Work, Health and Safety Induction for Art & Design Studios 2018
This Induction

Is to inform you of Workplace Health and Safety policy in the Arts Building. Also to provide emergency information, how to access the Arts Building and facilities and your responsibilities while working and studying in this building. It is important that we maintain a safe and healthy environment for all.

After watching this induction you will be required to complete a test and registration agreement. You will then be eligible to access Art Studios, attend equipment certification sessions and access equipment.
V-block Ground Floor Plan.

Green areas on this plan indicate general access. For all studio areas, access is also conditional on participating in a Studio induction and meeting specific WHS requirements for that area.
Work Health and Safety (WHS) Act of 2011 provides a “balanced and nationally consistent framework to secure the health and safety of workers and workplaces”.

This legislation clarifies responsibilities in the workplace for health and safety and more accurately specifies EVERY individuals participation in a ‘Primary Duty of Care’.

Providing all staff and students with current ongoing information of WHS legislation and responsibilities under this act is a legal requirement for Southern Cross University.
How Does This Apply to Us?

V-Block specific rules and procedures are a direct reflection of the principals embedded in the universities’ policies and our obligation to satisfy legislation.

The Act also recognizes the individual conditions and specialisations of various workplaces and this has allowed us to address safety and policy issues that are unique to our school and programs.
WHS Legislation Outlines Penalties for Failing to Comply with WHS Directives.

<table>
<thead>
<tr>
<th>CATEGORY OF OFFENCE</th>
<th>FOR CORPORATIONS</th>
<th>FOR INDIVIDUAL PCBUS OR OFFICERS</th>
<th>FOR INDIVIDUAL WORKERS OR OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1 offence</td>
<td>$3 million</td>
<td>$600,000 and/or five years imprisonment</td>
<td>$300,000 and/or five years imprisonment</td>
</tr>
<tr>
<td>Category 2 offence</td>
<td>$1.5 million</td>
<td>$300,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Category 3 offence</td>
<td>$500,000</td>
<td>$100,000</td>
<td>$50,000</td>
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</tbody>
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Maximum penalty for individual workers or others applies to students. We all have access to, and an obligation to recognise information about our WHS responsibilities. The SCU web site, inductions like this, WHS information stations, signage in the studio, information from academic and technical staff are a few examples of where this information is made available. Claiming ignorance is no defence for ignoring your responsibilities.
SCU has very clear policy regarding your conduct and behavior on campus and your obligations to the University and other students.

The University can impose penalties (including suspension) for failure to follow WHS directives and deliberately ignoring WHS policy.

The Universities policy on Student Misconduct Rules can be found here: http://policies.scu.edu.au/view.current.php?id=00141

The Universities policy on Code of Conduct can be found here: http://policies.scu.edu.au/view.current.php?id=000
Other Concerns That are Encompassed by the Act Include:

- Bullying and other psychological issues
- Chemicals and carcinogens
- Manual handling and ergonomics
- Noise
- Machinery and equipment
- Workers compensation
- Willful or reckless behavior in workplace or deliberate disregard of
Health and Safety Representative

Health and Safety Representatives (HSRs) play an important role in representing the health and safety interests of workers in a work group. The role of an HSR is to facilitate the flow of information about health and safety between the person conducting a business or undertaking (PCBU) and the workers in the HSR's work group.

The powers and functions of an HSR are to:

• Represent workers in a work group on WHS matters.
• Monitor WHS actions taken by the PCBU.
• Investigate WHS complaints from workers of the work group.
• Look into anything that might be a risk to the WHS of the workers they represent.
• If an HSR has completed approved HSR training, they can exercise additional powers:
  • To direct unsafe work to stop when they have a reasonable concern that carrying out the work would expose a worker of their work group to a serious risk.
  • To issue a 'Provisional Improvement Notice' (PIN) when they reasonably believe there is a contravention of the Work Health and Safety Act 2011 (WHS Act).

Our HSR is SASS Technical Officer Michael Moynihan. Michael reports directly to our Head of School Professor Barbara Rugendyke. Any enquiries regarding WHS matters can be made directly to Michael. Phone (02)66203919, during office hours, email michael.moynihan@scu.edu.au or vistech@scu.edu.au
Specific Rules and Policy Within V-Block

- TESTING & TAGGING ELECTRICAL APPLIANCES- All 240v electrical equipment must be tested and tagged prior to being allowed into the studios.

- OUT OF ORDER TAGS ON EQUIPMENT- Do not remove these labels or attempt to use this equipment.

- PERSONAL PROTECTION EQUIPMENT (PPE)- Everybody must use PPE where their activities require its use. PPE is vital to reduce the risk of exposure to hazards and minimise the possibility of being harmed when undertaking various tasks in the studio, or by just being in the studio itself.

- COVERED FOOTWEAR- Suitable fully enclosed footwear must be worn in the studios at all time. Footwear is part of your personal protection equipment. Please make yourself aware of the different requirements in regard to footwear in the studio area you are in.

