FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES

SAFETY AND HEALTH HANDBOOK

Latest version: http://intranet.uwa.edu.au/arts/staff/guides_and_procedures/safety

Correct as at 22 February 2010

Drafted by: Evelyn Ho, FAHSS Administrative Officer
Approved by: Scott Sullivan, Faculty Manager / Faculty Safety Officer
To be reviewed by 9 June 2011

These guidelines should be read in conjunction with the UWA Safety & Health Office guidelines at http://www.safety.uwa.edu.au/
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1 GENERAL POLICY STATEMENT ON SAFETY AND HEALTH MANAGEMENT

The Faculty of Arts, Humanities and Social Sciences (FAHSS) acknowledges that the provision of a safe and healthy work environment for employees, students, contractors and visitors is a moral and legal responsibility, and also a prerequisite to achieving high international standards in teaching, research and scholarship.

The Faculty encourages students, staff and visitors to make full use of its facilities, at the same time encouraging all such persons to recognise their joint responsibility in ensuring compliance with the University's Safety and Health policies and procedures. We will provide relevant information, instruction, training and supervision as necessary.

We are committed to achieving high standards of occupational safety and health performance through effective safety management. We are all responsible for establishing and maintaining a safety management procedure to continually monitor and improve occupational safety and health. This process includes consultation with employees and students, identification and assessment of hazards, and control of risks. We will, in consultation with employees, be responsible for identification of training needs to reduce the risk of work-related injury.

Alan Dench
Acting Dean of FAHSS
June 2008
1.1.1 THE RESPONSIBILITIES FOR CARRYING OUT THE POLICY

Ultimate responsibility for safety & health in the Faculty lies with the Dean of FAHSS. Matters may be referred by the building Safety Officers to the Faculty Safety Officer, or Head of School if more appropriate, depending on the needs and specifics of each case. Successful management of safety and health can only be effectively achieved when the participation of staff at all levels in the Faculty is built into all its processes for identifying and controlling risk. For routine safety and health matters the line of responsibility follows the normal managerial lines in the Faculty.

All members of the Faculty have a responsibility to co-operate with their colleagues to achieve a safe and healthy workplace, and to take reasonable care of themselves and others. They are required to work in accordance with this policy and associated procedures. Responsibilities extend beyond minimum compliance with statutory obligations; there is a responsibility to encourage good practice and due concern.

Whenever a member of the Faculty notices a safety or health problem that he or she is not able to put right, it must immediately be reported to a Safety & Health Representative. Key FAHSS safety roles are as below.

<table>
<thead>
<tr>
<th>Role</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Safety Officer</td>
<td>Scott Sullivan</td>
<td>3872</td>
</tr>
<tr>
<td>Safety Officer – Arts Building</td>
<td>Margaret Pryor</td>
<td>2170</td>
</tr>
<tr>
<td>Safety Officer – Social Sciences Building</td>
<td>Philip Etherington</td>
<td>2894</td>
</tr>
<tr>
<td>Safety Officer – Music Building</td>
<td>Melissa Miovski</td>
<td>2052</td>
</tr>
<tr>
<td>Safety &amp; Health Representative – Arts Building</td>
<td>Muriel Mahony</td>
<td>2128</td>
</tr>
<tr>
<td>Safety &amp; Health Rep – Social Sciences Building</td>
<td>Rosa Catalano</td>
<td>2990</td>
</tr>
<tr>
<td>Safety &amp; Health Representative – Music Building</td>
<td>Claire McGowan</td>
<td>7835</td>
</tr>
<tr>
<td>First Aid Officer – Arts Building</td>
<td>Leitha Delves</td>
<td>3047</td>
</tr>
<tr>
<td>First Aid Officer – Arts Building</td>
<td>James Toher</td>
<td>1659</td>
</tr>
<tr>
<td>First Aid Officer – Social Sciences Building</td>
<td>David Bourchier</td>
<td>2074</td>
</tr>
<tr>
<td>First Aid Officer – Social Sciences Building</td>
<td>Mark Sachmann</td>
<td>2991</td>
</tr>
<tr>
<td>First Aid Officer – Music Building</td>
<td>Claire McGowan</td>
<td>7835</td>
</tr>
<tr>
<td>Building Warden – Arts Building</td>
<td>Evelyn Ho</td>
<td>2068</td>
</tr>
<tr>
<td>Building Warden – Social Sciences Building</td>
<td>Miho Masel</td>
<td>2080</td>
</tr>
<tr>
<td>Building Warden – Music</td>
<td>Holly Leonard</td>
<td>2054</td>
</tr>
</tbody>
</table>

Duty of Care

For any event for which you have responsibility for the safety and health of others, you should familiarise yourself and those within your care with basic domestic safety arrangements, for instance, location of fire extinguishers and emergency exits.

