

OHS

Induction for RHD Students



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Faculty of Medicine OHS Contacts



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LEGISLATION & CODES

Work Health and Safety Act 2011

- Imposes obligations on people at workplaces to ensure workplace health & safety

Work Health and Safety Regulations 2011

- If there is a regulation about a risk, you must do what the regulations says

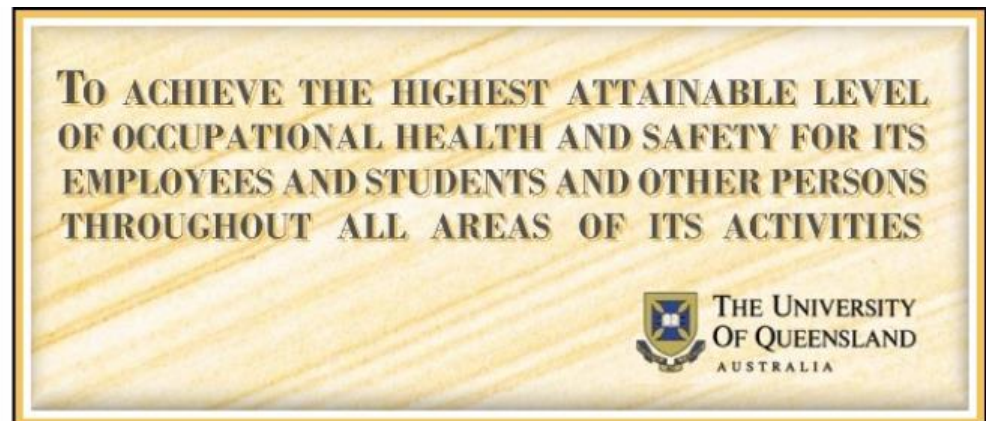
Codes of Practice

- If there is a Code of Practice, you must either:
 - Do what the Code says; or
 - Adopt and follow another way that gives the same level of protection

Local Policies, Procedures, Guidelines

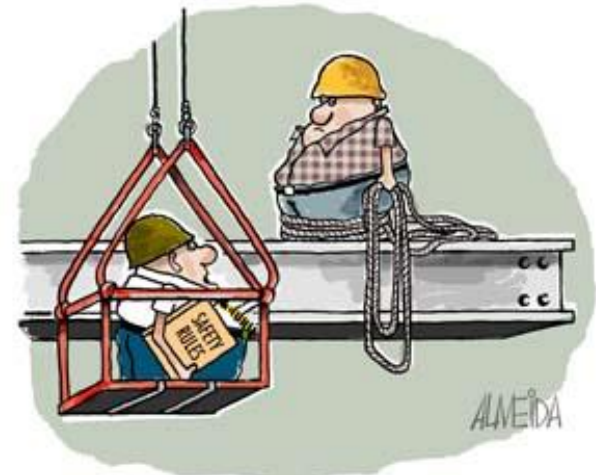
OHS RESPONSIBILITIES

- <https://ppl.app.uq.edu.au/content/2.10.04-staff-responsibilities-occupational-health-and-safety>
 - Comply with safe working procedures
 - Use of appropriate personal protective equipment and safety systems
 - Assist with the preparation of risk assessments
 - Report OH&S Issues



MAXIMUM PENALTIES

- Three categories of offences:
 - Category 1: recklessly expose a person to risk of death or serious injury or illness
 - 30000 PU corporation, 6000 PU officers, 3000 PU workers or
 - 5 years imprisonment
 - Category 2: expose a person to risk of death or serious injury or illness (without recklessness)
 - 15000 PU corporations, 3000 PU officers, 1500 PU workers
 - Category 3: fails to comply with WH&S duty
 - 5000 PU corporations, 1000 PU officers, 500 PU workers



"I don't care if bungee jumping is faster than the aerial lift. Around here it's against safety rules!"

