From the Director

Welcome to the May edition of our Health and Safety Newsletter.

In this edition we have added a 'What’s New' section which will alert you of new and updated H&S policies, procedures, guidelines, etc. These can also be found on our ever improving website! So feel free to check it out at healthandsafety.curtin.edu.au

We also look at Fieldwork and Event safety, the dreaded flu season and what can be done to minimise the risk of getting sick. We are also promoting Security’s SafeZone app. for all staff and students and recommend you all install this on your smart phones!

Stay safe everyone,

Nelly Gaasdalen
Director, Health and Safety

Influenza

The flu season is coming, so adopt good personal hygiene to help protect your health. The flu is spread:

- through the air when someone coughs, sneezes, talks, or
- by touching something that has the virus on it and then touching your nose, eyes or mouth

If you are sick with a suspected contagious virus (flu or common cold for example) STAY at home and recover until your symptoms have gone.

Curtin will pay for Influenza Vaccinations for Curtin staff in 2013 (up to a maximum of $40) for more information go to:
http://hr.curtin.edu.au/influenza_vaccinations.cfm

Vaccination is voluntary, but everyone is encouraged to get a yearly vaccine.

For more information:

(Source: Department of Health)

Health and Safety Policy Poster

Keep an eye open for the new fancy looking Health & Safety Policy Statement. These are currently being issued to areas to display and promote Curtin University’s commitment to the health and safety of all who work or visit our campuses.

If you don’t see these around the place, please contact Health &Safety on 9266 4900 or email healthandsafety@curtin.edu.au to order a copy or alternatively print from http://healthandsafety.curtin.edu.au/safety_management/policies.cfm

WorkSafe Awards

Have you or do you know someone in Curtin land who has made a significant or innovative contribution to health and safety for Curtin University. Nominations are open now for 2 categories:

1. Best solution to an identified workplace safety and health issue
2. Best individual contribution to safety and health
   - (a) No formal OSH responsibilities (safety and health representatives are encouraged to enter)
   - (b) OSH manager/person with OSH responsibilities

ALL submissions must be sent to Natasha.Downs@curtin.edu.au at Health and Safety by COB Friday 28 June 2013.

Further information: http://www.commerce.wa.gov.au/worksafe/Content/Services/Work_Safe_Awards/Work_Safety_Awards.html

Consultation in the Workplace

Consultation provides an opportunity to share relevant information and participate in meaningful discussion on work health and safety matters. By drawing on employees’ knowledge and experience, better decisions can be made about health and safety

There are many ways safety and health information can be exchanged, including work place documents, noticeboards, meetings and toolbox talks. Further information on consultation can be found at: http://www.commerce.wa.gov.au/worksafe/PDF/Guidance_note-process/Guidance_note-complete_process.pdf

Source: WorkSafe WA.

SafeZone is a FREE app for all students and staff that connects you directly to the University’s Security team when you need help or first aid.
http://properties.curtin.edu.au/

Case Study: Fieldwork

Click here to view a Curtin Case Study.
### Fieldwork Safety

**Safety is paramount to any successful fieldtrip.** Fieldwork risk assessments must be completed prior to any trip to assist organisations and participants I identifying hazards and formulate actions to ensure the safety of all participants. To support the Curtin Institute of Radio Astronomy (CIRA) remote fieldwork, the requirement for a Travel/Vehicle Kit was identified. The kit included such items as:

- Roads and Tracks WA Map Book
- Satellite Telephone Kit & Contact List
- Tyre Compressor and Pressure Gauge
- Rope, 2 D shackles
- Jumper Leads
- Engine Oil and Coolant
- Fly swat Insect Spray and Fly Net

For all Fieldwork:
- Plan the routes before setting off. Ensure that a copy of the itinerary is lodged with a Curtin contact and do not alter the itinerary without notifying the Curtin contact.
- Ensure that the C-Spot (GPS tracker) has fresh batteries and is set up correctly to communicate with the Curtin contact.
- Charge the Satellite Phone battery and test the unit prior to departure.
- Ensure that the contact list is correct and up to date.

For more information on Fieldwork Safety, go to the [Health and Safety website](#) or contact Health and Safety on 9266 4900.

### Events Safety

**Are you planning to hold a Curtin event?** If so, you must consider the following

1) **Approvals and permits** may be required from local Councils - especially where food, noise, entertainment equipment, fireworks, electrical installations or engineering are concerned;

3) **Relevant Curtin departments must be notified** where events involve alcohol, music, street closures, potential Security issues, waste management/disposal, use of parks and gardens;

4) A Health & Safety **risk assessment** must be completed for the event;

5) The **venue must be booked** via the Class Management Office;

6) Copies of relevant **documents may be required** including: public liability, business registration, structural and electrical and plant annual inspection certificates;

7) Under the Health Act 1911, strict **food hygiene practices and guidelines** must be complied with;

8) Planning to sell / give away food on Bentley campus? You will be required to set up your stall in line with Minimum Standards to Operate a Temporary Food Stall Guidelines provided by the Town of Victoria Park.

For more information on Event requirements, go to the [Health and Safety website](#) or contact Health and Safety on 9266 4900.

### What's New?

- Health and Safety Policy
- Health and Safety Risk Register
- Project Risk Assessment Form
- Eye Wash Stations & Safety Showers

- Health and Safety Responsibilities
- KPI Guidelines
- Health & Safety Policy Poster
- Workplace Inspection Checklist (Updated)

- Sharps Injury & Blood Exposure Guideline
- Health and Safety Legal Obligations Register
- WorkSafe Inspection Checklist (Updated)

### Health and Safety Committee Meetings

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### Health Calendar

- **21 May-21 May**: Myeloma Awareness Day- Leukaemia Foundation [www.leukaemia.org.au](http://www.leukaemia.org.au)
- **01 Jun-30 Jun**: Bowel Cancer Awareness Month-Cancer Council [www.cancerwa.asn.au](http://www.cancerwa.asn.au)

(Source: Government of Western Australia, Department of Health)