

James Cook University Health Safety and Environment Induction

Slide 1 – JCU HSE Induction

This document is provided to give you the option of either listening to the audio on the online induction or reading the information.

If you choose to read the script you are still required to complete the questions in the online version of the induction.

Please be aware that it is a legal and University requirement that the intended participant complete this training. This requirement is taken seriously. Penalties for fraudulent completion can include termination of employment, cancellation of contracts and criminal conviction.

Workers will also be subject to face to face testing when they arrive at site to assess their knowledge of the training and receive a site specific workplace induction.

Slide 2 – Welcome to this Course

Welcome to the health, safety and environment induction.

The JCU Health Safety and environment Induction is required to be completed within two (2) days of commencing work at JCU and every three (3) years thereafter.

This induction takes approximately 40 minutes and is divided into topics with assessment questions after each topic that are designed to confirm your understanding of the information provided. If you leave the induction before completion, you can log back into the system and continue the session.

Slide 3 – Objective and Outcomes

The objective of this induction is to provide all new and existing JCU workers with general health, safety and environment information relevant to their engagement at JCU. The information provided contributes to a safer and healthier work and study environment for the JCU community.

The outcomes of this induction are for JCU workers to:

- Be aware of the key obligations under the Work Health and Safety Act 2011
- Understand key responsibilities as a worker
- Identify policies and procedures and how they apply while working at JCU
- An introduction of the Risk Management Process
- Identify Potential Hazards
- How to respond to incident, injuries and emergency
- Be able to locate and access available work health and safety resources and training;

Slide 4 – JCU WHS Mandatory Training

Training and workplace inductions are important components of starting at JCU.

JCU WHS Mandatory training is in line with legislation and JCU requirements.

JCU WHS Mandatory identified training requirements in this table are to be completed regardless of role or professional classification and is applicable to all staff and post graduate students.

The JCU WHS Mandatory training requirements can be found on the HSE training and induction webpage.

Slide 5 – Summary of Topics

The following topics will be covered throughout this induction:

- JCU Work Health and Safety Requirements and Responsibilities
- HSE Policy and Procedures
- Consultation and Issue Resolution
- Risk Management
- Emergencies
- Working with Specific Hazards
- Injury prevention and Return to Work
- Housekeeping & WHS Resources

Slide 6 – Topic 1 – JCU WHS Requirements and Responsibilities

Slide 7 – Our Commitment to You

People are the focus of James Cook University and our commitment to ensuring the safety, health and wellbeing of all workers including staff, students, contractors and affiliates, shall be a key underpinning factor supporting the provision of quality services.

Safety is driven by:

- Everyone having a role to play and being responsible for workplace safety
- An active safety management system that ensures responsibility and accountability
- Workplace rehabilitation that promotes recovery and an early and safe return to work
- Regular monitoring and review to ensure continual improvement

As a Person conducting business or undertaking the WHS Act 2011, JCU has a primary care to ensure worker and others are not exposed to a risk to their health and safety.

JCU must meet its obligations, so far as reasonably practicable, to provide a safe and health workplace for workers and others.

Slide 8 – Work Health and Safety Legislation Framework

The Work Health and Safety legislation consists of the WHS Act 2011 and the WHS Regulations 2011 which both came into effect in 2012 and require organisations and businesses to ensure the physical and mental health and safety of its workers, so far as is reasonably practicable.

Codes of Practice and Australian and Industry Standards complement the Act and Regulations by providing practical guidance and requirements for WHS duty holders.

From 1 July 2018 persons conducting a business or undertaking are required to comply with an approved code of practice under the [Work Health and Safety Act 2011](#).

Workplace accidents and incidents are preventable if WHS is taken seriously in the workplace. The WHS legislation applies to all workplaces and its objectives are to eliminate or at least reduce the potential for workplace incidents. To achieve this JCU has in place a Health and Safety Management System which all JCU employees are required to follow.

Slide 9 - Duties of a Worker

A person who carries out work in any capacity for JCU, and includes working as:

- an employee
- a volunteer
- an apprentice or trainee
- a student gaining work experience (paid or unpaid)
- a contractor or subcontractor and their employees
- labour hire company employees assigned to work for JCU.

