

**2008**

Department of Computer  
Science  
Australian National  
University

**DEPARTMENT OF COMPUTER  
SCIENCE OCCUPATIONAL  
HEALTH & SAFETY**

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## Department of Computer Science Occupational Health & Safety - Overview

In accordance with the Australian National University Occupational Health and Safety Policy ([http://info.anu.edu.au/Policies/DHR/Policies/OHS\\_Policy.asp](http://info.anu.edu.au/Policies/DHR/Policies/OHS_Policy.asp)) the Department of Computer Science is committed to providing, as far as practicable and based on current knowledge, healthy and safe working conditions for all staff and students, define and implement safe working practices, and provide information on control measures for hazards in the workplace.

Further information about current procedures, safety personnel and ANU policies can be found on the Department of Computer Science OH&S web page located at: <http://cs.anu.edu.au/ohs/>

### 1 CSIT Occupational Health & Safety Committee

The CSIT Occupational Health and Safety Committee meet every three months to resolve OHS issues as raised by the Australian National University OH&S Unit, Department of Computer Science, FEIT management and CSIT building occupants. The committee comprises of:

James Fellows	<a href="mailto:jfellows@cs.anu.edu.au">jfellows@cs.anu.edu.au</a>
Clem Baker-Finch	<a href="mailto:clem.baker-finch@anu.edu.au">clem.baker-finch@anu.edu.au</a>
Deanne Drummond	<a href="mailto:Deanne.Drummond@anu.edu.au">Deanne.Drummond@anu.edu.au</a>
Lynette Johns-Boast	<a href="mailto:lynette.johns-boast@anu.edu.au">lynette.johns-boast@anu.edu.au</a>
Peter Strazdins	<a href="mailto:Peter@cs.anu.edu.au">Peter@cs.anu.edu.au</a>
James Sheridan	<a href="mailto:james.sheridan@anu.edu.au">james.sheridan@anu.edu.au</a>
Julie Arnold	<a href="mailto:Julie.a.arnold@anu.edu.au">Julie.a.arnold@anu.edu.au</a>
Tom Gedeon	<a href="mailto:Tom.gedeon@anu.edu.au">Tom.gedeon@anu.edu.au</a>
Contact all:	<a href="mailto:ohs@cs.anu.edu.au">ohs@cs.anu.edu.au</a>

Notices of meetings, bulletin updates and minutes are emailed to all North Wing CSIT Building Occupants prior to the next scheduled meeting and available on-line at <http://cs.anu.edu.au/ohs/>

## 2 CSIT Safety Personnel

### 2.1 CSIT Safety Coordinator

The role of the CSIT Safety Coordinator is to co-ordinate safety matters within the Department of Computer Science. Currently the safety coordinator is:

Peter Strazdins  
Room N330, CSIT Building  
X55140  
[Peter@cs.anu.edu.au](mailto:Peter@cs.anu.edu.au)

### 2.2 CSIT Safety Officer

The role of the Safety Officer is to undertake day-to-day management of safety matters within the Department of Computer Science. Currently the safety coordinator is:

James Fellows  
Room N202, CSIT Building  
X55144  
[James.Fellows@anu.edu.au](mailto:James.Fellows@anu.edu.au)

### 2.3 CSIT RACLO Officer

The Rehabilitation and Compensation Liaison Officers (RACLO) is a voluntary role that assists in the return to work of injured staff with the delegated [Occupational Health Consultant](#) in the Occupational Health and Safety (OHS) Branch.

The benefits of the RACLO system include:

- local staff with knowledge of work systems and people in the area helps to provide support and identify issues related to injury prevention and rehabilitation on a day-to-day basis.
- a local point of contact for workers' compensation matters. RACLOs are trained to advise staff on workers compensation processes in the ANU.

Deanne Drummond  
Room N337, CSIT Building  
X55141  
[Deanne.Drummond@anu.edu.au](mailto:Deanne.Drummond@anu.edu.au)

## **2.4 CSIT Occupational Strains Liaison Officer**

The role of the Occupational Strains Liaison Officer is to advise on correct posture and configuration of workstation setup

Julie Arnold  
Room N340 CSIT Building  
X54043  
[Julie.a.arnold@anu.edu.au](mailto:Julie.a.arnold@anu.edu.au)

## **2.5 CSIT First Aid Officer**

A First Aid Kit is located in the Resources Room (N308). The first aid kit is maintained by the First Aid Officer. If you need to use the Kit, please see the First Aid Officer, or if that is not possible, notify items used afterwards.