UQ PPL

- <https://ppl.app.uq.edu.au/content/2.-workplace-health-and-safety>

The screenshot displays the UQ Policy and Procedures Library website. The header features the University of Queensland logo and navigation links: HOME, GLOSSARY, HELP, and LOGIN. A search bar is also present. The main content area is titled '2. Workplace Health and Safety' and includes a description: 'This section contains entries relating to the workplace health and safety framework which has been developed by the university.' A list of sub-topics is provided, including Governance and Consultation, Emergency and Fire Safety, Facility and Electrical Safety, Workers' Compensation and Rehabilitation, Safe Working Environment, Biosafety, Ergonomics and Manual Tasks, Occupational Health, Occupational Hygiene and Chemical Safety, and Radiation Safety. A sidebar on the left contains a 'NAVIGATION' menu with 'BY TOPIC' selected, showing the current location within the hierarchy.

THE UNIVERSITY OF QUEENSLAND AUSTRALIA | UQ Policy and Procedures Library

UQ HOME CONTACTS STUDY MAPS NEWS EVENTS LIBRARY MY.UQ

Search this site... GO

HOME GLOSSARY HELP LOGIN

Home By Topic

NAVIGATION

BY TOPIC

1. UNIVERSITY ORGANISATION AND GOVERNANCE

2. WORKPLACE HEALTH AND SAFETY

2.10 GOVERNANCE AND CONSULTATION

2.15 EMERGENCY AND FIRE SAFETY

2.20 FACILITY AND ELECTRICAL SAFETY

2.25 WORKERS' COMPENSATION AND REHABILITATION

2.30 SAFE WORKING ENVIRONMENT

2.40 BIOSAFETY

2.50 ERGONOMICS AND MANUAL TASKS

2.60 OCCUPATIONAL HEALTH

2.70 OCCUPATIONAL HYGIENE AND CHEMICAL SAFETY

2.80 RADIATION SAFETY

2. Workplace Health and Safety

This section contains entries relating to the workplace health and safety framework which has been developed by the university.

2.10 Governance and Consultation

2.15 Emergency and Fire Safety

2.20 Facility and Electrical Safety

2.25 Workers' Compensation and Rehabilitation

2.30 Safe Working Environment

2.40 Biosafety

2.50 Ergonomics and Manual Tasks

2.60 Occupational Health

2.70 Occupational Hygiene and Chemical Safety

2.80 Radiation Safety

< 1.80.01 Enterprise Risk Management up 2.10 Governance and Consultation >

UQ OHS DIVISION

- <http://uq.edu.au/ohs/>

The screenshot displays the official website of the University of Queensland's Occupational Health & Safety (OHS) Division. The header features the university's crest and name, alongside the division's title. A navigation menu includes links for Home, About Us, Staff & Students Info, Health & Safety Info, Policies, Contacts, and Sitemap. A search bar is also present. The main content area is divided into several sections: a large banner image with the text 'YOUR SAFETY, YOUR FUTURE' and a 'News & Events' sidebar listing various updates. Below these are three columns of links for 'OH&S Governance', 'About', and 'Staff & Student Info'. A 'Health & Safety Information' section contains a grid of buttons for topics like Biosafety, Ergonomics, Radiation Protection, Occupational Health, Occupational Hygiene, Construction & Electrical, Work Injury Management, Safety Auditing, and UQ Wellness. A 'Databases' section at the bottom offers links to Risk Management, Incident Reporting, and Chemwatch MSDS. On the right, an 'EMERGENCY' section provides a contact number and a 'QUICK LINKS' section with icons for emergency procedures, incident reporting, hazard reporting, risk assessment, off-campus work, computer workstations, online safety training, chemical waste disposal, and feedback.

THE UNIVERSITY OF QUEENSLAND AUSTRALIA Occupational Health & Safety Division

UQ HOME CONTACTS STUDY MAPS NEWS EVENTS LIBRARY GIVE NOW MY.UQ

Search this site... GO

HOME ABOUT US STAFF & STUDENTS INFO HEALTH & SAFETY INFO POLICIES CONTACTS SITEMAP

YOUR SAFETY, YOUR FUTURE

News & Events

- OHS Communications
- OHS Training Calendar
- OHS Consultation Portal
- Internal OHS Reports
- WHSC Seminar Series
- Travel Alert - Istanbul Airport
- ** Zika Virus **

OH&S Governance

- OHS Policy Statement
- OHS Consultative Structures
- OHS Goals of the University
- OHS Legislation