While at work, a worker must—

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Failure to fulfil your duty of care could leave you liable to civil and criminal convictions especially if serious injuries are involved.

JCU role specific work health and safety responsibilities are documented in Appendix 1: HSE –PRO-008 HSE Responsibility Procedure. Further detail on work health and safety responsibilities, are outlined in Position Descriptions, Policies, Procedures, and other health safety management system documentation where appropriate.

Please refer to the HSE Policy and the Responsibilities Procedure for more detailed information about the legislated work health and safety duties that apply to your role at JCU.

Slide 10 – Your Obligation

It is critical that you understand that you also have an obligation to:

- Not cause Harm;
- Be fit for work;
- Comply with JCU health safety and environment policy, procedures and instructions;
- Report all known concerns, hazards, incidents and near misses;
- Participate in WHS communications
- Not intentionally or recklessly interfere with, or misuse, anything provided at the workplace in the interests of health, safety or wellbeing;

Not Cause Harm

- You should take reasonable care:
- For your own health and safety in the workplace
- Ensure that your acts or omissions at the workplace do not adversely affect the health and safety of others

Bit fit for work

You are expected to be fit for work.

- Being “Fit for Work” means that a person is able to perform his or her duties effectively and in a way that does not threaten their own or others safety or health.

- This means that you should not attend work while affected by drugs, alcohol, fatigue and other things that might impair or inhibit concentration and performance, for example, stress and other psychological and short-term medical problems such as high temperatures resulting from infections.

Comply with WHS instructions

- You must cooperate with any reasonable:
- Safety instructions given in the workplace
- Health and safety policy or procedure that JCU has provided you
- The JCU HSE Procedures apply to all of JCU's operations and set the expectations and performance requirements to be met in the management of work health and safety related matters.

You can find out more about the Health and Safety Management System by accessing the resources on the Safety Website and by undertaking further HSE training.

Report WHS Hazards and Incidents

- You must report all:
- Hazards, Near misses, Incidents
- JCU policy stipulates that all staff, including casuals, as well as students are required to communicate work-related incidents, injuries or hazardous situations using RiskWare. All work-related incidents must be reported on RiskWare within 24 hours of the incident occurring

Participate in WHS Communications

- You will be given reasonable opportunity to:
- Express your views
- Raise issue
- Contribute to decision making process

Follow the Code of Conduct

- You must conduct yourself in accordance with the code of conduct found in the staff policy library: <https://www.jcu.edu.au/policy/corporate-governance/code-of-conduct>

Slide 11 – Health Safety and Environment Unit

James Cook University recognises its obligation, as far as reasonably practicable, to provide a healthy and safe environment for all individuals who are impacted by its activities at JCU.

All work health and safety matters at JCU are managed by the Health, Safety and Environment Unit. The team consists of HSE Advisors and Support Officers located on the Cairns and Townsville campuses. The team provides information, advice, support, resources, training and tools to all JCU staff on all JCU worksites.

To make contact with the JCU HSE Unit via email safety@jcu.edu.au or phone 47815290

Please refer to the safety website for contact information for individual HSE Unit team members.

Slide 12 – Topic 2 JCU HSE Policy and Procedures

Slide 13 – JCU HSE Policy

The University has a Health, Safety and Environment Policy which can be found in the JCU Policy Library and on the JCU Safety website.

It is your responsibility to ensure that you read and understand the HSE Policy as it is the foundation for the Health and Safety Management System which all JCU employees are required to follow.

Slide 14 – JCU Health and Safety Management System

The Health and Safety Management System (HSMS) is designed to support JCU's commitment to providing a healthy and safe workplace and to assist the University to fulfill its health and safety obligations.

The HSMS is a coordinated and systematic approach to managing health and safety risk and compliance with health and safety legislation and is designed around the continuous improvement model.

The JCU HSMS comprises of:

- The Health, Safety and Environment Policy
- HSE Procedures
- Guidelines, Instructions and Standard Work Procedures
- Forms, templates, checklist, safety alerts

The HSE Policy is supported by a collection of internal work health and safety Procedures each of which are relevant to the nature of JCU's activities.

