

INCIDENT & HAZARD REPORTING

Every death, injury, exposure or dangerous occurrence should be reported via the University's online incident notification system:

http://policies.anu.edu.au/procedures/death_injury_exposure_and_dangerous_occurrence_reporting_at_the_anu/procedure

within the following timeframes:

- in the case of a fatality, immediately after emergency action has been taken. A phone call through to the OHS Branch on x52193 MUST also follow immediately,
- in the case of any injury, exposure or dangerous occurrence, reported within four hours.

An incident notification also commences the investigation and rehabilitation process.

All hazards should be reported to ensure their elimination and control to prevent others being injured or harmed.

http://policies.anu.edu.au/procedures/hazard_reporting_at_the_anu/procedure

REHABILITATION

ANU is committed to the prevention of injury, however, where injury or illness does occur a Case Manager is appointed. They have the skills and delegation to determine rehabilitation needs of injured staff and to develop an agreed return to work program.

WORKERS' COMPENSATION

Workers' compensation may be available for work-related injury or illness arising out of or in the course of employment, through the University's compensation insurer, Comcare. To claim compensation a claim pack is available from the OHS Branch. It is necessary to lodge an Incident Notification Report (see above) regarding the injury/illness and submit the claim with a medical certificate from a qualified medical practitioner.

OHS BRANCH

The OHS Branch provides professional support (both policy and practice) to the University's OHS Management Plan. The OHS Branch is staffed by OHS professionals who are available to provide advice to management, staff, students and visitors on:

- prevention through hazard identification, risk assessment and risk control issues
- compliance matters related to OHS, environment, gene technology, radiation and nuclear non-proliferation legislation
- policy interpretation and procedural, training, inspection and audit requirements of the University's OHS management plan
- injury management and rehabilitation
- Employee Assistance Program and ANU TeamAssist.

CONTACT OHS BRANCH

Building 3H
Old Administration Area

E: ohs@anu.edu.au
ohstraining@anu.edu.au
ohsincidents@anu.edu.au

W: <http://info.anu.edu.au/hr/OHS>

General Enquiries:

T: 6125 2193
F: 6125 5582

OHS Branch Staff:

http://info.anu.edu.au/hr/HR_Help/HR_Staff/Occupational_Health_and_Safety

Occupational Health & Safety Branch
Human Resources Division

OCCUPATIONAL HEALTH & SAFETY INFORMATION

RESPONSIBILITIES FOR HEALTH & SAFETY

All staff have a role and responsibility in the management of Occupational Health and Safety (OHS) risk. Certain delegated OHS responsibilities can be found in The Australian National University (ANU) delegation system and Health and Safety Management Arrangements (HSMA).

All levels of the University must take OHS issues, concerns, and non-compliance seriously.

OCCUPATIONAL HEALTH & SAFETY POLICY

ANU strives, through a process of continual improvement, to fully integrate health and safety into all of its activities. Supporting this is the OHS Policy which underpins the University's commitment and approach to delivery of positive OHS outcomes.

HEALTH & SAFETY MANAGEMENT ARRANGEMENTS

The Health and Safety Management Arrangements (HSMA) documents the processes associated with the University's OHS management system and compliments the principles contained in the OHS policy.

LOCAL OHS COMMITTEES

Local area OHS Committees have been set up to help employees and the University discuss and resolve OHS issues in the workplace. The Committees help the University to develop and implement ways to protect staff and students from risks to their health and safety.

DESIGNATED WORK GROUPS

Designated Work Groups (DWGs) have been set up across ANU and may consist of all staff in a particular work area, department, school or centre; or a building or series of buildings.

HEALTH & SAFETY REPRESENTATIVES

A Health and Safety Representative (HSR) is a person from a DWG who has been selected/elected by the group to represent them on OHS issues. HSRs have an important role to play in representing members of a DWG, including bringing issues to the attention of the University, attempting to resolve these issues and taking information back to a DWG about health and safety.

EMERGENCY PROCEDURES

In all cases of emergency contact ANU Security on x52249 and/or Emergency Services on 0-000. Alert the Chief Emergency Warden for the relevant building.

Further details are contained in the Emergency Procedures flipchart, (supplies of which are available from ANU Security), and the University's emergency management procedure.

EMPLOYEE ASSISTANCE PROGRAM/ COUNSELLING

ANU provides a choice of counselling and advisory services for staff. These services are available for either work-related or private matters. Staff can choose to access the following services:

- Adviser to Staff
- External Providers

OHS TRAINING PROGRAM

The OHS Branch offers a wide range of general and advanced OHS courses to give staff and students the knowledge and skill required to undertake their tasks safely and efficiently.

Registration for courses is via <http://horus.anu.edu.au> or by contacting ohstraining@anu.edu.au.

Registration requires your supervisor's approval.

HEALTH SURVEILLANCE PROGRAM

The Health Surveillance Program assists in the awareness and on-going health and well-being of staff undertaking the complex and diverse work of the University. Work areas identify those staff who may have exposure to potential sources of harm. These staff then attend specialist medical assessments.

