

MACQUARIE UNIVERSITY

OCCUPATIONAL HEALTH & SAFETY INSPECTION REPORT OF Vice Chancellors Office

Research Office

Report by: Gail Zisserman
On behalf of
VCO Workgroup OHS Committee
28 November 2006

Introduction

The aim of the inspection was to identify risks that may prevent the area from achieving its identified safety objective and to identify and document the internal controls which have been implemented to manage those risks and, where appropriate, to assist in the identification of appropriate strategies to reduce or mitigate those risks.

Occupational health & safety functions are a significant feature of the day-to-day operations of the area that may involve personnel from various other centres. Consequently, there may be a number of risks that can significantly impact the ability of the area to provide a safe working environment for staff, students and visitors. The scope of this exercise was limited to the following risks:

- Unsafe Premises – Where hazards impact on the safety of people.
- Emergency Arrangements – For any emergencies, including first aid.
- Training – Occupational Health and Safety at all levels.
- Supervision – Of all people at the area.

As part of the preliminary risk assessment, key risk areas were identified based on an analysis of these risks and on information provided by the staff. The # key risk areas are summarised in Table 1 below.

Methodology

Risks were identified through interviews with key staff and independent observations.

Analyse Risks

The scoring system outlined in the Australian/New Zealand Standard 4360:1999 "Risk Management" was applied in assessing and prioritising risks. Identified risks were given two risk scores on a scale of 1 to 5 for each – severity of consequence and likelihood of occurrence. The table can be found in the Appendix to this report.

The risk scores were assessed ignoring the effect of internal controls. This is the *inherent* risk. The risks were then ranked as being "critical", "high", "medium", "low" or "very low", based on the risk ranking process. The risk scores were based largely on the view of the University's Occupational Health & Safety Manager supported by the available information.

OH&S Risk Summary

The inherent and residual risk scores represent the highest scores recorded for a risk in the key risk area. The residual risk scores represent the opinion of the Inspection Team and they are reported here as they provide a constructive basis for the development of a future audit program into the Occupational Health & Safety function.

RISK SUMMARY					
Ref No.	Objective	Risk Description	2006 Report		
			Inherent Risk	Residual Risk	Date Reviewed
1 C3A 305 Office Gail	To provide a healthy and safe working environment for staff, students, and visitors to the area.	Electrical check required on appliances	Medium	None	
2 C3A 307 John	As above	Remove boxes Remove newspapers on top of filing cabinets Electrical check required on appliances	Low Low Medium	None	
3 C3B 610	As above	Electrical check required on appliances No smoke alarm	Medium Critical	None	
4 C3B Ground Floor	As above	Fire door Magnet loose (near the Front Entrance) Doors to fire exist should be shut	Critical Critical	None	
5 C4C Foyer	As above	Evacuation plan to be mounted on wall No smoke alarm	Low Critical	None	
6 C4C Storeroom	As above	Fire extinguisher on the floor	Medium	None	
7 C4C Kitchen	As above	No smoke alarm	Critical	None	
8 C4C 111 Leanne	As above	No smoke alarm	Critical	None	
9 C4C 110 x 3 Lanna Sandra Empty Workstat.	As above	No smoke alarm Poor lighting 'Daylight' lighting recommended	Critical Low	None	

10 C4C 100 Empty	As above	Smoke alarm to be installed Remove monitors off the floor	Critical Medium	None	
11 C4C 106 x 2 Jane Viviana	As above	Loose power cords on the floor	Low, medium	None	
12 C4C 102 x2 Eddy Christine	As above	Poor lighting 'Daylight' lighting recommended No smoke alarm	Low Critical	None	
13 C4C 101 Anne	As above	No smoke alarm	Critical	None	
14 C4C 105 Photocopy	As above	Remove Boxes Additional shelving recommended	Low	None	
E11A 153 Jim	As above	Loose power cords	Medium	None	
17 E11A 148	As above	Loose power cords from hard drive exposed and close to the door	Medium	None	
18 BD Building X 11 offices X 4 work stations	As above	None apparent	None	None	
19 F9A 134 Herbert's office	As above Animal Facility Bldg	Remove stand on floor behind desk. New telephone handset required.	Medium	None	
20 F9A 133	As above	Remove broken chair, old equipment near door.	Medium	None	
21 F9A 136/137 labs	As above	Very crowded, obstructions near door, poor conditions & layout.	Critical	None	
22 F9A 129	As above	TV monitor obstructing access, cords near front door	Medium	None	

23 F9A 121 to 128 Animal holding rooms	As above	Electrical heating lamps hanging from ceilings should be re-positioned, obstructions near doors removed, access improved.	Critical	None	
24 F9A 102 WC	As above	Cracked, peeling ceiling should be fixed. Metal container in corridor obstructing access.	Low Critical	None	
25 F9A 109 Lab	As above	Fridges should be labelled "Not for human consumption". No label outside the lab to indicate gas cylinder inside.	Critical	None	
26 F9A 112 Animal procedure room	As above	Flammable liquid inside – Hazpak label should be placed outside in the corridor.	Critical	None	
27 F9A 153	As above	Store room, difficult access, middle area to be cleared	Medium	None	
28 F9A 141 Animal holding room	As above	Bucket near door Animal waste in water – Remove Open container of animal food waste – replace with covered bin. Separate paper bin required. Red electrical light hooked to smoke alarm in the ceiling – remove.	Medium	None	
29 F9A 142 to 149 Procedure rooms	As above	Some rooms dirty, not cleaned up after use. Guidelines required for users.	Medium	None	
30 F9A 157	As above	Move cabinet obstructing airconditioning vent.	Medium	None	
31 F9A 160 Lab	As above	Very untidy. No lids on waste bins, obstructing passage. Remove empty cartons, metal place near door. Surgical instruments left on benches, glassware in precarious positions, human utensils amongst lab equipment. No guidelines displayed for users.	Critical	None	