The JCU HSE Procedures apply to all of JCU's operations and set the expectations and performance requirements to be met in the management of work health and safety related matters.

You can find out more about the Health and Safety Management System by accessing the resources on the Safety Website and by undertaking further HSE training.

Slide 15 - Health Safety & Environment Responsibilities Procedure

The Procedure describes in detail who the WHS duty holders are within the JCU organisational structure and includes an appendix which clearly defines the JCU specific WHS responsibilities applied to the positions and roles at the University who hold WHS duties.

The Procedure forms part of the Health and Safety Management System at JCU and applies to all JCU staff, students, contractors, volunteers, adjuncts and visitors involved in JCU business operations and activities.

The HSE Responsibilities procedure can be found in the staff policy library.

Slide 16 – Topic 3 Consultation and Issue Resolution

Slide 17 – Legal Duty to Consult

JCU as the PCBU has a duty under the WHS legislation to consult with workers on WHS issues and specifies the circumstances when consultation is compulsory.

The consultation duty requires that:

- Relevant information about the health and safety matter is shared with workers;
- Workers are given a reasonable opportunity to express their views, raise issues and contribute to the decision-making process on how to deal with health and safety matters;
- The views of workers are taken into account; and
- Workers are advised of the outcome of the consultation in a timely manner.

Managers and supervisors must be mindful of this requirement and are required to know the particular circumstances when consultation is compulsory.

Slide 18 – JCU Health and Safety Committees

Under the WHS Regulation 2011 there must be consultation between the workplace management and the workers. This involves sharing information about health and safety. This is achieved at JCU through a consultative committee structure with members from workplace management and the representation of workers.

Each Division must either have an established health and safety committee that complies with the legislated structure, including the equal balance of worker and management representation, or include WHS as a standing agenda item on all management and staff meetings.

JCU has three sub-committees which are coordinated by the HSE Unit and attended by subject matter experts and key stakeholders:

- Radiation Safety
- Boating and Diving
- Institutional Bio Safety

The sub-committees report upwards to the Health and Safety Advisory Committee as an advisory function.

The Health, Safety and Environment Advisory Committee membership is made up predominantly of nominated JCU senior executives who have decision-making powers and the objective of the Health, Safety and Environment Advisory Committee is to provide WHS advice to the Vice Chancellor on high level health and safety matters.

The Health, Safety and Environment Committee of Council exists to provide strategic governance direction about the way JCU manages health and safety and to monitor compliance. Its membership consists of external non-JCU professionals with extensive industry and management experience.

Slide 19 – Healthy and Safety Representatives (HSR)

The JCU workforce is divided into work groups and each work group can elect a Health and Safety Representative who will represent the health and safety interests of the work group. The HSR is a channel for the flow of information between management and workers.

JCU maintains a list of HSR's on the Health Safety and Environment webpage. If you are interested in becoming a HSR for your workgroup, please check the eligibility criteria provided in the HSE Consultation and Participation Procedure and submit your expression of interest through the HSE Webpage.

All HSR's are given the opportunity to undertake WHS training in order to fully equip themselves with the knowledge and skills required to effectively represent their work group on health and safety issues.

More information can be found in the HSE Consultation and Participation Procedure on the policy library webpage

Slide 20 – Issue Resolution

If you encounter a health and safety related issue that cannot resolve, you must first of all raise it with your supervisor. It is your supervisor's responsibility to ensure that the issue is resolved, however if you find that the issue is not being managed appropriately by your supervisor you can then either speak to a HSR if you have one for your work group, or by discussing the issue with the Executive Officer of your Division or with a WHS Advisor in the HSE Unit.

All health and safety hazards and incidents must be officially reported using RiskWare System.

Slide 21 – Topic 4 Risk Management

Slide 22 – Duty of care

Section 19 of the WHS Act requires all PCBUs to ensure the health and safety of workers, so far as is reasonably practicable.