2 THE ARRANGEMENTS FOR SAFETY AND HEALTH

2.1 REPORTING & INVESTIGATING SAFETY OR HEALTH ISSUES

Any member of the Faculty noticing a safety or health problem that they are not able to put right themselves should immediately tell a Safety & Health Representative within the building, or someone in authority, following the University’s “resolving safety issues” policy: [http://www.safety.uwa.edu.au/policies/resolving_safety_&_health_issues](http://www.safety.uwa.edu.au/policies/resolving_safety_&_health_issues)

2.1.1 INJURY REPORTING

In the event of an injury the person involved should:

- seek first aid or medical attention as required;
- inform their supervisor as soon as possible;
- complete Part 1 of the [Confidential Incident / Injury Report Form](http://www.safety.uwa.edu.au/policies/confidential_incident_report_form) (see Appendix 5.4), and fax it to the Safety and Health Office on 6488 1179; and
- assist their supervisor in the investigation and reporting on the incident or accident.

The Supervisor of the person(s) involved in the incident is required to:

- ensure that any injured person is promptly attended to;
- conduct an initial investigation into the cause of the incident;
- complete Part 2 of the Confidential Incident / Injury Report Form and ensure that it reaches the Safety and Health Office within five (5) working days; and
- notify and liaise with the local Safety & Health Representative and line management in relation to the incident.
- ensure that all serious injuries are reported to the Safety and Health Office immediately by phone on 6488 3938 or Security (6488 3020) for after hours assistance.

A Confidential Incident / Injury Report Form should be completed for every incident and faxed to the Safety and Health Office on 6488 1179.

2.1.2 HAZARD REPORTING

On identifying a hazard, staff must act as quickly as possible to eliminate it. This may mean a simple alteration, substitution or removal of the hazard or even talking to the people involved to enlighten them of their hazardous practices.

If staff are unable to make a hazardous situation safe they are required to notify the Safety and Health Office on 6488 3938 and report the Hazard using the Hazard Report Form (see Appendix 5.3).
## 2.2 SCHOOL SAFETY & HEALTH RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Recurrence</th>
<th>Details</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Inductions</td>
<td>Upon Commencement in the School</td>
<td>Safety Induction Checklist (see appendix 5.1) to be completed, signed and forwarded to the Faculty Manager within one week of new staff, visitors or students commencing in the Faculty Office. The Safety and Health Representative distributes the checklist and conducts induction. Copy of the checklist to be kept on personal file.</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Training</td>
<td>Upon Commencement &amp; Ongoing</td>
<td>Training requirements should be ascertained upon commencement in the Faculty and undertaken as required.</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Electrical Equipment Testing &amp; Tagging</td>
<td>Ongoing</td>
<td>Each item of electrical equipment in the Faculty Office is required to be visually checked and tagged.</td>
<td>Faculty/School Safety Officer</td>
</tr>
<tr>
<td>Emergency Exit Checks</td>
<td>Monthly</td>
<td>All emergency exits and exit routes should be kept clear at all times.</td>
<td>Building Warden and Safety &amp; Health Representative</td>
</tr>
<tr>
<td>Workplace Safety Inspections</td>
<td>Quarterly</td>
<td>There is a requirement under UWA Responsibilities and Accountability for supervisors to carry out regular workplace inspections. S&amp;H Reps should be invited to attend. Complete relevant checklists and file in Faculty office.</td>
<td>Manager and Safety &amp; Health Representative</td>
</tr>
<tr>
<td>Faculty Managers Meetings</td>
<td>Monthly</td>
<td>Forum through which minor or day-to-day individual, Faculty and School safety issues may be raised and addressed as a regular agenda item.</td>
<td>Faculty Manager</td>
</tr>
<tr>
<td>FAHSS Safety Committee Meetings</td>
<td>Annually &amp; as required</td>
<td>Official forum through which individual, Faculty and School safety issues may be raised and addressed.</td>
<td>Faculty Safety Officer</td>
</tr>
<tr>
<td>Fire Warden Training</td>
<td>Bi-annually</td>
<td>Fire wardens to undertake training through the Safety &amp; Health Office.</td>
<td>Building Warden</td>
</tr>
<tr>
<td>Fire Drill</td>
<td>Bi-annually</td>
<td>Bi-annual fire drill for the Arts Building</td>
<td>S&amp;H Office</td>
</tr>
<tr>
<td>Testing of Emergency Equipment</td>
<td>6 monthly</td>
<td>Regular testing of emergency equipment (e.g. fire-extinguishers,) should be undertaken</td>
<td>S&amp;H Office</td>
</tr>
<tr>
<td>Up-to-date Safety Information</td>
<td>Ongoing</td>
<td>Information in the FAHSS Safety &amp; Health Handbook and roles and responsibilities of all safety personnel must be revised and updated as required.</td>
<td>Faculty Safety Committee</td>
</tr>
<tr>
<td>First Aid refresher training</td>
<td>Annually</td>
<td>First aid officers of each building are required to undergo annual first aid refresher training.</td>
<td>First Aid Officer</td>
</tr>
<tr>
<td>First Aid kits to be restocked</td>
<td>Bi-annually</td>
<td>Checking and replenishing supplies in all first aid kits.</td>
<td>First Aid Officer</td>
</tr>
</tbody>
</table>
2.3 SCHEDULE OF CONSULTATION FOR SAFETY AND HEALTH

All members of the FAHSS are encouraged to raise concerns about safety and health with appropriate managers or supervisors or Safety & Health Representatives.