32 F9A 161	As above	Dirty floor. Waste bins to be replaced with covered ones.			
33 F9A 162 Lab	As above	Very untidy and unprofessional. Needles, cotton buds left on benches, rubbish piled up. Containers of uncovered liquids on shelves. Dirty skylight, needs cleaning.	Critical	None	
34 F9A 159 Office	As above	Very small area for 4 students with no ergonomic desks	Medium	None	
35 F9A 145	As above	Remove boxes, papers off the floor, replace empty desk with shelf.	Medium	None	
36 F9A 147 Office	As above	4 students in very cramped conditions. Internet cable in front of filing cabinet should be moved.	Medium	None	
37 F9A 163	As above	Equipment storeroom. Messy, overcrowded, should be cleaned up	Medium	None	

Table 1

Conclusion

Several issues were found as detailed below.

Some have now been attended to.

Risk Register

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
	C3B 601 No smoke alarm	Major	Possible	CRITICAL	Supervisor	None	Impossible	None	
	C3B Ground level near entrance. Door magnet to be fixed	Major	Possible	CRITICAL	BGO	None	Impossible	None	
	F9A 134 office Animal Facility Bldg Telephone cable stretching between desk and filing cabinet	Moderate	Probable	MEDIUM	Phone to be moved. New handset required. Supervisor E11A	None	Impossible	None	
	F9A labs - See Summary.	Moderate	Probable	CRITICAL	Guidelines for users should be displayed in labs. Professional and supervised cleaning should be carried out.	None	Impossible	None	

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
	F9A offices for students - see Summary.	Moderate	Probable	MEDIUM	Ergonomic desks should be provided, obstructing cables re-positioned.	None	Impossible	None	
	F9A Animal holding rooms - see Summary.	Moderate	Probable	CRITICAL	Hanging lights/heaters should be re-positioned. Obstructions near doors to be cleared for better access. Animal food/waste bins to be provided with lids. Guidelines for users to be displayed.	None	Impossible	None	
	F9A Animal Facility Bldg	Moderate	Probable	CRITICAL	First Aid Officer is required. Hazpak signs must be				

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
					displayed where necessary. Staff should be vaccinated, Guidelines for users displayed. Statement of Duties for Manager of Animal Facility bldg is required.				

Appendix I Risk Assessment Tables

Risk Assessment Matrix

Risk rating as a function of consequence and likelihood scores.

Consequence	5	MEDIUM	HIGH	CRITICAL	CRITICAL	CRITICAL
	4	LOW	MEDIUM	HIGH	CRITICAL	CRITICAL
	3	LOW	LOW	MEDIUM	HIGH	CRITICAL
	2	VERY LOW	LOW	LOW	MEDIUM	HIGH
	1	VERY LOW	VERY LOW	LOW	LOW	MEDIUM
		1	2	3	4	5
Likelihood						

Consequence Criteria

The descriptions below are indicative only and provide a guide to relative consequence.

Rating	Score	Criteria
Catastrophic	5	<ul style="list-style-type: none"> • Council or external agency instigates an inquiry or legal action. • Significant damage to the University's reputation • Widespread, ongoing, negative media coverage • Legal action involving major criminal charges and/or civil suits with possible fines and costs exceeding \$1 million • Multiple deaths and injuries • Severe environmental damage • Long term cessation of core activities (months) • Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations • Financial loss not covered by insurance (more than \$5 million)
Major	4	<ul style="list-style-type: none"> • Widespread negative media coverage • Legal action involving criminal charges and/or civil suits with possible fines and costs exceeding \$500,000 • Single death and/or multiple injuries • Short term cessation of core activities (weeks) • Financial loss not covered by insurance (\$2.5 - \$5 million)
Moderate	3	<ul style="list-style-type: none"> • Unfavourable media coverage • Injuries requiring off campus medical treatment • Significant disruption to core activities (days) • Financial loss not covered by insurance (\$500,000 - \$2.5 million)
Minor	2	<ul style="list-style-type: none"> • Limited unfavourable media coverage • Injuries requiring on campus medical treatment • Short-term disruption to core activities (days) • Long-term disruption to non-core activities (weeks) • Financial loss not covered by insurance (\$50,000 - \$500,000)
Insignificant	1	<ul style="list-style-type: none"> • Unlikely to have an impact on the University's public image • Minor injuries • Minimal impact on operations • Minimal financial loss (less than \$50,000)

Likelihood Criteria

Rating	Score	Description
Almost Certain	5	High likelihood of risk event happening several times within the next year.
Probable	4	A risk event is likely to occur more than once in the next 12 months.
Possible	3	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
Unlikely	2	The risk event could occur at some time but is unlikely.
Rare	1	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.

Occupational Health and Safety Committee**Workgroup: Vice Chancellor's Office****Workplace Inspection: Research Office**

The inspection was conducted on the morning of Wednesday 9 August 2006, by Tempel Matterson, Public Relations, Aurora Ocadiz, Macquarie International, and Gail Zissermann, Research Office.

The standard *Workplace Inspection Checklist A: Office* was used, and each area assessed in accordance with the criteria itemised on the Checklist.

The inspection of the F9A Animal Facility was conducted on the morning of 15 August by Tempel Matterson, Aurora Ocadiz, Elsa Mardones, ELS and Gail Zissermann. The area occupied by the Department of Psychology in the F9A Animal Facility was conducted on the morning of 30 August by Gail Zissermann, Pat Lewis and Chandra Rajah.

Gail Zissermann, RO

Aurora Ocadiz, MI

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Elsa Mardones, ELS

Pat Lewis, L/P

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