About

- OHS Division Function
- OHS Division Staff
- Contact us
- WHSC / HSR [intranet]

Staff & Student Info

- OHS Responsibilities
- OHS Training and Induction
- Policies, Procedures & Guidelines
- UQ Safety Contacts

Health & Safety Information

- Biosafety
- Ergonomics & Rehabilitation
- Radiation Protection
- Occupational Health
- Occupational Hygiene
- Construction & Electrical
- Work Injury Management
- Safety Auditing
- UQ Wellness

Databases

- Risk Management
- Incident Reporting
- Chemwatch MSDS

EMERGENCY

Call UQ Security 33653333

QUICK LINKS

- UQ emergency procedures
- Report an Injury, Illness or Incident
- Report a Hazard
- Complete a Risk Assessment
- Off-campus work
- Computer workstations
- Online safety training
- Chemical waste disposal
- Provide Feedback

Online OHS Training Modules

- <http://www.uq.edu.au/ohs/?page=153556>

The screenshot displays the website for The University of Queensland's Occupational Health & Safety Division. The header features the university's crest and name, along with a navigation menu including links to Home, About Us, Staff & Students Info, Health & Safety Info, Policies, Contacts, and Sitemap. A search bar is also present. The main content area is titled 'Online OHS Training Modules' and includes a breadcrumb trail: Home > Staff & Student Info > Online OHS Training Modules. Below the title, a section titled 'Which training modules should you do?' explains that all workers at UQ are required to participate in OHS training, with the specific modules depending on their role. It refers to a 'UQ Training Needs Analysis (TNA) summary table' for assistance. A sidebar on the right, titled 'ON THIS SITE', lists links to 'HEALTH AND SAFETY INFORMATION', 'STAFF & STUDENT INFO', 'CONTACT THE OHS DIVISION', and 'SITEMAP'. The main content area lists training modules under three categories: 'Mandatory OHS training' (General Workplace Safety Training [5 year refresher], Annual Fire Safety Training [annual refresher]), 'Mandatory HR training' (Code of Conduct Training [2 year refresher], EO Online Equity and Diversity Training), and 'Other OHS training that may be required, depending on your role at UQ' (Biosafety, Chemical Safety, Compressed Gases Safety, Computer Workstations - Design & Adjustment, Cryogen Safety, Field Safety, Hand Tool Safety, Laboratory Safety Induction, X-Ray Safety Training).

THE UNIVERSITY OF QUEENSLAND AUSTRALIA

Occupational Health & Safety Division

UQ HOME CONTACTS STUDY MAPS NEWS EVENTS LIBRARY GIVE NOW MY.UQ

Search this site... GO

HOME ABOUT US STAFF & STUDENTS INFO HEALTH & SAFETY INFO POLICIES CONTACTS SITEMAP

Home > Staff & Student Info > Online OHS Training Modules

Online OHS Training Modules

Which training modules should you do?

All workers at UQ are required to participate in OHS training. The training you are required to complete depends on your role at UQ. Please refer to the [UQ Training Needs Analysis \(TNA\) summary table](#) to assist you to determine which of the below modules you are required to complete. A TNA should be completed with your Supervisor.

Mandatory OHS training

- [General Workplace Safety Training](#) [5 year refresher]
- [Annual Fire Safety Training](#) [annual refresher]

Mandatory HR training

- [Code of Conduct Training](#) [2 year refresher]
- [EO Online Equity and Diversity Training](#)

Other OHS training that may be required, depending on your role at UQ

- [Biosafety](#)
- [Chemical Safety](#)
- [Compressed Gases Safety](#)
- [Computer Workstations - Design & Adjustment](#)
- [Cryogen Safety](#)
- [Field Safety](#)
- [Hand Tool Safety](#)
- [Laboratory Safety Induction](#)
- [X-Ray Safety Training](#)

ON THIS SITE

- HEALTH AND SAFETY INFORMATION
- STAFF & STUDENT INFO
- CONTACT THE OHS DIVISION
- SITEMAP

UQ Training Needs Analysis (TNA)