Section 28 of the WHS Act states while at work, workers are required to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any reasonable instruction given by the PCBU and any reasonable policy or procedure of the PCBU to comply with the WHS Act and WHS Regulation.

Everyone at JCU has a responsibility to fulfill a duty of care towards themselves and towards other people to ensure that their actions or omissions do not adversely affect anyone. Under your duty of care you are required to identify and report hazards and risks.

JCU has a risk management framework which provides the process to manage hazards and risk. JCU also provides an online system called RiskWare which is used to report and manage hazards and risks as well as health and safety incidents.

Slide 23 – JCU Incident and Risk Management System

RiskWare is JCU's online system for:

- Work Health and Safety Risk Management, including reporting and managing incidents, injuries and hazards.
- RiskWare does not diminish a supervisor's responsibility to manage reported events, and does not eliminate the need for managers and their staff to discuss circumstances and implement corrective actions that are applicable to incidents, injuries or identified hazards.

The JCU HSE Unit uses RiskWare as a record keeping tool to use as evidence for:

- Hazard and Incident reporting and investigation
- Work cover incidents and claims and legal situations
- WHS Risk Register and Risk Assessments
- Create and Manage JCU Field Trips

The HSE Unit closely monitors the reports that are submitted using RiskWare and acts on the information provided. RiskWare also sends email notifications to supervisors and managers to alert them about hazards and incidents within the area of their management control and requires them to respond by investigating and acting upon those reports.

For these reasons, all staff are required to undertake training on how to use RiskWare, log and incidents and hazards and create risk assessments. The training calendar can be found on the HSE webpage for dates and times

Slide 24 – Reporting Incidents and Hazards

The reporting of work related hazards and incidents is critical for achieving a safe and healthy workplace. The reporting of hazards is encouraged and supported as it contributes towards proactive health and safety management. However not all hazards are immediately obvious, therefore incident reporting is also important as it helps to identify hazards which must be removed or controlled.

This includes any incident that results in:

- Injury or illness to a person
- Instances of unsafe work practice
- Hazardous situations or near misses
- Damage to property and the environment
- Allegations of unacceptable behaviour

All events must be reported to your Supervisor as soon as possible. Note that this applies not only to incidents that have occurred, but also to near misses or non-immediate health, safety or environmental hazards.

A JCU Incident and Hazard reports must be lodged using Riskware and you may be required to assist in an investigation of the incident. Information about how to lodge an Incident Report or Hazard can be found on the HSE website.

Contact the HSE Unit if you need any assistance in reporting incidents and hazards

Slide 24 – Identifying Workplace Hazards

A workplace hazard is anything that has the potential to cause harm to a person.

Methods or processes which the University utilizes to identify hazards in the workplace include:

- Hazard and incident reporting
- Observations
- workplace inspections
- inspection and testing
- design stage of products, buildings or process (including modification)
- External information such as codes of practice and standards.

Reviewing reported incidents and monitoring the health of workers can also help to identify hazards.

The JCU HSE Unit can assist with the process of hazard identification.

Slide 26 – Hazards or Hazardous Task

This slide demonstrates some examples of typical workplace hazards and hazardous task.

A key requirement of the work health and safety legislation is for the employer to systematically manage risks arising from workplace hazards.

The University's risk management system has been developed to assist the University to achieve compliance with the legislation.

The system has particular relevance for managers, supervisors and staff members who have responsibility for overseeing the activities of other staff or students to implement controls for identified hazards.

Slide 27 – WHS Inspections and Audits

The Health, Safety and Environment Unit conduct audits on worksites to ensure that all health, safety and environment legislative requirements are being followed.

By conducting inspections and audits the health and safety management system is continually reviewed and improved.

Other entities may also wish to inspect or audit your work area for compliance purposes, such as Work Health and Safety Queensland or Queensland Fire and Emergency Services.

Slide 28 – Risk Management Process

To effectively manage hazards and risk associated with your work task, you must adopt a risk management approach towards all task performed

Consultation with relevant stakeholders and continuous monitoring and review must form part of the risk management process

The ultimate goal of risk management is to reduce the risk of injury or illness to as low as reasonably practicable

Slide 29 – Risk Management Process

Risk management is the systematic approach to identifying and analysing workplace hazards, assessing the risks associated with those hazards and identifying methods to control or reduce the risks.