The First Aid Officer is

Deanne Drummond  
Room N337, CSIT Building  
X55141  
[Deanne.Drummond@anu.edu.au](mailto:Deanne.Drummond@anu.edu.au)

# **3 CSIT Fire Wardens**

## **3.1 Chief Warden**

Doug Palmer  
CSIRO, Lvl 2 CSIT Building.  
Room 346A  
6216 7061  
[Doug.Palmer@csiro.au](mailto:Doug.Palmer@csiro.au)

## **3.2 Deputy Chief Warden**

Hugh Fisher  
Room N238, CSIT Building  
X55148  
[Hugh.Fisher@cs.anu.edu.au](mailto:Hugh.Fisher@cs.anu.edu.au)

## **Fire Wardens for North Wing Level 3, CSIT Building**

Eric McCreath  
Room N316, CSIT Building  
X58191  
[ericm@cs.anu.edu.au](mailto:ericm@cs.anu.edu.au)

Lynette Johns-Boast  
Room N334  
X54526  
[lynette.johns-boast@anu.edu.au](mailto:lynette.johns-boast@anu.edu.au)

Shayne Flint  
Room N219, CSIT Building  
X58183  
[Shayne.Flint@anu.edu.au](mailto:Shayne.Flint@anu.edu.au)

### **3.3 Fire Warden for North Wing, Level 2, CSIT Building**

Peter Strazdins  
Room N330, CSIT Building  
X55140  
[Peter@cs.anu.edu.au](mailto:Peter@cs.anu.edu.au)

### **3.4 Fire Warden for North Wing, Level 1, CSIT Building**

Vacant Positions x 2

## **4 CSIT Emergency Procedures**

In accordance with Australian National University Policy for Emergency Procedures in Buildings available at:

[http://info.anu.edu.au/Policies/\\_DHR/Procedures/Emergency\\_Procedures\\_in\\_Buildings.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Emergency_Procedures_in_Buildings.asp)

The following procedures have been implemented in the CSIT building:

### **4.1 Evacuation Routes**

Evacuation routes for the North Wing are posted at various points in the Building (eg. outside N329, on door of N202 and in various student labs).

## 4.2 Procedures in case of fire

The ALERT siren will sound this is to inform staff that they should gather their wallets, keys and stand by for the evacuation signal.

The Chief Fire Warden will then set the system to manual and inform staff, over the PA system, that the cause of the alarm is being investigated. All staff should stand by.

Your Zone Fire Wardens will go to the nearest red phone and lift the handset. This will inform the Chief Warden that each area of the building is staffed. If the Zone Fire Warden is not available it will be the responsibility of another member of staff to use the red phone. Please identify your Zone Fire Warden from the attached plan.

The Chief Fire Warden will identify the location of the alarm and ask the Warden responsible to check the zone.

If there is no sign of a fire after contact has been made with each Fire Warden, the Chief Fire Warden/Fire Brigade will announce the All Clear over the PA system.

In the case of a fire being identified, the Chief Fire Warden will activate the EVACUATE ALL alarm. Zone Fire Wardens will then be responsible for the evacuation of their zone. Staff must evacuate the premises upon this alarm sounding. Please make way to the congregation area.

If you discover a fire, it is your responsibility to telephone or delegate someone to telephone the Fire Brigade on 0 (to get an external line) then 000 to let them know there is a fire on the premises. Please specify the location of the building

***Computer Science & Information Technology Building  
Building 108  
North Road, Australian National University, Canberra ACT***

Give the operator your name. Then contact the Chief Fire Warden or any other Warden who will then decide on the appropriate procedures.

Without intervention by the Chief or Deputy Chief Fire Wardens, the alarm system will automatically go from ALERT to EVACUATE. All staff should follow the above procedures for evacuation.

### **4.3 Procedures in case of bomb threat**

In the event of a bomb threat DO NOT SET OFF THE ALARM call ANU Security x52249. Then call the Chief Warden who will then call all wardens to the Control Panel located in the foyer. The decision will be made as to the evacuation location.

Chief warden will delegate wardens to conduct a quick search of the EGRESS routes (stairways corridors etc), and report back if anything found.

Chief warden will send wardens off to evacuate the building.

During the evacuation, wardens need to inform each member of staff to check their offices for any suspicious packages or objects and then to make their way to the evacuation area.

When wardens have cleared their areas, they need to report back to Chief Warden.

## **5 Health and Safety Hazards in the Department of Computer Science**

The most common health and safety hazards in the Computer Science and Information Technology Building are those due to the extensive use of computer keyboards for many of the tasks associated with teaching, research and administration; the movement of computers and furniture as part of everyday office tasks; and the electrical hazards associated with the use, installation and maintenance of general purpose and special purpose computing equipment.

Less frequent hazards are associated with the use of the workshop for cutting, filing and soldering.

There is a degree of hazard associated with moving around the building, particularly on the stairs and in corridors containing roof-supporting columns of small cross-section (these are on the third level only). All department members and visitors are to be warned to take care on the stairs and be aware of the location of roof supports.

