From the Director

The start of a new semester is a time where we typically see a spike in incidents, accidents and injuries on our campuses. This is due to higher numbers of people attending campus in the early parts of the semester. As such, it is important that we pay particular attention to workplace hazards at this time and provide appropriate instructions and training to new/returning staff, students, visitors and contractors to ensure their health and safety whilst at Curtin University.

With this in mind we appreciate everyone’s efforts in keeping health and safety top of mind in 2013.

Stay safe everyone,
Nelly Gaasdalen
Director, Health and Safety

Curtin’s New Emergency Numbers:

For life-threatening emergencies (Fire, Police or Ambulance):
Call 0 0 0 0 from an internal phone
Call 0 0 0 0 from an external or mobile phone.

For general Security assistance including non-life threatening emergencies:
Call 4 4 4 4 from an internal phone
Call 9 2 6 6 4 4 4 4 from an external or mobile phone

Sun Safety

Even though summer technically finishes at the end of February, we all know that March & April can be just as hot and we are still susceptible to sunburn. Too much sun can be harmful to your skin. A tan is a sign that skin has been damaged. Working outdoors for long periods of time means your skin could be exposed to more sun than is healthy for you. People with pale skin are most at risk of skin damage, especially those with fair or red hair, with lots of freckles or with a family history of skin cancer. Your skin remembers every exposure. The short term effect of sun exposure is sunburn. The long term effects include an aging effect on the skin, eye damage (cataracts) and skin cancers.

What to do?
SLIP! SLOP! SLAP! WRAP!
Slip on a shirt
Slop on some sunscreen
Slap on a hat
Wrap on some sunglasses
Drink plenty of water and stay in the shade where possible.

Check your skin regularly for any unusual moles or spots. Contact your doctor if you notice any changes in shape, size, colour or if you have itching and bleeding.

Fact or Fiction???
A suntan is a sign a person is healthy? FALSE
You can get sunburnt on a cloudy day? TRUE
Sunburn will fade and the damage will disappear? FALSE
You can get sunburnt through glass? TRUE
Anyone can get skin cancer? TRUE

Source:
Sun Safety in the workplace: http://www.commerce.wa.gov.au/worksafe/content/safety_topics/Diseases_and_Health/More_information/Sun_smart_at_the_workplace.html
Cancer Council Australia
http://www.cancer.org.au/preventing-cancer/sun-protection/campaigns-

Flu Vaccinations — available soon
Despite the heat, now’s the time to start preventing certain types of flu! Make sure you keep an eye out for the HR message regarding 2013 Flu Vaccinations.

Safety and Health Representatives — Network Meeting
24 April 2013 10.30am—12.00pm
Building 213.101 and Foyer (Note—this is by invitation only)

Health Calendar

February
01 Feb-19 Apr 2013 Kickstart to Crunch & Sip Cancer Council WA www.crunchandsip.com.au
14 Feb-14 Feb 2013 National Condom Day FPWA Sexual Health Services www.fpwa.org.au

March
14 Mar-17 Mar 2013 World’s Greatest Shave Leukaemia Foundation www.worldgreatestshave.com
16 Mar-17 Mar 2013 Coles Gluten Free Food & Healthy Living Expo Coeliac Western Australia www.glutenfreeinwa.com.au

Source: Government of Western Australia, Department of Health
Safe Work Procedures

Safe Work Procedures (SWPs) are a means of briefly documenting the risks associated with a work task and incorporating the appropriate risk control measures into a sequence of steps for performing the task safely. SWPs outline the task in such a way that a layman could read it and be able to perform the task in a safe manner. They can also be referred to as Safe Operating Procedures (SOPs) or Safe Work Method Statements (SWMS).

Benefits:
- Both managers and workers are aware of the risks in work tasks
- It outlines how to avoid injury or illness while doing these tasks
- Outlines what other safety precautions should be taken i.e. personal protective equipment to be used
- Ensures areas and the University meet its obligations imposed on it under the Health and Safety legislation.

Managers and Supervisors are responsible for ensuring that SWPs are written for their area of responsibility. It is essential that safe work procedures are created for tasks, plant and equipment etc. Curtin’s safe work procedure template can be found on the Health and Safety website: http://healthandsafety.curtin.edu.au/hs_toolkit/publications.cfm
(Source: SafeWork SA)

Job Safety Analysis (JSA)

A Job Safety Analysis or JSA is basic tool to aid in the identification assessment and control of workplace health & safety issues associated with a particular task or job. This assists the worker to find the safest and most efficient means to carry out the task. A JSA is done when there is a history of, or potential for injury or incident; when it is a new job; when the job has changed or when new people are performing the task. The benefits of carrying out a JSA include heightened safety awareness, hazard identification, aids in the development of safe work procedures and can assist in training needs.

How do you do a JSA?
- Select the job.
- Break the job into steps – identify simple steps and the sequence that they are to be performed in. Generally limit the steps to less than 10.
- Identify the hazards for each step (chemicals, electrical, height, vibration, weather etc.). Then consider the mechanism for injury – how you could get hurt.
- Develop solutions to eliminate or control the hazard in each step.

You should always record the JSA on our basic JSA form, available on the health and safety website - http://healthandsafety.curtin.edu.au/hs_toolkit/publications.cfm
The JSA should be reviewed and updated regularly as new hazards can be identified, tasks can change. The JSA should also be reviewed at the end of the job and updated for next time.
(Source: Worksafe WA)

Safe Storage of LPG gas bottles

Health & Safety have conducted several workplace inspections at the University where we find ‘domestic’ products like LPG bottles stored incorrectly and unsafely. Click here to view a Curtin Case Study on this subject.

The following links provide information on the correct storage and handling of LPG Gas bottles:

Working Alone or in Isolation

All work performed alone or in isolation must be assessed for risk. This is to ensure that a reliable means of communication is maintained at all times, and that appropriate emergency procedures have been established and approved by a manager or supervisor prior to work commencement.

‘Working alone or in isolation’ can include, but is not limited to:
- regularly working in an office, laboratory, studio or workshop outside of normal business hours or when everyone else has gone home;
- work on a farm, in a field or paddock;
- work in situations where staff are called out at night;
- work in remote or isolated locations which involves travel outside of the metropolitan area, interstate or overseas, (an itinerary must be submitted to managers and supervisors for approval, prior to work commencement).

Please refer to the Working Alone or in Isolation Guidelines.

Health and Safety Committee Meetings

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<thead>
<tr>
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<tr>
<td>CBS</td>
<td>13 Mar</td>
<td>10:00am—12:00pm</td>
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<tr>
<td>Properties</td>
<td>15 Apr</td>
<td>01:00pm—02:30pm</td>
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<tr>
<td>Humanities</td>
<td>04 Mar</td>
<td>01:00pm—03:30pm</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>18 Mar</td>
<td>02:30pm—04:00pm</td>
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<tr>
<td>Science &amp; Engineering</td>
<td>2 May</td>
<td>10:00am—12:00pm</td>
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<tr>
<td>Corp Relations &amp; Development</td>
<td>04 Mar</td>
<td>02:00pm—03:00pm</td>
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