- FOOD AND DRINK- You must not consume food or drink in any studio or teaching area.

- CHILDREN IN V-BLOCK- Children are not permitted in V-block under any circumstances.
- Continued -

• RISK EVALUATION OF SOME PROJECTS- Any project that may present a risk to an individual, other students, the general university population or the public must have a risk assessment.

• FOREIGN MATERIALS- Any materials not usually present or available in any of the studios needs to be assessed by a technical officer. This is to check for any potential hazards to staff and students that may arise from this material. This especially applies to chemicals, for example various solvents or resins.

• PLEASE REPORT BROKEN AND DAMAGED EQUIPMENT- Any broken or damaged equipment must be reported immediately to minimise the possibility of harm to others.

• SMOKING- Smoking is not permitted within 10 meters of any building or paved area on campus.

• EXITS, THOROUGHFARES, STAIRWELLS- These areas must not be blocked at any time. Doors must not be deliberately forced to stay open for security and safety reasons.

• SECURE PERSONAL ITEMS- Please make sure you keep your working area tidy. Do not leave about unsecured personal items of value. We have limited storage and artworks goods and materials left in studios are in danger of being stolen or removed.
Be Familiar with SIGNAGE in the Studios.

Working in V1.11 Painting

Access to all Visual Arts studios is conditional on complying with all WHS working and operating procedures established:

* Appropriate footwear must be worn at all times while in this studio.
* Eating and drinking is prohibited at all times.
* Children are not permitted to enter this space.
* Be familiar with emergency exits and emergency evacuation procedure.
* Be familiar with HELP phone locations and their use.

Additional studio access conditions that also apply:

* All 240 volt electrical items must display a current test tag.
* Check any new materials or chemicals with technical staff.
* Ensure ventilation system is on, especially when using solvents or other harmful materials.
* Recycled food containers in the studios must have their food labels removed if a new material is stored in them. All containers must be clearly marked with their contents.
* Work within your space - do not block aisles and exits or intrude into other’s spaces.
* Keep working area neat. Clean dusty working surfaces with a damp cloth or sponge. Dispose of oily rags into bins (red) that are designated for that purpose.
* Do not dispose of inappropriate materials into sinks.
* Report all unsafe conditions or equipment faults to staff.

Make yourself familiar with any extra studio-specific information found in the WHS folders located on the wall inside this studio.
WHS Information Station

These stations contain important WHS information. This includes information on restricted materials, emergency contacts and procedures etc. Material Safety Data sheets are also available in each station. It is important to be aware of the nature and hazards associated with any materials used in the studios. These serve to inform you of risks, emergency procedures and first aid protocols specific to each material.

Make yourself aware of the location of this important information.
Some Useful Websites

• WorkCover
  www.workcover.nsw.gov.au

• SCU WHS Rules
  http://scu.edu.au/admin/hr/index.php/6

• SCU HR Services
  www.scu.edu.au/admin/hr/index.php

• Safe Work Australia
Emergency Procedure

- Make yourself familiar with the map on the next slide, and identify not only various options for a quick exit but also know the location of phones and emergency assembly point.

- In case of an emergency make sure Security is alerted. If possible use one of the HELP phones located within the building. These phones are activated by pushing the button down and holding for 10 seconds. Security should then become audible in the phone speaker. If for some reason these phones are unavailable, then the 000 number from your mobile phone is your next best option.

- If a fire alarm or bomb threat alarm sounds within the building, make sure you exit via the quickest and safest route. If possible alert any other people in the building. After exiting gather at the emergency assembly point and do not re-enter the building until Security has given the approval to do so.

- The following link had detailed information about emergency procedures for SCU.
  
An Emergency lockdown is one of the few types of emergencies where you will **NOT** be required to evacuate the building.

In the event of an emergency lockdown different instructions will be broadcast over the public address system. Listen carefully to emergency broadcasts to quickly determine the type of emergency and the appropriate response you need to take.

Emergency lockdown Building occupants On hearing the Lockdown alarm and voice notification over the loud speaker, building occupants should remain calm and:
1. Do not attempt to return to usual workplace
2. Follow instructions of Emergency Wardens
3. Unless otherwise instructed, move away from the windows and if possible sit on the floor out of line of sight from outside the building. Do not try and exit the building.
4. If practical move to the opposite side of the building to the side exposed to the incident. Turn mobile phones to ‘silent’ mode.
5. Please remain in lockdown until given the “all clear” by Security or State Emergency Services.

Once you have received confirmation it is safe to do so, resume normal operation.
Contacts

Technical Staff- vistech@scu.edu.au

HSR, First Aid Officer, Fire Warden, Emergency Warden
Michael Moynihan michael.moynihan@scu.edu.au (02)66203919

School of Arts and Social Science- Technical Manager
Alan Hughes- 0419217423 sasstech@scu.edu.au

University Safety and Security- (02)66203628 safety@scu.edu.au

SCU Human Resources- hr@scu.edu.au