



CSIRO Australian Resources Research Centre (ARRC)

Health, Safety & Environment Induction for UWA tenants

NOVEMBER 2015

www.csiro.au



Your HS&E Role

- Discuss HSE matters with your Supervisor in the first instance.
- You must follow all HS&E procedures and policies, wear PPE and use safety equipment
- Report any incidents, injuries, hazards to your supervisor and HS&E staff immediately
- You have the right to refuse unsafe work

Emergencies - Fire Equipment at ARRC

- ARRC has an automatic Fire Alarm System
 - There is an alert tone (beep, beep, beep)
 - Followed by an evacuation tone (whoop, whoop)
- Fire extinguishers and fire hoses throughout building
- Fire stairwells - use to exit building
- Raise the alarm FIRST. Only fight the fire with an extinguisher if it is safe to do so



Emergencies – how to raise alarm

- Break the **RED** fire alarm break glass box – *activates building alert tone*
- Ring reception (8am – 5pm) on “88” and state the problem, where it is, what assistance is needed
- Dial “0-000” for external emergency services (fire, police, ambulance)
- Note: If the fire alarm has been activated, the glass doors will automatically open. There is a white override box near the doors to open them if this has not occurred automatically



Break glass fire alarm

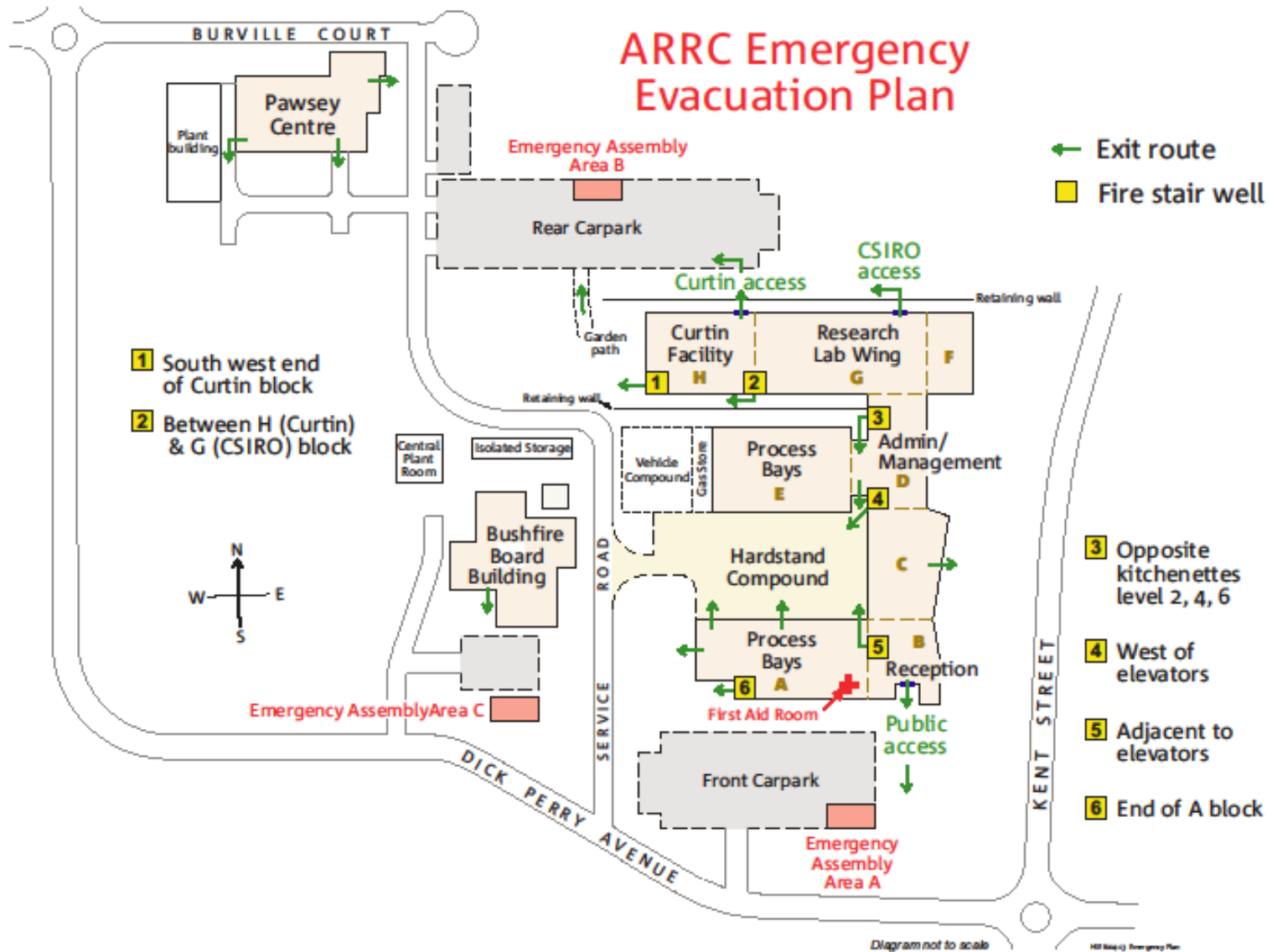


Automatic door override switch

Emergencies – what to do if alarms sound

- Follow the instructions of your floor warden (wearing an orange vest), HS&E staff or fire brigade
- make your area safe if there is time/is safe to do so
- You MUST evacuate the building on the evacuate tone, you can evacuate on the alert tone if you wish
- Do NOT use the lift, use stairs or fire stairwells (behind marked grey doors, leading to outside the building)
- Assemble at either muster area. Do NOT leave the site until instructed