### **5.1 Use of Computer Keyboards**

#### **Personal Responsibility**

The use of keyboards carries the risk of Occupational Overuse Syndrome (OOS, formerly RSI). The University OH&S section provides information on proper posture and configuration of the keyboard and screen to minimize risks. The department has a trained

advisor to assist staff in adopting healthy work patterns and correct setup of workstations. The advisor is known as an OSLO (Occupational Strain Liaison Officer). In DCS this is Julie Arnold.

Under normal academic working conditions of responsible working under loose supervision, members of the department using computers are responsible for managing their own work patterns to reduce the hazard.

Some recommendations to minimize the risk of developing an Occupational Overuse Syndrome injury are to:

- Take regular breaks from your computer. It is recommended at least one five minute break once every hour. Various software tools are available to monitor and to remind users when they need to take a break. Further information on this software is available from the Safety Officer.
- Vary keyboarding/computing tasks with non-keyboarding/computing tasks
- Stretches (some recommended stretches are available from the OSLO advisor)
- Report any pain or discomfort to the OSLO advisor as soon as you experience it. Don't just assume it will go away.

## **5.2 Manual Lifting**

Desktop computers and desks themselves have to be moved around at times. Mind your back and know how to lift safely; ask another person to help when moving office furniture or moving non-portable computers to awkward positions.

A trolley and a truck are available in the Technical Support Group area and in the 3<sup>rd</sup> level store-room. The lift should be used when moving boxes or computer equipment between floors.

## **5.3 Electrical Safety**

In essence, staff members in the department are consumers of electrical devices and are not permitted to construct or demolish electrical equipment beyond normal consumer level of actions.

No electrical work is to be undertaken on the mains-voltage side of any equipment except by licensed qualified staff.

Only the Technical Support Group staff should open covers of the computer equipment, and then only with the mains power disconnected unless the device is designed to be operated with the covers open.



## **5.4 Air and Water Quality**

CSIT is an air-conditioned environment. Any noticeable odors, such as ozone, or concerns about air quality should be reported to the CSIT Safety Officer as soon as possible.

Concerns about water quality should also be reported to the CSIT Safety Officer.

## **5.5 Workshop**

Fully covered footwear must be worn at all times in the workshop. When soldering, arms and legs should be covered against solder splash.

# **6 ANU OHS Policies, Procedures and Training**

The ANU OHS Unit keeps a comprehensive list of Hazard Management Procedures. The list of Hazard Management Procedures is available at:

[http://info.anu.edu.au/hr/OHS/Hazard\\_Management\\_Procedures.asp](http://info.anu.edu.au/hr/OHS/Hazard_Management_Procedures.asp)

The following ANU policies are relevant to CSIT occupants. It is strongly advised that CSIT building occupants consult the below policies.

## **6.1 Policy for Control of Access to Hazardous and Restricted Locations**

The policy for control of access to hazardous and restricted locations applies to machine rooms located in the CSIT building. The policy is available at:

[http://info.anu.edu.au/Policies/\\_DHR/Procedures/Hazardous\\_and\\_Restricted\\_Locations.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Hazardous_and_Restricted_Locations.asp)

## **6.2 Occupational Health and Safety Policy**

The Occupational Health and Safety policy, in particular sections 3 – 5 (Responsibilities of Individuals, Manager and Units) is applicable to all CSIT occupants. The policy is available at:

[http://info.anu.edu.au/Policies/\\_DHR/Policies/OHS\\_Policy.asp](http://info.anu.edu.au/Policies/_DHR/Policies/OHS_Policy.asp)

## **6.3 Code of Practice for Electrical Safety**

The Code of Practice for Electrical Safety summarizes the procedures and the standard operating procedures that have been developed by The Australian National University to foster the safe and reliable supply and use of electricity within the University.

The policy is available at:

[http://info.anu.edu.au/Policies/\\_DHR/Procedures/Electrical\\_Safety.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Electrical_Safety.asp)

## 6.4 Policy for Emergency Procedures in Buildings

These procedures have been developed by The Australian National University to provide management, staff, students and visitors with guidance as to the appropriated action to take in the event of an emergency event occurring on campus.

The policy is available at:

[http://info.anu.edu.au/Policies/\\_DHR/Procedures/Emergency\\_Procedures\\_in\\_Buildings.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Emergency_Procedures_in_Buildings.asp)

## 6.5 Policy for the Provision of First Aid Services

The first aid services provided by The Australian National University are an important element of the University's occupational health and safety program, in terms of facilitating first aid treatment for both injuries that may occur in the workplace, acute personal sickness that may impact on employees or students while at the ANU.

First aid services are to be organised by *Budget Unit* management within managerial/geographic domains of the University and with *first aid attendants* trained at Advanced and Senior levels of proficiency within each *domain*.

