UNSW Policy Documents

- UNSW Health and Safety Policy
- UNSW Environment Policy
- UNSW Smoke-Free Environment Policy
Hazards and Risks Involved in Your Job

Resources available for dealing with Hazards and Risks in the workplace include:

- [Office Safety Toolkit](#)
- [SafeSys](#)
- [Workstation Checklist](#)
- [Guide to Setting Up Your Workstation](#)
- [Reporting a Hazard or Risk](#)
MECH ENG Laboratory Inductions

Before booking a lab induction with the OIC of your research area, please fully complete the School Access Approval (SAA) form (found on the School Intranet or from your Technical Staff or Supervisor).

The required courses are tabled below. Enrolment information is available at: http://safety.unsw.edu.au/Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Required by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Safety Awareness (online for students, face-to-face for staff)</td>
<td>Hons, Postgrads, Staff, Visitors staying 3 months or more</td>
</tr>
<tr>
<td>WHS Awareness (online)</td>
<td>Hons, Postgrads, Staff</td>
</tr>
<tr>
<td>Ergonomics (online)</td>
<td>Hons, Postgrads, Staff, Visitors staying 3 months or more</td>
</tr>
<tr>
<td>Green Lab Environment Compliance (online)</td>
<td>All Lab users</td>
</tr>
<tr>
<td>Laser Safety Induction</td>
<td>Where applicable</td>
</tr>
<tr>
<td>Lab Safety Induction (face-to-face with Technical staff once online training is completed)</td>
<td>All Lab users (HS049 form)</td>
</tr>
</tbody>
</table>
Training

UNSW Training Webpage

Mandatory
- Work Health & Safety Awareness (online)
- Ergonomics (online) [Workstation Checklist (HS114)]

Additional training for laboratory workers
- Laboratory Safety Awareness (online)
- Green Lab Environment Compliance (online)
- Laser Safety Induction (online)
- Gene Technology (online)
- Introduction to Radiation (online)
- Hazardous Substances (online)
- Biosafety for PC2 Laboratories

If you are a supervisor
- Health and Safety for Supervisors (Low-risk e.g. offices)
- Health and Safety for Supervisors (Medium-High risk e.g. labs/workshops)

Please refer to the webpage Lab Access How-To (forms)
<table>
<thead>
<tr>
<th>Location</th>
<th>Laboratory</th>
<th>Contact for Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willis Annexe</td>
<td>Aerodynamics</td>
<td>Omear Saeed</td>
</tr>
<tr>
<td></td>
<td>Mechatronics</td>
<td>Jim Sanderson</td>
</tr>
<tr>
<td></td>
<td>Advanced Manufacturing</td>
<td>Terry Flynn</td>
</tr>
<tr>
<td></td>
<td>Precision and Nano Processing</td>
<td>Evan Yang</td>
</tr>
<tr>
<td></td>
<td>Applied Mechanics</td>
<td>Omear Saeed</td>
</tr>
<tr>
<td></td>
<td>Tribology</td>
<td>Omear Saeed</td>
</tr>
<tr>
<td></td>
<td>Workshop</td>
<td>Martyn Sherriff</td>
</tr>
<tr>
<td></td>
<td>Engines Research Lab</td>
<td>Bryce Edmonds</td>
</tr>
<tr>
<td></td>
<td>Solids</td>
<td>Seetha Mahadevan</td>
</tr>
<tr>
<td></td>
<td>Thermofluids Laser Lab</td>
<td>Joe Tscherry</td>
</tr>
<tr>
<td></td>
<td>Microfluidics</td>
<td>Eldad Ben Ishay</td>
</tr>
<tr>
<td></td>
<td>Refrigeration and Air Conditioning</td>
<td>Bruce Oliver</td>
</tr>
<tr>
<td></td>
<td>Motorsports</td>
<td>Ben Willis</td>
</tr>
<tr>
<td>Ainsworth Building</td>
<td>Levels 1-5</td>
<td>Diana Sharpoval</td>
</tr>
<tr>
<td></td>
<td>Solar Lab</td>
<td>Mark Baldry</td>
</tr>
</tbody>
</table>
Risk Assessments and Safe Working Procedures

Risk management needs to be carried out when:
- Tasks involve risks;
- The legislation requires it;
- Using new equipment or substances;
- There is a change to existing work practices;
- A new risk becomes known;
- An incident has happened;
- There is a change in legislation.