- <http://www.uq.edu.au/ohs/?page=168925>

The screenshot shows the UQ Occupational Health & Safety Division website. The header includes the UQ logo, navigation links (HOME, ABOUT US, STAFF & STUDENTS INFO, HEALTH & SAFETY INFO, POLICIES, CONTACTS, SITEMAP), and a search bar. The main content area is titled "OHS Training and Induction" and includes a sub-section "OHS Training for UQ Workers". This section contains a paragraph explaining that training requirements depend on experience and work activities, and a table with two columns: "Training Websites" and "Checklists". The "Training Websites" column lists links to online modules, a training calendar, and training slides/handouts. The "Checklists" column lists links to a new worker induction checklist, a TNA checklist for all workers, and a TNA checklist for lab workers. To the right of the table is a sidebar titled "ON THIS SITE" with links to health and safety information, staff & student info, contact the OHS division, and a sitemap.

OHS Training and Induction

OHS Training for UQ Workers

The training you require will depend on your experience, prior training and the nature of your work activities. Your training requirements may vary over time, and as your project develops and/or work activities evolve. Please ensure you review your safety training requirements with your Supervisor regularly.

Training Websites	Checklists
<ul style="list-style-type: none">→ Online OHS Training Modules→ OHS Training Calendar (Staff Development)→ OHS Training Slides/Handouts (Staff Development)	<ul style="list-style-type: none">→ New Worker OHS Induction Checklist→ TNA Checklist (All Workers)→ TNA Checklist (Lab Workers)

ON THIS SITE

- [HEALTH AND SAFETY INFORMATION](#)
- [STAFF & STUDENT INFO](#)
- [CONTACT THE OHS DIVISION](#)
- [SITEMAP](#)

UQ Training Needs Analysis (TNA)

The table below represents the minimum safety training required to assist you to carry out your work safely. *Please note:* additional safety training may also be required, and task specific safety training should be discussed and arranged with your Supervisor.

Who?	When?	Required Safety Inductions/Training	Resources
All UQ Workers (including Staff; Casuals; Tutors; RHD Students; Visiting Academics; Summer Research Scholars; Unpaid Trainees etc)	Day 1	Local Site Induction: i.e. <ul style="list-style-type: none">→ Shown the location of emergency equipment, exits & evacuation meeting points→ Introduced to local WHSC, HSR, Floor Wardens & First Aid Officer	<ul style="list-style-type: none">→ Online OHS Modules→ Visiting Academic UQ Username Application - Contact: ITS Client Services ph: 334-68673 email: help@its.uq.edu.au

RISK MANAGEMENT

- <https://www.riskcloud.net/prod/?ccode=642>

THE UNIVERSITY OF QUEENSLAND AUSTRALIA

UQSafe

[Home](#)
[My Tasks](#)
[Analysis](#)
[Feedback](#)
[Logout](#)

WHS Risk Register

[Back](#)
[New](#)
[Filter](#)
[Refresh](#)
[Delegation](#)
[Print](#)
[Export](#)
[Help](#)

[Risk Register](#)
[My Location Risks](#)
[My Draft Risks](#)
[My Peer Reviews](#)

[Active](#)
[Archived](#)
[All](#)

Affected Area: - All -

Show 20 Risks per page

Ref.	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands
					Current	Residual			
1206	SSME-HYPERS... Use of static diaphragm test rig	Christopher Matthew James	Hypersonics	Mansergh Shaw Building	Low	Low	16/05/2017	16/05/2022	
1204	Working with Botryosphaeria... species	Renee Liddle	Agriculture and Food Sciences	Gatton	Low	Low	21/04/2017	21/04/2022	
1192	Use of ion exchange resin for selective purification	Sabrina Lao	Chemical Engineering	Frank White Annexe	Medium	Low	16/05/2017	16/05/2018	
1191	Using Tecan M200 Plate Reader	Yuo Wu	Australian Institute for Bioengineering and Nanotechnology	Australian Institute for Bioengineering and Nanotechnology	Low	Low	16/05/2017	16/05/2022	
1188	Use of ion exchange resin for selective purification	Sabrina Lao	Chemical Engineering	Frank White Annexe	Low	Not Rated	16/05/2017	16/05/2022	
1170	Working with biological materials in a laboratory setting including blood and other bodily fluids	Deborah Roche		Organisation wide	Low	Low	15/05/2017	15/05/2022	
1169	Use of antibiotics in cloning and testing of plasmids	Charmaine A. Ramlogan-Steel	The University of Queensland	Greenslopes Private Hospital	Low	Low	15/05/2017	15/05/2022	

