

A Step-by-Step Guide of the Work Health and Safety Compliance Process for Staff, HDRs and Visiting Researchers

Prepared by: School of Engineering Work Health and Safety Committee

Updated on: September 2022

Step 1: Complete the online ECU WHS training

- *When, where, and how*
To be completed online as soon as possible after your enrolment, and renewed every two years. <http://www.ecu.edu.au/centres/human-resources-service/our-services/occupational-safety-and-health-training>
- *Record keeping*
After completing the online training, save the certificate (an example is attached in Appendix I) and email it to your principal supervisor, the appropriate school WHS Representative, and school admin team. (seadmin@ecu.edu.au).

Step 2: Complete Lab Induction(s)

- *When, where, and how*
Before you are allowed to have card access to any lab, you must receive an WHS Induction of that lab. Please contact your principal supervisor to direct you to a relevant technical support staff, who will arrange an onsite lab induction session for you (or a group of students including you). Follow the instructions from the technical support staff to complete the induction.
- *Record keeping*
You must sign an acknowledge form after the induction. The signed form is to be kept in the school admin office, and an electronic copy kept by the technical support staff (an example is shown in Appendix II). The completed induction form will be required to grant access to the appropriate laboratories. See General Lab Induction Document: Procedure to Access Engineering Laboratory Facilities.
- *Equipment Training*
You must not operate any equipment unless you have received the appropriate training. Use of equipment should be addressed in your risk assessment. Any equipment manufactured and or modified by SENG must be approved before use.

Step 3: Complete a Project Risk Assessment – ‘RISKWARE’

- *When, where, and how*
Before you are permitted to undertake any experimental activity, you must complete an activity Risk Assessment within the ECU **RiskWare** online system, which needs to be approved by your principal supervisor and peer reviewed by an WHS Representative (see table in Procedure to Access Laboratory Facilities). Additionally, if your experiments involve the use of hazardous substances of radiation and biosafety concerns, in particular those identified as or suspected of being carcinogenic, mutagenic and teratogen, you must utilise the RBHSC module within the ECU **RiskWare** system and receive approval from the ECU Radiation, Biosafety and Hazardous Substances Committee (RBHSC) before you are permitted to carry out the experiments.

If your lab activities over a period of time deviate from your original plan, you must revise your Project Risk Assessment form within **RiskWare**, and seek approval again from your principal supervisor, and review by an WHS representative, and/or approval from the RBHSC.

Here is the link to the ECU RiskWare system where you log in with ECU details.

<https://www.riskcloud.net/prod/default.aspx?ccode=ecu>

If during the course of your experiments there is a requirement to work after normal business hours, and you are working alone, then a separate '**Working Alone Risk Assessment**' must be completed.

Click the following link for details on completing and submitting the **Working Alone Risk Assessment**.

http://intranet.ecu.edu.au/_data/assets/pdf_file/0003/653835/Working-Alone-Guidelines.pdf

Important – If working alone, no Hazardous Substances are to be used which are identified within the ChemAlert system. If you need to work with Hazardous Substances after hours, then two people must be in attendance and the NowForce App must be used to advise ECU Security.

The **NowForce App** must be used for advising ECU Security that you are working alone once the **Working Alone Risk Assessment** is approved.

This is the **NowForce App** link.

<https://intranet.ecu.edu.au/staff/news/overview/2018/06/nowforce-security-app-an-easier-way-to-work-alone>

- *Approvals and record keeping*

Your **Activity Risk Assessment** within **RiskWare** and **Working Alone** form if applicable, are to be drafted by you, approved by your principal supervisor, and reviewed by an OSH Representative, before commencing any work. At this stage the Risk Assessment will be highlighted as '**Live**' within the **RiskWare** system.

Step 4: Complete Hazardous Substance Risk Assessment – 'CHEMALERT'

- *When, where, and how*

Before you are permitted to use or purchase -any chemicals or Hazardous Substances, you must carry out a Hazardous Substance Risk Assessment within the **ChemAlert** system which must be approved. You need to click the following link.