It is always easier to design out a risk at the beginning rather than implementing expensive changes, therefore, the earlier risk management is completed the better.

During risk management it is important to consider the safety of workers when working at workplaces not under the control of UNSW, e.g. hospitals, fieldwork, work vehicles, since UNSW is still responsible for the work activities undertaken.

Please refer to HS017-1 Guide to Completing Risk Management Form and HS329 Risk Management Procedure.
Safety information can be located at:
https://safety.unsw.edu.au/documents-resources
Injury/ Incident Report

- You must report any Accident, Incident, Injury or Near Miss that occurs on UNSW campus or while carrying out work for UNSW.
- This can be done by completing a form on MyUNSW.
SafeSys is UNSW’s Health and safety document management system

URL: https://safesys.unsw.edu.au
Jaggaer Chemical Inventory Management

- Jaggaer Chemical Inventory Management (CIM) software is the system used for managing hazardous chemicals at UNSW.

- It can do the following:
  - Chemical management life cycle from sourcing through acquisition, receipt, tracking, and disposal.
  - Source laboratory consumables and chemicals from UNSW Campus Stores
  - Source laboratory consumables and chemicals from preferred suppliers and specialty supplies.
  - Pro-active hazard flagging and reporting on chemicals
ChemAlert

ChemAlert is used as database of Safety Data Sheets (SDS) for chemicals.
Safety Hazards and Personal Protective Equipment
### Safety Equipment – First Aid Kit Locations

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>102/106 Solids/Manufacturing</td>
<td>202 AERO</td>
</tr>
<tr>
<td>116 UTL</td>
<td>204</td>
</tr>
<tr>
<td></td>
<td>205 Micro</td>
</tr>
<tr>
<td></td>
<td>210 Refrig.</td>
</tr>
<tr>
<td>120 Workshop</td>
<td>214A Mechatron.</td>
</tr>
<tr>
<td></td>
<td>216 Engines</td>
</tr>
<tr>
<td></td>
<td>215 Precision</td>
</tr>
<tr>
<td></td>
<td>214B/C Thermofluids</td>
</tr>
<tr>
<td></td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

- Level 1 locations: 102/106 Solids/Manufacturing, 115 Precision, 116 UTL, 120 Workshop
Safety Equipment – Spill Kit Locations

Level 2

- 202 AERO
- 204 Unalloc.
- 205 Micro Refrig.
- 214B/C Thermofluid
- 214A Mechatron
- 216 Engines
- 215 Precision
- 214B/C Thermofluid
- 214A Mechatron

Level 1

- 102/106 Solids/Manufacturing
- 116 UTL
- 120 Workshop

Legend:
- Red: Chemical Spill Kit
- Green: Mercury Spill Kit
Defibrillator in J18 ground floor or call Security on 93856666

## Safety Equipment – Manual Handling Tools

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Forklift                   | Terry Flynn  
                             | Martyn Sherriff  
                             | Seetha Mahadevan  
                             | Bruce Oliver  
                             | Tamsin Peters  
                             | Bryce Edmonds |
| Crane                      | Seetha Mahadevan (Dogman)  
                             | Bruce Oliver (Dogman) |
| Dangerous Goods Lift       | Bruce Oliver |
Chemical Purchasing UNSW

Staff/Student
Discuss purchase of DG with the Technical Staff (storage, supplier, RMF etc)

Technical Staff
Raises the requisition

Finance Pod
 Raises a purchase order

HS Officer/Lab Manager
Approves the purchase of the DG

HS Officer
Enters DG into Jaggaer (barcode system), and notifies staff/student that DG has arrived.

DELIVERED
If you need to use ANY chemicals or biological substances in MME labs – please discuss with your Technical Staff

Helpful links:

UNSW Hazardous Chemicals Procedure HS332

UNSW Labelling of Hazardous Chemicals Guideline HS429

UNSW Biosafety Procedure HS323
Chemical Purchasing UNSW

Staff/Student
Discuss purchase of DG with the Technical Staff (storage, supplier, RMF etc)

Technical Staff
Raises the requisition

Finance Pod
Raises a purchase order

HS Officer/Lab Manager
Approves the purchase of the DG

DELIVERED

HS Officer
Enters DG into Jaggaer (barcode system), and notifies staff/student that DG has arrived.
Chemicals Labelling

Non Hazardous solution/ substances
(e.g. Water) “NON HAZARDOUS” written on the label plus the owners name.