[Prev](#)
[Next](#)

To LOG OUT of UQSafe, simply close your browser window

FAQ

- [When should I do a risk assessment](#)
- [Can I clone a risk assessment?](#)
- [Are there template risk assessments?](#)
- [If I delegate my role in UQSafe-Risk does it carry over to UQSafe-Incident?](#)
- [What happens to a risk assessment when the 'risk owner' \(author\) leaves UQ?](#)

powered by [riskware](#)

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INCIDENT REPORTING

- <https://www.riskcloud.net/prod/?ccode=642>

The screenshot displays the UQSafe Incident Report form, which is part of The University of Queensland's risk management system. The form is titled "Incident Report" and is page 1 of 4. It features a navigation bar with links for Home, My Tasks, Analysis, and Feedback. The form is divided into several sections: "Information", "Who sustained this incident?", "When did the incident occur?", "Incident Details", and "FAQ".

Information

Who sustained this incident?

☒ Me ☐ Another Person

Select who this incident happened to.

When did the incident occur?

Date: 11/08/2016 Time: 2 PM : 19

Enter the date and time of the incident.

Incident Details

Did this incident occur: ☒ On Campus ☐ Off Campus

Select Location: [Search Icon]

Location Details:

Location Details
For example, car park, factory, boardroom, etc.

What was the work or activity being undertaken at the time of the incident?

Work Activity Category: -- Select a Work Activity Category --

What work/activity was being done at the time of the incident? I.e. driving, lifting boxes, typing etc.

Describe the incident with as much detail as possible:

Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved? What was the outcome? Please do not include personal

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CHEMWATCH FFX

- <http://www.uq.edu.au/ohs/?page=231749>

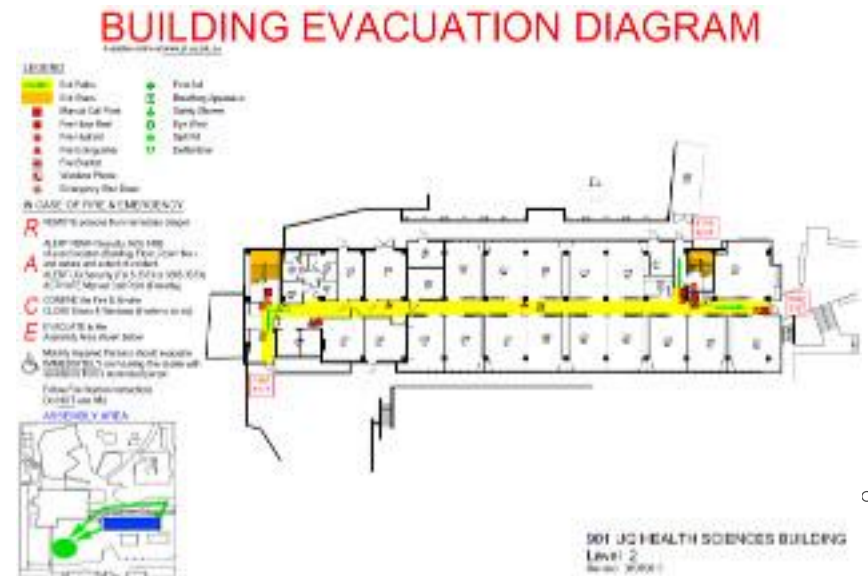
The screenshot displays the GOLD FFX software interface. The top header features the 'GOLD FFX' logo and navigation icons for PRINT, SEND TO, and SAVE. The main search bar is set to 'Search Full - Name/CAS: Ethanol'. The left sidebar contains icons for Materials, Folders, Risk Assess., and Credo. The central search panel shows the search criteria: Name/CAS, EN, and the search term 'ethanol'. Below this, there are options for 'Full' and 'Own' search scope, a 'SEARCH' button, and a 'Tree' view. The right panel displays a table of search results for 'Ethanol'.