The Work health and Safety Risk management Procedure which can be found in the policy library provides you with the information regarding the risk management process.

Effective risk management involves four easy steps:

- **identify hazards** – find out what could cause harm
- **assess risks** if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- **control risks** – implement the most effective control measure that is reasonably practicable in the circumstances
- **review control measures** to ensure they are working as planned.

Other HSE Procedures may mandate that a risk assessment needs to be completed before the activity takes place. For example, working with chemicals, field trips and boating and diving.

WHS Risk Management Fundamentals Training is required to be completed by all staff and Post Graduate Students – refer to the training information on the HSE Webpage. This training will provide you with the skills and knowledge to be able to identify hazards, assess the risk, Control the risk and ensure controls are reviewed.

Slide 30 – Topic 5 Emergencies

Slide 31 – Emergency contacts

In an emergency situation, do not hesitate to contact the Emergency Services; call 000 from an external phone, 000 or 112 from a mobile. Some JCU internal phone require you to press 0 to get a line out so if this is the case call (0) 000, request either Police, Fire or Ambulance.

You must also ensure that you contact JCU Security. If an emergency is at Townsville or Cairns Campus and Security are available they can help guide the emergency services to the correct building / location.

Slide 32 – Emergency

JCU utilises a nationally recognised set of emergency alert codes for notification, identification and response activation for internal and external emergencies.

If an emergency code is called, you will be given appropriate instructions by ECO members which include JCU Security.

For all emergencies you should immediately call emergency services and then contact JCU security.

Remember to always consider your own safety – your safety is paramount in an emergency situation.

Building Occupants must comply with all instructions given by the Emergency Control Organisation (ECO) during an emergency evacuation. Or lecturer in a lecture room

During your site specific induction and through Fire & Evacuation Program (FEP) training you will be advised of the nearest exits and the procedure to follow.

If you are ordered to evacuate the building by a ECO member you must:

- Leave the building immediately by the nearest exit
- Proceed to the assembly area indicated on the Emergency Evacuation diagram/sign
- DO NOT re-enter the building, remain in the assembly area until the “All Clear” is given

Slide 33 – Fire Safety

An access distance of 1 metre must be kept clear around all firefighting equipment and a 2metre clearance is required from a final building exit. Failure to keep these areas clear of obstructions could result in a fine from the Queensland Fire and Emergency Services.

Trained ECO members will take control of an evacuation resulting from an emergency, however all JCU building occupants are required to complete General Evacuation and First Response training no later than 2 days after the person starts working in the building and annually thereafter. You can access the online fire evacuation training via the JCU Safety Website or by emailing safety@jcu.edu.au

Slide 34 – First Aid

JCU acknowledges that First Aiders will vary from one workplace to the next, depending on the nature of the work, the type of hazard, the workplace size and location, and the number of occupants at the location.

A register of current first aiders is located on the HSE Unit webpage

Security Patrol Officers are available to respond to Medical Emergencies or attend the nearest hospital or medical centre.

An incident report must be lodged in RiskWare and will be followed up on by the JCU HSE Unit Injury Prevention and Management Advisor.

Slide 35 – JCU security Service on Campus

The James Cook University Security Service contributes to the provision of a safe and secure environment for all staff, students and visitors, to ensure the security of buildings and property belonging to the university and to provide an emergency response to any notified emergency situation. The security service provides a team of well-trained and equipped uniformed officers who patrol the Townsville and Cairns campuses, control building access and provide ongoing timely and accurate information and advice.

JCU Security operates 24 hours a day 7 days a week on JCU campuses and are responsible for managing the CCTV system, acting as parking wardens, and providing emergency response.

If you have any security related concerns or inquiries, please contact the security office on the phone numbers shown. These numbers are also available on the JCU website.

