From the Director

Welcome to the 7th Edition of our newsletter. You will note that in this edition we are displaying our new Health, Safety and Emergency Management banner (see header) following the merger of the Health and Safety and Emergency Management portfolios earlier this year.

In this edition we look at smoking as a fire hazard and take this opportunity to remind people of Curtin’s Clean-Air Campus initiative; the dreaded flu season is again upon us, so we’re giving you some simple steps to reducing the spread of infection; we are also focusing on Housekeeping so as to minimise risks of slips, trips, falls which continue to be our main cause of injury on campus.

Stay safe everyone,

Nelly Gaasdalen

Director - Health, Safety and Emergency Management

Smoking is a Fire Hazard!

On the 27th September 2013, Security were alerted to a demountable building fire located near the Early Childhood Centre, requiring the evacuation of several surrounding buildings. The fire resulted in irreparable damage to the building and research equipment located within it.

An investigation by the Department of Fire and Emergency Services (DFES), determined the cause of the fire to be attributed to lit cigarette butts igniting dry vegetation under the demountable.

This incident is a reminder that smoking is not only hazardous to health but also a fire hazard.

Staff, students, contractors and visitors are reminded that Curtin University by-laws prohibit smoking anywhere on University property.

For more information on the Clean-Air Campus initiative, click here:  [http://smokefree.curtin.edu.au/](http://smokefree.curtin.edu.au/)

7 Simple Steps to Reducing the Spread of Flu in the Workplace

As we enter the cold winter months, you need to take adequate steps to limit the spread of flu at the workplace:

1. Cover your mouth and nose when you sneeze or cough;
2. Wash your hands regularly throughout the day;
3. Don’t share personal items, e.g. towels, eating/drinking utensils;
4. Avoid contact with others if you or they are unwell with flu;
5. Regularly clean surfaces, e.g. photocopiers, tables, door knobs;
6. Get a flu vaccination;
7. Go or stay home if you’re unwell with flu.

Source: Department of Health

Health & Safety Quote

“The Safety of the People shall be the Highest Law”

Marcus Tullius Cicero

Source: [http://www.brainyquote.com/](http://www.brainyquote.com/)

Health Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30 June</td>
<td>Bowel Cancer Awareness Month</td>
<td><a href="http://www.bowelcancerawarenessmonth.org">www.bowelcancerawarenessmonth.org</a></td>
</tr>
<tr>
<td>18 June</td>
<td>Red Apple Day</td>
<td><a href="http://www.bowelcancerawarenessmonth.org/red-apple-day">www.bowelcancerawarenessmonth.org/red-apple-day</a></td>
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Work Experience Students in the Workplace—Are you liable?

Do you have work experience students, vocational placements or interns attending your workplace? Do you know what your health and safety obligations are towards them?

These types of placements in workplaces are an effective way for students and young people to see and experience what is involved in the type of employment they might be interested in pursuing in the future. It provides an opportunity for them to be involved in and see how actual workplaces operate.

Are you liable for the health and safety of those carrying out work experience, vocational placement or interning in your workplace?

All health and safety legislation makes the employer responsible for the health and safety of all people in its workplace. This means that your duty of care extends to cover anyone doing work experience, vocational placement or interning in your workplace.

Any hazard in your workplace that is not effectively identified, risk assessed and controlled, may create a health and safety risk and if an incident occurs in relation to that hazard, you and your company may be liable for any injury or illness caused.

How to prepare for a work experience student, vocational placement or intern...

So before a student begins a work experience program in your workplace for example, it is vital that they are trained in the health and safety policies and procedures that relate to their activities and work tasks during their time in your workplace.

You need to think and plan carefully when considering the types of tasks you are going to assign to these people in your workplace. For example, you need to ensure you do not assign tasks that create a health and safety risk to them or those around them. The best way to do this is ensuring students receive the normal induction and training an employed staff would receive.

Don’t forget that you owe everyone in your workplace the same duty of care that you owe to your workers.


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General Housekeeping

The term ‘housekeeping’ refers to keeping everything in its place in order to prevent slips, trips, falls and objects falling on people. An untidy workplace can cause injuries, predominately slip and trip injuries, therefore good housekeeping practices are essential for all workplaces.

Common hazards in relation to housekeeping include:

- Archive boxes and clutter beneath work stations/areas;
- Spills on floors;
- Access ways/walkways with obstructions;
- Tools inadvertently placed on the floor;
- Waste build up;
- Placing items within the one squared metre exclusion zone of fire extinguishers;
- Flammable liquids not stored in their designated store rooms/cabinets;
- Storing waste in fume hoods/cabinets;
- Storing of items on staircases;
- Electrical cables running across walkways/access ways;

(Source – Model Code of Practice Managing the Work Environment and Facilities and Workplace Safety Australia)

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Case Study : Housekeeping

Click [here](#) the read more about this Case Study.

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Emergency Management (EM)

We have moved.....

With the recent merger of H&S with EM, the Emergency Management team has relocated to B599 (Health and Safety building) and now reports to Nelly Gaasda--- Director Health, Safety and Emergency Management.

The EM team is headed by Nadine McLaughlin—Emergency Planning Manager and may be contacted via our mainline ext. 4900, direct line ext. 2635 or mobile 0431 658 131.

**REMEMBER** - for non-life threatening emergencies, call Security 9266 4444 (or 4444 from an internal phone) and for life-threatening emergencies, call 000 (or 0 000 from an internal phone).

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We have recently launched our new [Emergency Management website](#). The website provides a ‘one stop shop’ for all things EM, including training information, a ‘News’ section that provide links to EM events at Curtin and surrounds, articles, lessons learnt and other items of interest.

We have also included relevant links to State, National and International websites, such as the Australian Emergency Management, Bureau of Meteorology (BOM), Main Roads and Local Government web pages.