<https://chemicalert.rmt.com.au/edithcowan/admin/calogout.do>

- Login as "Anonymous User"
- Search the Hazardous Substance you need
- Click on the actual product from your preferred supplier
- Click 'Classifications' from left
- Click "report/labels" on the right of the panel
- Click "product risk assessment template"
- Click "detailed assessment" and then "view/print"
- Save the pdf file
- Open the pdf file, and then complete using pdf editor

An example chemical risk assessment template for Ethanol is attached in Appendix III.

- *Signatures and record keeping*

The completed **Chemical Risk Assessment** for each chemical/Hazardous Substance is to be signed by yourself, your principal supervisor and reviewed by an WHS Representative. If approved, the WHS Representative will add the record in the **ChemAlert** database. Your completed and approved **ChemAlert** Risk Assessment must be attached to your Activity Risk Assessment in **RiskWare** as an electronic attachment.

- Hazardous Substances marked as '**RED**' or with GHS Signal Word '**DANGER**' must be approved for use by the RBHSC at ECU through the **RiskWare** system, therefore it is very important that you identify the correct **ChemAlert** category and classification of the Hazardous Substance to determine the correct application approval process to be followed.

.....

I hereby acknowledge that I have understood and will comply with the above procedures relating to the WHS compliance requirements when undertaking experimental work in the school as part of my research projects.

NAME:..... SIGN: DATE:

APPENDIX 1



CONGRATULATIONS!

This certificate confirms that STUDENT (EDITH COWAN UNIVERSITY) has completed the Health and Safety Induction program.

The following modules were successfully completed:

- Module 1 – Health and Safety Introduction
- Module 2 – Managing Occupational Risk
- Module 3 – Health and Safety Awareness

Date Completed: Wednesday, 14 March 2018 - 10:32PM

APPENDIX II

Edith Cowan University
School of Engineering
Work, Health & Safety Committee



LABORATORY INDUCTION - Inductee ACKNOWLEDGEMENT FORM

| | | |
|--|---------------------------------------|---|
| Name | Staff/Student Number | <input type="checkbox"/> Academic <input type="checkbox"/> Admin <input type="checkbox"/> Technical <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Visiting Researcher <input type="checkbox"/> Laboratory Demonstrator |
| Supervisor | | |
| Campus | Room Number | <input type="checkbox"/> Undergraduate/MEng Unit Code..... Unit Title |
| High-risk lab <input type="checkbox"/> | Low-risk lab <input type="checkbox"/> | |
| Risk Assessment Ref Number..... (if applicable) | | <input type="checkbox"/> HDR <input type="checkbox"/> Course Code..... <input type="checkbox"/> Other..... |
| Additional Information, if any..... | | |

- I acknowledge that I have read and understood **Laboratory Safety Information Sheets as provided to me (3 sheets)**.
- I acknowledge that I have read and understood **Procedure to Access Engineering Laboratory Facilities as provided to me**.
- I acknowledge that I have also personally attended and understood the Laboratory induction session and been instructed about the relevant policies and procedures relating to the facilities including the mandatory Personal Protective Equipment requirements relevant to particular units or laboratory activities.
- I acknowledge that breaches of the guidelines provided in the **Laboratory Safety Information Sheets** may result in suspension of access to the laboratory and disciplinary action.

Specific Area Induction (please check the applicable items)

- | | |
|---|--|
| <input type="checkbox"/> First Aid Officers' contact number | <input type="checkbox"/> The emergency exits and muster point |
| <input type="checkbox"/> Fire extinguisher and fire blanket | <input type="checkbox"/> Emergency contact numbers |
| <input type="checkbox"/> Fire alarm button | <input type="checkbox"/> Emergency Shutdown Switch |
| <input type="checkbox"/> Location and the use of chemical spill kit | <input type="checkbox"/> Location of the Material Safety Data Sheets file |
| <input type="checkbox"/> Waste disposal management | <input type="checkbox"/> SOPs for the lab equipment |
| <input type="checkbox"/> Risk assessment procedures | <input type="checkbox"/> Potentially hazardous areas or equipment in the lab and the precautions |
| <input type="checkbox"/> Chemical storage cabinets | <input type="checkbox"/> Location and the use of fume hoods |
| <input type="checkbox"/> Location of emergency eyewashes/showers | |

I acknowledge that I have also personally attended and understood the Laboratory induction session and been instructed about the relevant policies and procedures relating to the facilities including the mandatory Personal Protective Equipment requirements relevant to particular units or laboratory activities.