- Townsville Campus: 07 478 16000
- Cairns Campus: 07 423 21293

Slide 36 – Topic 6 Working with Specific Hazards

Slide 37 – Potential Hazards & Hazardous Areas

This presentation is the generic induction for all JCU workers. It is a requirement that all workers and students complete an additional site inductions for areas of high risk hazardous areas such as labs, workshops and/or other areas where specific hazards exist.

The slide you are currently viewing identifies some of those areas where a specific induction may be required, such as Physical Containment labs which may contain infectious diseases or outdoors areas where the use of lawns mowers or other equipment could cause harm to staff and students.

Please check with your supervisor to identify what area specific inductions you will be required to undertake.

Slide 38 – Safety Signs

Safety signs provide specific messages and warnings about hazards within the work environment and advise the precautions that must be taken before entering the area. Australian safety signage has specific colours and formats to make it easy for workers to identify what information the signs are providing.

Mandatory Signs are blue with a white symbol. The word 'MUST' is usually present on mandatory signage. This type of sign will be used to advise what personal protective equipment is mandatory to be worn prior to entering the area. For example, steel cap safety boots, hard hat or hearing protection.

Danger Signs are to be used where conditions are likely to be life threatening. The sign incorporates the word Danger in white letters on a red oval shape inside a black rectangle. For example, the confined space signage.

Prohibition Signs have a red outer circle and a red diagonal line going through the symbol on a white background. They indicate actions or activities that are not permitted. For example, no smoking signage.

Warning or hazard signs warn of conditions that are dangerous or pose a serious risk. The symbol used is a yellow triangle with a black enclosure. For example, forklifts in use.

Emergency Signage comprise of a white symbol or text on a green background with a white enclosure. These signs indicate the location or direction to emergency related facilities including first aid or safety equipment. For example, first aid kits.

Fire Signage indicates the location of fire alarms and firefighting equipment and comprise of a red rectangle with a white legend and enclosure. For example, fire extinguisher.

Other signs may also be used which provide more detail about the safety precautions that must be taken before entering the work area. JCU workers are required to observe and comply with all health and safety related signage.

Barricade Fencing is designed to protect and warn of nearby hazards. It is suitable for cordoning off area on construction or maintenance sites and hazardous areas.

If you come across barricade fencing it is there for your safety and, unless authorised, you should never enter a fenced area or cross under barricades as there may be uncontrolled hazards behind them that may have severe injury or illness related consequences.

If you proceed past fencing/barricading you may also severely reduce the success of any claims for compensation if you have an incident and injure yourself.

Slide 39 – Working Outdoors

JCU staff and students working outdoors engaging in activities such as landscaping, fieldwork, surveying and agricultural tasks where they are exposed to the sun.

If you are working outdoors you should wear and use appropriate sun protection to guard against UV exposure including:

- Sunscreen
- Protective clothing
- Hats
- Sunglasses

Where the working environment is likely to expose workers to elevated temperature for prolonged periods control measure to manage heat stress must be implemented

For more information, please refer to Queensland Go sun safety website: www.sunsafety.qld.gov.au

Slide 40 – Personal Protective Equipment

Personal protective equipment (PPE) is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness.

It is your responsibility as a JCU employee to identify the need for, and ensure the use of, suitable PPE through conducting risk assessments for all hazardous tasks. Examples of PPE include eye protection, foot protection, ear protection, face masks, respirators, hard hats, gloves, safety harnesses, and high visibility clothing.

Slide 41 – Asbestos & Electrical Work

JCU has an Asbestos Management and Control Policy in place that states the intent for asbestos management. The policy exists to reduce the amount of asbestos containing materials across JCU assets and supports the intent not to take on more assets with asbestos containing materials.

JCU has an asbestos register of assets that were built prior to the 31st of December 1989. Other assets post 1989 where asbestos is likely to be present has also been included.

The asbestos register is maintained by the Estate Directorate. A current copy is available to all JCU employees upon request from the Estate Directorate.

All construction and maintenance works must be organised through the Estate Directorate by contacting 4781 4444. This number is available on the JCU website.

It is recommended that any electrical work undertaken at the University also be discussed with the Estate Directorate.

