



This checklist is to assist new staff to identify information and resources they need for their health, safety and welfare whilst working at the University of New South Wales

1. CONTACT DETAILS FOR OHS ASSISTANCE AND SUPPORT	
Who is your immediate supervisor?	
Who is the Chairperson, for your local workplace OHS Committee	
What information is relevant to you in the risk management web-site ?	http://www.riskman.unsw.edu.au/ohs/consultation.shtml
2. FACILITIES AND YOUR WELFARE	
http://notessrv.chan.unsw.edu.au/faciliti.nsf?opendatabase	
Where are the amenities in your building?	
What are the local requirements for after hours work in your area ?	
Who is your Zone Manager for reporting building related issues ?	
3. OCCUPATIONAL HEALTH AND SAFETY	
http://www.riskman.unsw.edu.au/ohs/policies.shtml	
Have you read responsibilities of staff and supervisors in the UNSW OHS Policy and OHS Accountability documents ?	http://www.riskman.unsw.edu.au/ohs/policies.shtml
If you are reporting an OHS or environment hazard, you will find a hazard report form on RMU web-site	http://www.riskman.unsw.edu.au/ohs/forms.shtml
Ask your supervisor about the role of the OHS Committee or Representative in your area and see RMU web-site	http://www.riskman.unsw.edu.au/ohs/consultation.shtml
Have you told your supervisor of any medical condition for which you may require assistance at work eg. allergies, diabetes, epilepsy, vertigo etc	
Have you informed your supervisor of any disability for which you may need reasonable workplace adjustment?	http://www.infonet.unsw.edu.au/poldoc/97rag412.htm
Ask your supervisor for a copy of any documented safe work procedures relevant to the tasks you need to perform	
Check what health monitoring is required for your type of work eg eye tests for laser work and contact Risk Management Unit for advice on testing	
What training do you need to perform your work safely? [Discuss your training needs with your supervisor].	
Check with your supervisor what personal protective equipment you will need for the work you will be performing	

4. FIRST AID AND EMERGENCY	
http://notesrv.chan.unsw.edu.au/faciliti.nsf?opendatabase [click on Security & e-spot]	
Who is your first aid officer and what is their telephone extension number ?	
Where is the nearest first aid kit ?	
Who is your fire and emergency warden ?	
Where is the building evacuation point ?	
For emergency, contact Security ext 6666	
5. WORK RELATED INJURY OR ILLNESS	
http://www.riskman.unsw.edu.au/workComp/compensation.shtml	
Contact your first aid officer or if medical treatment is needed , contact the University Health Service ext 5425	
Notify your immediate supervisor of your accident and you will both need to complete a UNSW accident report form	http://www.riskman.unsw.edu.au/ohs/forms.shtml
If you require medical/other treatment or time off work for the work injury/illness, then contact Workers Compensation on	Ring Ext 1107 or 2722 within 48 hours
If you are unable to return to your full normal duties, UNSW's Rehabilitation Coordinator will contact you to develop a Return to Work Plan in consultation with your treating doctor/work supervisor.	UNSW's Rehabilitation Coordinator (Ext 3784)
Read more details in the UNSW Injury Management and Rehabilitation Policy	http://www.riskman.unsw.edu.au/workComp/compensation.shtml#policy
7. EMPLOYEE ACCESS TO COUNSELLING	
UNSW Employee Assistance Program provides free access to short term, confidential counselling for staff and their families. Telephone : 1300 360 364	For further information on this service, see Human Resources web-site and click on Employee Assistance Program icon: http://www.hr.unsw.edu.au/
8. WASTE DISPOSAL http://www.riskman.unsw.edu.au/ohs/waste.shtml	
Waste disposal for chemical, biological and radiation waste is coordinated by OHS staff in RMU and is collected by external contractors (CWDS and subsidiary)	
Chemical waste disposal	Contact ext 2914
Bio-waste disposal and clinical waste	Contact ext 2214
Radiation waste disposal	Contact ext 2912
9. OHS AND ENTERPRISE BARGAINING AGREEMENTS	
General staff , see OHS clauses in the General Staff Enterprise Bargaining Agreement	http://www.hr.unsw.edu.au/ea.htm
Academic staff , see OHS clauses in the Academic Staff Enterprise Agreement	http://www.hr.unsw.edu.au/ea.htm
10. OHS AND RELATED LEGISLATION	
OHS Act 2000 and Regulation 2001	http://www.austlii.edu.au/databases.html-nsw
Gene Technology Regulation 2001	http://www.austlii.edu.au/au/legis/cth/consol_reg/gtr2001271/
Radiation Control Regulation 1993	http://www.austlii.edu.au/au/legis/nsw/consol_reg/rcr1993284