Hazardous chemicals
Step 1: Find the correct PICTOGRAMS in the chemical SDS

Step 2: Label your chemical properly.
Use thick text or pen or whiteboard marker.

Incorrect Labelling 1 – Thick Pictograms

Incorrect Labelling 2 – Circling Pictogram

Incorrect Labelling 3 – Do Nothing on Pictogram

UNSW}

SIGMA-ALDRICH
SAFETY DATA SHEET

Name of chemical
Methanol

CAS Number:

Hazard Pictogram: (Please cross out if non-applicable hazard symbol)

Flammable, Toxic, Harm to Health, H225, H315, H335, H314, H319, H302

Precautionary Statement (refer to SDS for more details)

Cleaning up: Keep away from hearth/ash/oven, fire/san hot surfaces. P304 Wash skin thoroughly, after handling. P305/315/335/337/338 Use protective gloves/eyes/wearing protection; face protection.

User Name
Supplier, Sigma Aldrich

Date of Filling
Expire Date
28/09/2017
28/09/2019

Not Permitted
Not Permitted
Not Permitted

An example using “Thin” pen to write
- hard to distinguish the valid pictogram
- Not Permitted

An example using “Circle” on Pictograms
- hard to distinguish the valid Pictogram
- Not Permitted

An example on “Do nothing” on Pictograms
- Cannot identify the chemical hazard
- It does not match on the phrase “cross out”
- Not Permitted
Laboratory WASTE includes:

### Chemical Waste and their empty containers

#### Hazardous Waste (non DG)
Inc. general household cleaners, bleach, motor oil etc.

#### Broken Glass Waste
Needs to be segregated as ‘uncontaminated broken glass’, and ‘contaminated broken glass’, and labelled as such. Use 15L lidded buckets

#### Sharp Waste
Scalpels, needles, slides, coverslips, small broken glass
Use lidded buckets

#### Chemically Contaminated Lab Waste
Any contaminated material including gloves (used or not), pipettes, lab consumables etc.
Use general lab waste bucket – ask Technical Officer if unsure

School Health and Safety Committee

• The Committee meets quarterly and consists of members that are representatives of School workgroups.

• Committee minutes are placed on the Intranet. All members of the School are informed via email when they have been uploaded.

• The University sends out a Monthly Health and Safety Newsletter which is emailed to everyone in the School.

• OTHER IMPORTANT information such as Safety Alerts are sent out via email when the need arises.

• Worker may also raise issue with their work group’s Health & Safety representative. Please refer to HS337 Health & Safety Consultation Procedure for more detailed information.
Health and Safety Committee Members

Chairperson / Laboratory Staff Representative  
Mr Omear Saeed

Minutes Secretary / HSE Advisor  
Mr Mikhail Farid

Management Representative (Head of School)  
Prof. Chun Wang

Laboratory Manager  
Dr Tamsin Peters

Academic Staff Representative  
Dr Shaun Chan

Laser Safety Officer  
Mr Joe Tscherry

Undergraduate Student Representative  
Mr Moustafa Ali

Postgraduate Student Representative  
Mr Amr Omar

Professional/admin Representative  
Mrs Rodina Atme

Faculty HS&E Coordinator  
Ms Blathnaid Farrell
After Hours Protocol

- The UNSW Working Alone or After-Hours Guideline
- UNSW Shutdown Period students
- UNSW Shutdown Period staff

MME school have an after hours protocol.