Electrical incidents are treated very seriously and must be reported to Work Health and Safety Queensland.

Any electrical appliance that is used at a JCU workplace must comply with the test and tag regime employed at the University. This includes appliances that are brought in by Contractors and by individuals. Further information can be found on the JCU Safety Website or by contacting the Estate Directorate.

Slide 42 – Hazardous Chemicals, Drugs & Poisons

JCU has many potentially hazardous chemicals and substances. Before working with these items, you are required to read and understand the HSE Hazardous Chemicals Procedure located in the JCU Policy Library.

All hazardous chemicals, drugs and poisons used at JCU are required to be put onto the Hazardous Chemicals Register and are required to have a safety data sheet that is readily accessible to any person who could be exposed to the hazardous chemical.

ChemWatch is the chemical database software used by JCU to list chemical inventories, create labels and obtain safety data sheets. Students are able to access the system via Student Online and staff can access the system via Staff Online. If you require training on the use of ChemWatch please email safety@jcu.edu.au

If your employment at JCU involves working with drugs and poisons you must read and apply the instructions in the HSE Drugs and Poisons Procedure. There are specific requirements for the storage, use and purchasing of each schedule of drugs and poisons which must be adhered to. THE HSE Unit offers further training on these topics which can be found on the HSE Unit webpage.

Slide 43 – Occupational Hygiene

JCU has Physical Containment Facilities 1-3. A number of the facilities also have Office of the Gene Technology Regulator (OGTR) accreditation for work with genetically modified organisms. JCU also has Quarantine Approved Arrangements that can be used for work with quarantine material.

The use of radiation sources and apparatus is highly regulated and has its own legislation, the Radiation Safety Act 1999 and the Radiation Safety Regulation 2010. The HSE Ionising Radiation Procedure must be followed when working with radiation sources. As previously mentioned, there is a Radiation Safety Committee in place to monitor and manage the use of radiation sources at JCU.

Any work or activity involving biological hazards must be done in accordance with the HSE Biosafety Procedure.

Any person working with biological material in a physical containment facility and in the field must complete and pass the Biosafety training that is available on Learn JCU.

A specific laboratory induction is required to be completed by anyone working within a physical containment facility or laboratory.

Adequate training and instruction may also be required prior to the operation of any specific piece of equipment.

If there is uncertainty whether a project requires a biosafety application, the applicant should seek guidance by sending an email to biosafety@jcu.edu.au

Slide 44 – Lab Safety

Access to a laboratory may require specific protocols as there may be hazards in the lab such as toxic chemicals or radiation. Please ensure you follow the protocols for each lab.

- JCU has established the **HSE-PRO-013 Laboratory Safety Procedure**
- To work in JCU laboratories you will need to complete the local induction for the specific laboratory

- Unauthorised entry to the laboratory is strictly forbidden
- No food or drink for human consumption is to enter, or to be consumed within a laboratory
- Staff and all students (undergraduate, honours and postgraduates) must obtain permission to access the laboratory out of hours.
- Enclosed footwear must be worn
- Personal protective equipment is to be worn as specified
- Safety glasses to be worn when handling hazardous substances
- Long / mid length hair and scarves shall be tied back
- Loose clothing secured and jewelry removed when using equipment with moving parts

Slide 45 – Topic 7 injury Prevention and Return to Work

Slide 46 – Workplace Rehabilitation

JCU provides an in-house return to work and injury management service with the objective of making provisions for injured workers to remain at work or to quickly return to work in a safe manner. The process is carefully managed by the WHS Injury Prevention and Management Advisor who initiates, coordinates and manages JCU’s rehabilitation programs.

If you require return to work or injury management services please either discuss your requirements with your supervisor or email rehab@jcu.edu.au which is a confidential inbox accessed and managed by the WHS Injury Prevention and Management Advisor.

This service is also provided once an incident has been logged into RiskWare with the JCU HSE Unit Injury Prevention Management Advisor contacting you.

Slide 47 – Fit for Work

Being “Fit for Work” means that a person is able to perform his or her duties effectively and in a way that does not threaten their own or others safety or health. To be fit for work an employee must not be under the effects of alcohol, drugs, fatigue or anything else that might impair or reduce their concentration and performance.