	TRACK	MATERIAL NAME	CAS NUMBER	VENDOR	SYNONYM	RELEVANCE
<input type="checkbox"/>		ethanol	AU 64-17-5	Multiple		100
<input type="checkbox"/>		potassium ethoxide	AU 917-58-8	Multiple	ETHANOL	100
<input type="checkbox"/>		Australian Biostain Histoethanol	AU	Multiple	Ethanol	100
<input type="checkbox"/>		TINGE Methylated Spirits	AU	Multiple	Ethanol	100
<input type="checkbox"/>		Recochem Methylated Spirits	AU	Multiple	Ethanol, Ethyl Alcohol, IMS	100
<input type="checkbox"/>		Foseco India Moldcote 9856*****OBSOLETE*****	AU	Multiple	ethanol	100
<input type="checkbox"/>		Melb Health-RMH FFAT	AU	Multiple	ethanol	100
<input type="checkbox"/>		Parks Denatured Alcohol	AU	Multiple	ethanol	100
<input type="checkbox"/>		Recochem Methylated Spirits 100%	AU	ChemWatch	Ethanol	100
<input type="checkbox"/>		USP Alcohol Determination - Alcohol	AU	Multiple	ethanol	100
<input type="checkbox"/>		Columbus Chemical Industries Phenolphthalein 1% in Ethyl	AU	Multiple	Ethanol.	98
<input type="checkbox"/>		ethanol-D	AU 925-93-9	Multiple		96.67
<input type="checkbox"/>		ethylene glycol	AU 107-21-1	Multiple	ethandiol	95
<input type="checkbox"/>		Huntsman Ethylene Glycol	AU	Multiple	ethane-1,2-diol	95
<input type="checkbox"/>		ethanol-D6	AU 1516-08-1	Multiple		94
<input type="checkbox"/>		acetaldehyde-d4	AU 1632-89-9	Multiple	ethanal-d4	94
<input type="checkbox"/>		acetaldehyde-2,2,2-d3	AU 19901-15-6	Multiple	ethanal	94

At the bottom of the interface, there is a footer with the text 'Provided by ChemWatch - All rights reserved 2014' and a 'Live Help Chat and Cobrowse' button. The status bar at the bottom right indicates 'Displaying items 1 - 25 of 2151'.

EMERGENCY

- Locate in your work area:
 - First aid cabinets
 - Fire extinguishers
 - Break glass alarms
 - Emergency evacuation diagrams
 - Egress routes and exits
 - Emergency assembly areas



FIRE EMERGENCY

- R.A.C.E.
 - Remove people from immediate danger
 - Activate manual fire alarms (break glass)
 - Call the emergency number for your area:
 - UQ 3365 3333
 - PAH 3176 6666
 - RBH 000 or 3646 5188
 - External sites 000
 - and alert nearby staff
 - Confine fire or smoke, but don't close windows that have opened
 - Extinguish if safe to do so, if not prepare to Evacuate



EVACUATION

- Warning or Alert Alarm (blat, blat, blat)
 - Check your area for fire, smoke, etc.
 - Prepare to evacuate
 - Take valuables and keys
- Evacuation Alarm (woop, woop)
 - Assist disabled or persons with special needs to the fire stairs
 - Exit building by nearest exit, follow wardens instructions
 - Do not use the lift
 - Assemble in your designated assembly area.