Additional specific training if required

- | | |
|---|---|
| <input type="checkbox"/> Laboratory Equipment, please specify..... | <input type="checkbox"/> Tube-fitting |
| <input type="checkbox"/> Radiation (X-Ray) <input type="checkbox"/> Laser Safety <input type="checkbox"/> Liquid Nitrogen (LN) Handling | <input type="checkbox"/> High-Risk, please specify..... |
| <input type="checkbox"/> First Aid | |
| <input type="checkbox"/> Other, please specify..... | |

Inductee

Name..... Signature..... Date.....

Laboratory Technical Staff/Supervisor

Name..... Signature..... Date.....

Access Authorization

- No Card Access
- Card Access, please check the applicable time/day
 - Nominal working Hours (8:30am-4:45pm, Monday to Friday)
 - Special Student Access 8am-9pm, 7 days
 - ECU Staff Standard Access 6:30am – 10:30pm, 7 days
 - 24/7.....

Additional information, if any.....

- A hard copy of this form should be kept in the relevant laboratory folder.
- A scanned copy should be emailed to seadmin@ecu.edu.au for lab access arrangement

APPENDIX III

Risk Assessment Report

ChemAlert.

TASK NAME

Product Assessment: ETHANOL (187380)

| | | | |
|-----------------------|-------------------------------|-----------------------|-------------|
| Manufacturer/Supplier | SIGMA-ALDRICH PTY. LTD. (AUS) | | |
| Product Form | LIQUID | SDS Date | 24 Apr 2015 |
| Flammability | HIGHLY FLAMMABLE | Flash Point | 9°C (cc) |
| Lower Explosion Limit | 3.3 % | Upper Explosion Limit | 24.5 % |
| pH | NOT AVAILABLE | Solubility | SOLUBLE |
| Quantity | | Concentration | |

Hazard Details

Classification of the substance or mixture

CLASSIFIED AS HAZARDOUS ACCORDING TO SAFE WORK AUSTRALIA CRITERIA

GHS Classification(s) Flammable Liquids: Category 2
Acute Toxicity: Oral: Category 4
Specific Target Organ Systemic Toxicity (Single Exposure): Category 2
Aquatic Toxicity (Chronic): Category 2

Label elements

Signal word

DANGER

Pictograms



Hazard statement(s)

H225 Highly flammable liquid and vapour.
H302 Harmful if swallowed.
H371 May cause damage to organs.
H411 Toxic to aquatic life with long lasting effects.

Prevention statement(s)

P210 Keep away from heat/sparks/open flames/hot surfaces. No smoking.
P233 Keep container tightly closed.
P240 Ground/bond container and receiving equipment.
P241 Use explosion-proof electrical/ventilating/lighting equipment.
P243 Take precautionary measures against static discharge.
P260 Do not breathe dust/fume/gas/mist/vapours/spray.
P264 Wash thoroughly after handling.
P270 Do not eat, drink or smoke when using this product.
P273 Avoid release to the environment.
P280 Wear protective gloves/protective clothing/eye protection/face protection.

Response statement(s)

P301 + P312 IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell.
P303 + P361 + P353 IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower.
P309 + P311 IF exposed or if you feel unwell: Call a POISON CENTER or doctor/physician.
P330 Rinse mouth.
P370 + P378 In case of fire: Use appropriate media for extinction.
P391 Collect spillage.

Storage statement(s)

P403 + P235 Store in a well-ventilated place. Keep cool.
P405 Store locked up.

Disposal statement(s)

P501 Dispose of contents/container in accordance with relevant regulations.

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