Long-term and short term medical or physical conditions may also result in a reduced capacity to undertake a particular task safely. In circumstances where you cannot perform to the best of your ability for whatever reason you must let your supervisor know immediately. If you are suspected of being under the effects of drugs and/or alcohol, you will be asked to stop work and leave the workplace as a part of fulfilling the University’s Duty of Care. You may also be restricted from operating some types of machinery if you are taking certain medications.

Slide 48 – Topic 8 – Housekeeping and WHS Resources

Slide 49 – Housekeeping

- You have a responsibility to help maintain all work areas in a safe and tidy condition, which includes ensuring that:
 - All means of access and exits are safe and clear
 - General safety signs are erected when required and are kept in good condition

- Safe storage areas for materials and plant are provided
- Protruding objects do not pose a hazard

Slide 50 – Campus Speed Limits & Parking

The speed limit around the Townsville campus is 50 km/hr and 20km/hr on the Cairns Campus.

Queensland Traffic Regulations apply to all JCU Australia campuses 24 hours a day, 365 days a year and speed limits on JCU campuses are enforced by Queensland Police.

The University provides a system of permit and free parking with annual, single semester, and casual parking permits available for purchase. JCU Security patrols the JCU Campuses and issue parking fines to the owners of illegally parked vehicles.

If you require more information on parking please contact the Estate Directorate.

Slide 51 – Smoke Free Campus

JCU's Smoke-free Campus Policy takes effect from 1 July 2018.

The JCU Smoke-free Campus Policy applies to all Students, Staff, Affiliates, Visitors, Tenants, Controlled Entities, Volunteers and Contractors.

The Smoke-free Campus Policy prohibits smoking on all JCU premises

Smoking includes the burning of tobacco, herbs, drugs and other smoking products including electronic cigarettes and personal vaporisers.

Slide 52 – Waste Management

JCU is committed to minimising waste to landfill and maximising reuse and recycling where possible. JCU has a Waste Reduction Management Plan and Waste and Recycling Procedures which can be accessed via the JCU website. The procedures provide information about disposing of all types of waste from general waste to biological, clinical and radioactive waste and provide information about recycling different types of materials.

TropEco is all of us creating a culture of sustainability at JCU. Our award winning TropEco program celebrates Sustainability in Action by creating opportunities and recognition for your sustain

You can find out more from their webpage

Slide 53 – Amenities Staff ID Cards

There are a number of food outlets on the Townsville and Cairns campuses which are available for use by all individuals.

Fixed water coolers are located in most buildings, usually near the toilets which are typically located in the centre of all buildings or near stairwells.

Upon completion of the JCU Induction process please ensure that you apply for a JCU identification card. Cards are required to be carried at ALL times whilst on University property and must be presented when requested by Security.

Slide 54 – JCU HSE Unit – WHS Resources

The JCU Safety Website is the main point of call for all WHS resources and tools. The website is accessed from the JCU Staff homepage by clicking on the 'safety' tab. If you are unable to find what you are looking for on the Safety Website please email safety@jcu.edu.au and an Advisor will respond.

The HSE Policy and Procedures referenced throughout this induction are located in the JCU Policy Library and can also be accessed via the JCU Safety Website. As previously mentioned, the HSE Policy and Procedures form part of the JCU Health and Safety Management System and all staff are required to adhere to them. Any procedures mentioned in this presentation can also be found on this page

The HSE Unit provides generic work health and safety training to the JCU community. Online training and information can be found on the JCU Safety Website and classroom style training opportunities are communicated by email and in the HSE Newsletter.

The HSE Unit provides training in HSE systems and other role and risk specific training. WHS training may be required to be completed base on your role at the University. If you require WHS training or advice on suitable training specific to your role please email hsetraining@jcu.edu.au

Slide 55 – Conclusion

It is essential that you understand all the information outlined in this video.

If you do not fully understand the information provided, or if you have any other questions or concerns, contact the HSE Unit at safety@jcu.edu.au for clarification.