These procedures fulfill the requirements of the "Approved Code of Practice for First Aid in Commonwealth Workplaces", Comcare Australia, 1999.

The policy is available at:

[http://info.anu.edu.au/Policies/\\_DHR/Procedures/First\\_Aid\\_Services.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/First_Aid_Services.asp)

## 6.6 Policy for Children Within the Workplace

This publication summarises the procedures of The Australian National University to control the safety and health risks to children who may enter or be brought onto the campus.

These procedures recognise the benefits of allowing children access to the general community areas of the University and requires that such areas be made safe and without risk to health for children, as well as for adults.

The procedures recognise the importance of parental control on reducing the OHS risks to children when on campus but, never-the-less, requires that all reasonably practicable steps be taken to eliminate or effectively control hazards to children on University grounds and in accessible areas of University buildings. Children are not allowed in locations designated by the University as hazardous or restricted (see Appendix A) and management of the relevant Budget Unit are responsible to ensure this requirement is implemented.

These procedures shall be followed by managers, employees, students, visitors and contractors of the University.

The policy is available at:

[http://info.anu.edu.au/Policies/\\_DHR/Policies/Children\\_on\\_Campus.asp?tab=1](http://info.anu.edu.au/Policies/_DHR/Policies/Children_on_Campus.asp?tab=1)

## **6.7 Training Courses**

General OHS courses provide training for managers, supervisors, staff, OHS committee members and OHS representatives in the general aspects of the University's occupational health and safety preventive system.

These courses form a component of the University's program of information, instruction and training under the Occupational Health and Safety (Commonwealth Employment) Act 1991.

A comprehensive list of training courses is available at:

[http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/General\\_Courses/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/General_Courses/index.asp)

## **7 Procedures for CSIT Occupants**

### **7.1 Raising of Safety Issues**

Safety issues of general concern should be raised with either the CSIT Safety Coordinator or Officer (whichever seems to most appropriate and/or available). If the issue is related to a particular incident please complete a Hazard/Near Miss Report.

### **7.2 Hazard/Near Miss Reporting**

Hazards that can and were easily resolved by the individual (eg. moving a box obstructing a stairway to a safer place) need not be reported. Issues classified as 'discomforts' rather than 'hazards', eg. air conditioning temperature needing adjustment, can be reported directly to Assistant Administrator.

For more serious and difficult to resolve hazards, follow the ANU procedure for Hazard and Near Miss Reporting available at:

[http://info.anu.edu.au/Policies/\\_DHR/Procedures/Hazard\\_Reporting.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Hazard_Reporting.asp)

This requires a (downloadable) form to be filled out and given to your workplace Supervisor (in our case likely to be the HoD or Head TSG), which is then passed to the OHS Unit.

A copy of the report should be left with the Department Administrator; however, if it is a matter of urgent attention, please contact the CSIT Safety Coordinator or Officer.

### 7.3 Injury and Exposure Reporting

EVERY death, injury, exposure or dangerous occurrence that occurs at the University or while undertaking a University activity must be reported in a timely manner for legislative and OHS preventive reasons.

The *Occupational Health and Safety (Commonwealth Employment) Act 1991* and Regulations require the University to notify Comcare of an accident within 2 hours for a fatality and within 24 hours for a serious personal injury, incapacity, or dangerous occurrence.

This function is undertaken by the OHS Unit on behalf of the University.

For **EVERY** death, injury, exposure or dangerous occurrence that occurs, supervisors must ensure that:

**Step One:** A web-based OHS Incident Notification form is completed and submitted within the following time frames:

**In the event of a Fatality**

In the case of a fatality, immediately after emergency action has been taken. A phone call through to the OHS Unit on ext 52193 or Security (after hours) on ext 52249, **MUST** also follow immediately.

**In the event of an Injury, exposure or dangerous occurrence**

In the case of **ANY** injury, exposure or dangerous occurrence, within 4 hours.

**Step Two** The Business Office RALCO (Deanne Drummond) and Health and Safety Representative (Peter Strazdins) should be informed as soon as possible after completing step one.

This action will initiate necessary notification and reporting to Comcare together with OHS and rehabilitation action on the incident.

A copy of the report should be given to the RALCO, Health and Safety Representative and the Department Administrator.

## 7.4 Occupational Strains

Request from the DCS OSLO a copy of the brochure **Don't let your posture cost you** if you do not already have one. The OSLO can also provided advice and point you to other useful information on prevention.

See also the OHS Unit's Occupational Strains Hazard Procedures available at: [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Occupational\\_Strains\\_Procedure.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Occupational_Strains_Procedure.asp) , and voice activated word processing policy available at: [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Voice\\_Activated\\_Word\\_Processing.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Voice_Activated_Word_Processing.asp)

DCS currently has a licence for voice activated word processing software; for further details please contact the Safety Officer (James Fellows).