event of an emergency occurring.
- (xiv) Persons can be prosecuted for failure to comply with the requirements under the *NSW OH&S Act 2000 and Regulations 2001*.

#### **4.2 DO**

- (i) report all injuries to your supervisor.
- (ii) read operating instructions for all equipment.
- (iii) wear the required protective equipment.
- (iv) learn the evacuation plan for your area.
- (v) handle and store all chemicals (including cleaning agents) according to packaging labels.
- (vi) store equipment and tools in their correct storage areas.
- (vii) keep your immediate work area clean and tidy at all times.
- (viii) always follow the correct work procedures.
- (ix) ask for assistance if the load is too heavy or awkward.
- (x) tie long hair back or wear suitable hair protection.
- (xi) keep clear of operating machinery/fork lifts.
- (xii) report all conditions you think could cause injury or loss.
- (xiii) follow all work procedures.

#### **4.3 DON'T**

- (i) operate machinery or equipment unless you have been trained and hold appropriate licenses.
- (ii) carry any loads that obstruct your vision.
- (iii) obstruct any emergency equipment or exits.
- (iv) store pallets or equipment around machinery or in pedestrian walkways.
- (v) remove any signs from equipment (i.e. Danger Tags etc).
- (vi) use any equipment that is damaged.
- (vii) use makeshift tools and equipment.
- (viii) throw, roll or project equipment, tools, product etc.

- (ix) carry passengers on a forklift vehicle unless in an approved safety cage.
- (x) climb on machinery or storage racks.
- (xi) jump from platforms, scaffolds, stairs or other high places.
- (xii) walk under hoisted pallets or other loads.
- (xiii) enter a confined space unless properly trained and authorised to do so.
- (xiv) use steam, air or water hoses for purposes other than for which they are intended.
- (xv) under any circumstances use an air hose for personal cleaning.
- (xvi) walk or climb over pallets, conveyors or other obstructions.
- (xvii) tamper with or attempt to repair or adjust any machine unless you have been trained and instructed to do so.
- (xviii) attempt to remove foreign objects from a machine/equipment unless trained.
- (xix) remove guards from machinery.
- (xx) under an circumstances store additional items in first aid kits (i.e. Dettol, Panadol etc.).
- (xxi) overload power points.
- (xxii) overload cabinets.
- (xxiii) leave cabinet or desk drawers open.
- (xxiv) lift any objects which are excessively awkward or heavy.