HS727 School Webside Guide for HSE Pages

Version 1.1 February 2016

Never Stand Still | Work Health and Safety

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Health, Safety & Environment

The following is a guide on the type of HSE information Schools and local areas should provide on their websites. Below is an overview of the website contents, followed by detailed information on what can be included in each section.

Overview of Website content for HSE Pages

Section No.	Topic	Contents
1	About HSE	Health, Safety & Environment in Schools
2	Consultation	School Committee Committee Members and contact details HSE Committee Meeting Minutes How to solve an HSE issue
3	HSE Documentation	UNSW Policy Procedures and Guidelines School forms, checklists and protocols HSMS documentation
4	Training	Training Analysis How to enrol in courses
5	Emergency	Local Area Procedures Assembly Areas Fire Wardens First Aid Officers and contacts
6	Hazard Reporting	Online system
7	Optional Extras	Resources News and Alerts Safety Handbooks HSE Induction Risk Assessments and SWPs Security Specific Hazards

1. About HSE

Outline the commitment of the local area to HSE, refer to the UNSW HSE Policy and HSMS. For example:

The 'School' is committed to meet the requirements of the UNSW **WHS policy** and implement the aims and strategies outlined within.

2. Consultation

- **'School' Committee –** identify the HSE consultation structure in the area; is there a Committee or an HSE Rep?

- **Committee Members –** Identify the members of the committee/HSE Reps, who they represent and their contact details.
- **HSE Committee Meeting Minutes –** link to committee meeting minutes (this may be password protected).
- **How to solve an HSE issue –** Explain how an HSE issue is resolved (i.e. talk to your supervisor, then the HSE rep/member, then the Chairperson, then Faculty HSE Coordinator etc.)

3. HSE Policy, Procedures and Guidelines

- **UNSW Policy Procedures and Guidelines** – advise that UNSW HSE Policy, procedures and guidelines are available on the HSE Unit website www.safety.unsw.edu.au.
- Identify any key UNSW HSE Unit documentation that is relevant to the area and link directly to the HSE Unit website (for example link to the UNSW HSE Unit field work web page, chemical waste form, workstation checklist etc.).
- '**School' forms, checklists and protocols** – Identify and link to any local area protocols (e.g. after hours protocol, visitor access, laboratory access, fieldwork guidelines etc.) and link to local area RA's and SWP (these may be password protected). Also link to any forms or checklists which are commonly accessed. **HSMS documentation** – Include any HSMS registers (these may be password protected) e.g. plant and equipment, hazard and risk registers

4. Training

- **Training Needs Analysis** - Look at the HSE Unit website for the training needs analysis which outlines the HSE training staff and students are required to undertake, depending on their role and responsibilities http://www.safety.unsw.edu.au/.
- **How to enrol in training:** Note that staff and students can register for HSE training, and view their training history, through myUNSW.
- **School Training -** List any School/local area training courses or competencies that staff and students are required to undertake, or that are available.

5. Emergency

Identify the emergency procedures for the area including:

- **Assembly Areas:** include assembly area location, information on access etc
- **Fire Wardens:** Include contact details
- **Security Contact number: ext 56666**
- **First Aid Officers and Kit locations:** include contact details of first aid officers and kit locations (can be specific and/or general, for example in room 101, all kitchens, all laboratories etc)
- **Emergency Procedures Flip Charts:** there are emergency procedure flip charts located in each room which identify UNSW emergency procedures. Where appropriate

link to any ‘school’ specific emergency procedures (for example lab emergency procedures etc).

- **Evacuations:** Upon hearing a continuous alarm (fire alarm bell) or a request to evacuate the building, all occupants of the building must leave in an orderly manner by the nearest exit. Follow the instructions of the Fire Wardens who will coordinate evacuation.
- **Drills:** There will be, on occasions, emergency drills run in the Building and when these occur it is imperative that all persons obey the directions of the appropriate Floor Wardens in the building. In the case of an evacuation of the building all personnel should evacuate the building and move to the closest assembly point outside the building.
- **Emergency Posters:** There are also emergency notices on each floor (near the lifts). In areas with laboratories, also advise that there are laboratory posters on the doors which provide information on the types of hazards in the area and contacts for help in the event of an accident.

6. Hazard Reporting

To report a hazard, incident, injury or illness, log on to MyUNSW and fill out the online report form.

To log onto the online system follow these steps:

- Log onto MyUNSW
- **For Staff:** Click on the ‘My Staff profile’ tab at the top of the page, go to ‘My Staff Services’ section then click on Report a Hazard
- **For Students:** Click on the ‘My Student profile’ tab at the top of the page, then click on Report a Hazard
- Then you will be on the ‘HSE&E Reporting System’ screen.

For more information on how to use the online reporting system, to the HSE unit website: http://safety.unsw.edu.au/reporting-hazards-incidents

7. Optional Extras

- **Resources:** link to any relevant resources, for example
    - ChemAlert,
    - Australian Standards
    - any local area online systems or databases
    - Quick links to local area templates (e.g. after-hours access forms, SWP’s, RA’s)

- **News and Alerts:** include any area specific HSE alerts

- **Safety Handbooks:** include for example laboratory safety manuals, student and staff safety handbooks

- **HSE Induction:** include any specific area requirements for induction, for example contact details if there is a nominated person who inducts staff,

- **Risk Assessments and SWPs's:** if there are generic RA's and SWP's for the area then these can be linked on this page. Otherwise include link to local RA and SWP database.

- **Security:** Can include a link to the Security website and information on security facilities for example, shuttle buses, security escorts etc

- **Specific Hazards:** for example, could include information on chemical labelling, ergonomics, fieldwork, working with plant and equipment.

Document Approval

Version	Date	Author	Approval	Details of amendments
1.0	9/02/2011	HSE Coordinator	Director, Human Resources	New document
1.1	3/02/2016	HSE Administrator	Director UNSW Safety & Sustainability	Updated ohs to HSE. Report a Hazard information and links