

Occupational Health, Safety, Welfare and Injury Management

UPDATE 1 – April 2007

Welcome to the First Edition!

This OHSW&IM update has been designed to provide relevant OHSW&IM information to UniSA work areas.

This first edition of provides information relating to:

- Reported Incidents – (year to date) Jan-March 2007
- OHSW&IM learning programs – current status
- Employee Assistance program
- Radiation licence requirements
- Incident Reporting including mandatory reporting to SafeWorkSA
- ChemWatch
- Prosecutions in South Australia.

Reported Incidents – Jan 2007

There have been a total of 13 incidents reported in the first quarter of 2007. Of the 13 incidents:

- 4 occurred in the Division of EASS
- 3 occurred in Finance & Resources
- 4 occurred in Academic
- 1 in International & Development and
- 1 in the Division of Health Sciences

Of the 13 reported injuries 6 resulted from manual handling related tasks, 4 from repetitive strain injuries, 2 from falls and 1 from an allergic reaction. Of the 13 reported injuries five have resulted in lost time from work.

OHSW&IM learning programs

Work areas across the University continue to promote the completion and attendance of OHSW&IM learning programs. A report as a PDF file is attached that provides statistics by work area as at 16 April 2007. The report states that 72% of the University's workforce has completed an online learning program in OHSW&IM.

Further OHSW Leadership programs have been scheduled for 2007. The dates of the scheduled programs are:

- 9 May 2007
- 4 July 2007
- 19 September 2007
- 19 October 2007

To register your interest in attending this program contact Shellee Harradine at shellee.harradine@unisa.edu.au

Employee Assistance program

Davidson Trahaire Corpsych has provided employee assistance services to University staff since 2002.

The Employee Assistance Program (EAP) provides access to counselling services to all staff members and their immediate families for any issue, regardless of whether the issue is work-related or personal. Counselling can be provided face to face or by telephone and is helpful in clarifying problems, identifying options and developing strategies to address the issue.

During the period of the contract the EAP has been well utilised with over 60% of the issues being of a personal nature.

The EAP providers also provide assistance in providing counselling following critical incidents and it is important to remember that this service is available to the University on a 24 hour, 7 day a week basis. They have provided prompt and appropriate action following incidents that greatly improve the quality of the outcomes for those people affected.

One area of service which has been increasingly used over the last two years is managerAssist®. This service is available to any staff member in supervisory or managerial positions and can be accessed on the EAP contact number. It is intended to provide an immediate source of information or guidance for managers in dealing with difficult staff situations. Wherever possible, callers are linked to an available consultant, or at the very least will be called back within the hour.

If further information or assistance is required in relation to this service contact can be made to the Manager OHSW Services (08) 83021635 or contact your EAP provider, Davidson Trahaire Corpsych, on 1300 360 364.

Radiation License Requirements

The Environment Protection Authority (EPA) outlined that there have been amendments to the radiation license requirements that came into affect from 1 January 2007 where it is now required that all trainees, registrars and postgraduate students that are required to operate ionising radiation producing apparatus must hold a current licence to operate ionising radiation apparatus. The University Radiation Safety officer is currently managing this requirement in consultation with relevant schools and research institutes.

Incident Reporting Including Mandatory Reporting To SafeWorkSA

Workplace incidents are often not reported to OHSW Services by the target dates, therefore it is to be noted that all incidents:

- resulting in lost time must be reported to OHSW Services within 24 hours of the incident occurring and the incident is to be investigated as soon as possible after the occurrence. Completed Incident Report and Workers Compensation Claim Forms (if applicable) shall be forwarded to the relevant supervisor and OHSW Services.
- Resulting in no lost time must be reported to OHSW Services within 72 hours of the incident occurring and the incident is to be investigated as soon as possible after the occurrence. Completed incident report and if applicable a Workers Compensation claim form are to be forwarded to the supervisor and OHSW Services.
- Immediately notifiable work related injuries or a dangerous occurrence must be reported to SafeWorkSA by telephone 1800 777 209 as soon as practicable after the occurrence. Definitions of this requirement is available at http://www.safework.sa.gov.au/show_page.jsp?id=2542

ChemWatch

ChemWatch is a data base system that provides access to material safety data sheets on chemical products. UniSA currently provides access to this data base system to limited users. UniSA has negotiated with ChemWatch to provides access to the system via their web-based product. This means that all staff and students will have access to material safety data sheets on chemical substances used in the workplace. This updated version of ChemWatch is scheduled for implementation by June 2007.

Prosecutions in South Australia

SafeWorkSA have published on their website a summary of successful prosecutions against the OHSW legislation, please see http://www.safework.sa.gov.au/show_page.jsp?id=5154

It is to be noted that the majority of successful prosecutions by SafeWorkSA have been in relation to supervisors and managers not implementing effective hazard management processes. Therefore it is critical for staff of UniSA to ensure that all hazards that have the potential to harm people or damage property are:

- identified
- risk assessed
- control measures implemented
- and reviewed on a regular basis for continuous improvement.

Further information on any items in this OHSW&IM update can be provided by staff from OHSW Services:

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The next update will be provided in July 2007 and contributions to the next publication will be appreciated.