ARRC Emergency Evacuation Plan



Emergency Procedures – building exits

- Check where the nearest exit from the building is
- Go to the safest emergency assembly area – not necessarily the closest
- Remember the closest exit may not be the safest – depends on location of the fire/smoke/hazard.
- Listen for directions from Floor Wardens when evacuating during an emergency

Emergencies - First Aid



- Trained first aiders are onsite.
(wear green vest in emergency)
- First aid kits are on each level - *? In level 1A lab? Or just in 1A16?*
- First aid equipment (used by first aid officers) on Level 4 kitchen, Level Pawsey Centre (**Defibrillator & oxygen equipment**)
- The first aid room is at the front of ARRC in room 1A16
- Ring **“88”** or **0-000** for assistance

Reporting HSE Incidents and Hazards

Follow UWA procedures for reporting incidents and hazards.

Inform your supervisor so they can report incident to CSIRO where necessary (e.g. where corrective actions involve CSIRO or where learnings are applicable to other site staff)

HSE Risk Management

- Use UWA processes

Laboratory – Process Bay Safety

- Do not enter these work areas without asking staff working there
- Closed shoes required all laboratories
- Safety glasses required
- Lab supervisor will give you a detailed briefing of the laboratory and explain any safety equipment or lab rules
- Labs have signs on door showing
 - Lab hazards
 - Name of lab contact/supervisor



Gas safety

- Many labs have gas sensors fitted (e.g. Oxygen, CO2 sensors)
 - Signs on doors
 - Tone and flashing light above lab door indicates alarm
 - If alarms sound
 - Contact lab staff (sign on door)
 - Do not enter lab

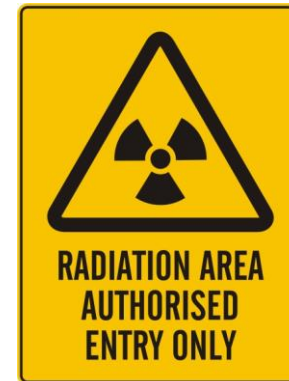
Chemical Safety



- If working with chemicals know
- What they are – read SDS
- How to use them safely – (what PPE to wear, use fume cupboard etc)
- How to safely store
- How to safely dispose of waste

Radiation safety

- Radiation safety training is required prior to operating radiation devices or work with radioactive materials
- Any new radiation devices/work to be discussed with UWA Radiation Safety Officer



Electrical Safety



- Report any faults to your supervisor
- Only qualified electricians to do repairs
- Equipment must be tested and tagged

Office Safety

- Adjust chair and monitor heights
- Check posture regularly (move regularly)
- Vary tasks
- Take regular breaks
- Use handrails when using stairs
- Use the trolleys onsite if you have to move heavy items



Footwear on site

- Thongs or bare feet are not permitted on site
- Sandals may only be worn in office environments
- Enclosed footwear must be worn in laboratories at all times
- Safety footwear (ie steel capped boots) must be worn when tasks are assessed as high risk of foot injury (e.g. rock mechanics lab, fieldwork).



Road Safety – car parks

- ROAD RULES APPLY TO BOTH CARS AND BIKES
- One way flow of traffic – follow arrows
- Obey speed limits
- Cyclists and cars share the road
- Be aware of pedestrians
- No bikes in building rooms/offices or fire stairwells



Your Environment Role

- Colour coded recycle bins throughout building
 - BLUE - paper & cardboard
 - YELLOW - glass & plastic & cans
 - GREEN – food & organic waste
 - RED – non recyclable waste
- Follow the agreed environmental risk control strategies for your project
 - print double sided pages,
 - turn off office lights & computer screens at end day etc



ARRC site

- **Smoking**
 - No smoking in any building or CSIRO vehicle. Use smokers butt bins – do not throw butts into garden.
 - Smoking areas: rear - near bike shed, front - east of main doors.
- **Opening Hours**
 - Office hours 8am – 5pm
- **Car Parking**
 - Car parks at front and rear of building – no cost/permits apply
 - Don't park on Hardstand – for loading/unloading only
- **Public transport**
 - Train & bus timetables are available online at Transperth website

Site Security

- All staff must have an ARRC photo id card
- ARRC photo id cards must be worn and visible at all times
- Building entry. Use swipe and pin number before 7am & after 6pm. Office hours use swipe only.
- All visitors to report to reception, sign log & wear visitor tag (red lanyard).

- Any further questions?