- MME After Hours Access. School Protocol
Emergency Poster

Emergency on Campus
Call 9385 6666 (ext. 56666)
State your name or zID and location on campus

- Never Stand Still
- Facilities Management

**Fire**
- If you see fire or smoke, do not panic or rush
- Shout “Fire!”
- Use the fire alarm
- Stay low and cover your face
- Stay calm and有序
- Evacuate calmly

**Medical Emergency**
- Call a first aid officer
- Call UTSW Emergency and state AMBULANCE if required
- Call 999 (after running UTSW Emergency) to obtain advice
- Call UTSW for further advise
- Communicate the patient
- Never leave the patient alone

**Bomb Threat**
- If you receive a bomb threat, do not use a mobile phone
- Alert others nearby to call UTSW Emergency
- Carefully note details of the threat
- Follow the instructions
- Do not touch or move any suspicious package

**Suspect Package**
- Stop what you are doing and put the device down or do not touch it
- Alert others nearby
- Do not use mobile phones as they can trigger an explosion
- Evacuate the area

**Power Outage**
- Provide assistance to others if necessary
- Evacuate if asked to do so
- Make sure equipment is safe to use
- Treat all electrical equipment as live

**Gas Leak**
- Turn off gas supply
- Evacuate if safe to do so
- Activate the emergency isolation
- Do not enter

**Chemical Spill**
- In case of a spill, call 9385 6666
- If serious, evacuate others, wear in suits and clean up as soon as possible

**Environmental**
- In an environmental emergency, and all staff are required to immediately report the incident
- Assume the area is affected
- Evacuate the area

**Personal Threat**
- Threats to self or others may include
- Hostile behavior
- Possession of weapons
- Do not take risks
- Observe offender’s characteristics
- Avoid eye contact

**Natural Disaster**
- Remove anyone from immediate danger
- Keep calm
- Take cover
- Keep clear of windows

**Evacuation**
- Alert the floor manager
- Follow your Evacuation Assembly Plan
- Follow instructions to evacuate
- Exit in stairwells and order
- Do not use the lifts
- Do not reenter the building until authorized
- Follow the directions of Security, Students, and Emergency Services

**Shelter in Place or Lockdown**
- Take immediate shelter where you are
- Follow the direction of Security
- Students and Emergency Services

Download StaySafe@USW App
- For important information
- For all emergency procedures

UNSW S Y D N E Y
Emergency Procedures

When an alarm is raised you need to follow the directions of the Emergency Team.

The assembly point will be at [Physics Lawn].
# J18 – Willis Annexe Emergency Team

<table>
<thead>
<tr>
<th>Level 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden</td>
<td>Tamsin Peters</td>
</tr>
<tr>
<td>Deputy Chief Warden</td>
<td>Terry Flynn</td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Bruce Oliver (UTL)</td>
</tr>
<tr>
<td>Floor Wardens</td>
<td>Seetha Mahadevan, Evan Yang</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Officer</td>
<td>Joe Tscherry, Tamsin Peters</td>
</tr>
<tr>
<td>Floor Wardens</td>
<td>Stephen Kuhle, Ben Willis, Bruce Oliver, Omear Saeed, Jim Sanderson, Eldad Ben-Ishay, Bryce Edmonds</td>
</tr>
</tbody>
</table>
Security and Medical information

UNSW Emergency number is 938 56666

Security Services
- Free escort around campus
- Free bus between Kensington and Paddington Campus
- Night shuttle bus, Monday to Friday, 6.30pm - 11.30pm

To contact UNSW Security:
- General number (not emergencies): 938 56000
- Security Office located at Gate 2, open 24/7
- Email Security Services security.services@unsw.edu.au

UNSW Medical Centre
The University Health Service is located in the South Eastern corner of the ground floor of the Quadrangle Building (E15).
UNSW Wellbeing

Web resources: http://www.wellbeing.unsw.edu.au/
Health & Wellbeing

Do not neglect your mental health – act early.

Staff:

The Employee Assistance Program (EAP), is offered by Benestar.

• Benestar provides free confidential counselling, coaching and wellbeing services for all UNSW staff and their eligible family members.

• To help you stay healthy and happy at work, the University offers a wide range of benefits, services and facilities ranging from flexible working to counselling services.

• Access the BeneHub app to access the service:
  » http://www.wellbeing.unsw.edu.au/eap-benestar
  » https://unsw.sharepoint.com/sites/ENG/Pages/News/Introducing-Benestar.aspx
  » BeneHub user guide.
Health & Wellbeing

Do not neglect your mental health – act early.

Students:

• Support and resources for students including information about counselling, medical and health services, wellbeing, safety, bullying etc. can be found at this website: https://student.unsw.edu.au/wellbeing

• Counselling and Psychological Services provide a free and confidential service to all students enrolled at UNSW. Further information can be found at website: https://www.counselling.unsw.edu.au/