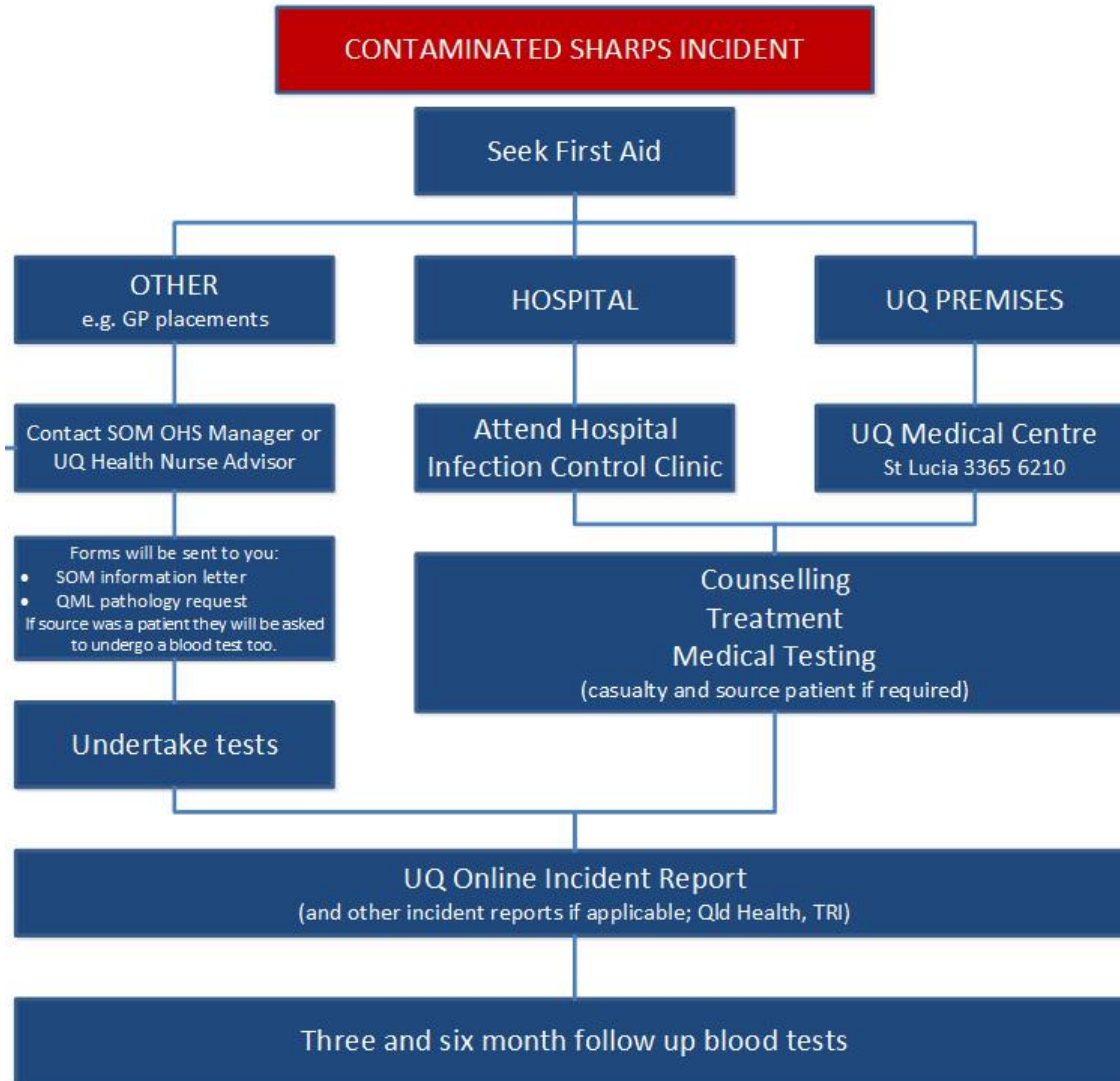


MEDICAL ATTENTION

- Local First Aid Officer/Volunteer
 - St Lucia Medical Centre (Dr Tony Arklay)
 - healthservice@uq.edu.au
 - +61 (7) 3365 6210
 - UQ Healthcare Super Clinic at PACE
 - +61 (7) 3346 1122
 - Hospital Emergency Department
 - Local GP
-
- Ensure you submit one incident report for UQ and another for the teaching partner (e.g., Queensland Health) if required.



CONTAMINATED SHARPS



SHARPS

- Sharps such as
 - needles
 - blades
 - syringes
 - Glass pipettes
- must be discarded into a sharps container
- Scalpel blades should be removed & disposed of via a no-touch remover such as a Qlicksmart device



CLINICAL WASTE



- Yellow bins and liners
- Waste contaminated with potentially infectious biological material.
- Genetically modified material.
- At UQ sites “Perceived contaminated” waste should be treated as clinical waste and must not be discarded to general waste.
- This varies at other sites so check the local procedures.
- NO SHARPS!

UQ Wellness

- <https://www.uq.edu.au/wellness-program/>

Smoke-
free UQ
1 JULY 2018

QUESTIONS



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THANK YOU



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