If an issue is not able to be resolved by the Safety & Health Representative locally, the matter should be referred to the building’s Safety Officer (by default the School Manager), who may refer the matter to the Faculty Safety Officer (by default the Faculty Manager) or the Head of School as appropriate. Issues requiring further consultation may be raised and addressed during the Faculty Managers monthly meeting or FAHSS Safety Committee meeting.

FAHSS Safety Committee membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Safety Officer [CHAIR]</td>
<td>Scott Sullivan</td>
</tr>
<tr>
<td>Safety Officer, Arts Building</td>
<td>Margaret Pryor</td>
</tr>
<tr>
<td>Safety Officer, Social Sciences Building</td>
<td>Philip Etherington</td>
</tr>
<tr>
<td>Safety Officer, Music Building</td>
<td>Melissa Miovski</td>
</tr>
<tr>
<td>Safety &amp; Health Representative, Arts Building</td>
<td>Muriel Mahony</td>
</tr>
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<td>Safety &amp; Health Representative, Social Sciences Building</td>
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<td>First Aid Officer, Music Building</td>
<td>Claire McGowan</td>
</tr>
<tr>
<td>Building Warden, Arts Building</td>
<td>Evelyn Ho</td>
</tr>
<tr>
<td>Building Warden, Social Sciences Building</td>
<td>Miho Masel</td>
</tr>
<tr>
<td>Building Warden, Music Building</td>
<td>TBC</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>Evelyn Ho</td>
</tr>
</tbody>
</table>


Terms of Reference for Safety Committee

1. Provide a mechanism for consultation and cooperation between Faculty and Schools concerning all occupational safety, health, welfare and fire issues affecting the workplace.
2. Assist in the resolution of workplace occupational safety, health and welfare issues in accordance with an agreed resolution procedure.
3. Consider reports and complaints concerning occupational safety, health and welfare issues affecting the workplace.
4. Organise, implement and monitor workplace hazard inspections, consider recommendations and arrange appropriate follow-up action.
5. Review accident and incident reports generated at the workplace, consider action taken and make appropriate recommendations to the Safety and Health Office.
6. Formulate and review policies, programmes and procedures (including proposed changes to practices and processes) which may affect occupational safety, health and welfare at the workplace.
7. Obtain and maintain information on workplace hazards in places that are readily accessible to staff. Keep informed about health and safety standards, roles and procedures.
8. Consider, evaluate and make recommendations concerning occupational safety, health and welfare implications associated with the introduction of new plant, equipment, processes or substances into the workplace.
9. Consider, evaluate and make recommendations concerning occupational safety, health and welfare training and promotional material requirements within the workplace.


2.4 SAFETY AND HEALTH TRAINING

2.4.1 NEW STAFF, VISITORS & STUDENTS

The immediate manager or supervisor will ensure that all new members of staff (including visitors to the Faculty) are inducted for safety and health as soon as practicable, using the Safety Induction Checklist (http://www.safety.uwa.edu.au/forms/safety_induction_checklist).

Postgraduate students should also be made aware of the student guide to safety and health (http://www.safety.uwa.edu.au/policies/student_guide_to_safety_and_health) produced by the Safety and Health Office and the location of the evacuation assembly point.

All induction sheets should be forwarded to the School Manager for record keeping purposes.

2.4.2 SPECIALIST TRAINING

The need for specialist training should be identified by managers and supervisors, and all requests for such training should be directed to either the Faculty Manager or the Safety and Health Office. Managers and supervisors are responsible for ensuring the training is carried out.

Members of the Faculty should not undertake, and will not be expected to undertake, any procedure for which they have not been adequately trained.

All proof of specialist training should be forwarded to the Faculty Manager for record keeping purposes.

2.4.3 EQUIPMENT TRAINING

If any specialist training is provided, for example training of fire wardens, proof of equipment training should be forwarded to the Faculty Manager for record keeping purposes.

Specific to School of Music:

A range of mechanical hazards may be encountered in a teaching room or auditorium. In particular, only trained and competent persons are permitted to operate equipment in the Callaway Auditorium (see appendix 5.5). The School Manager of Music must ensure appropriate training is provided to staff and records kept of the training in personnel files.
2.5 EMERGENCY PROCEDURES

2.5.1 GENERAL EMERGENCY

For ALL emergencies (24 hours) dial 2222 and have the following information ready:

- type of emergency (requiring ambulance, police or fire services)
- your location (building and room number)
- your name and phone extension

Security will contact and direct emergency services to the right location as quickly as possible. **Do not call the 000 number direct** as unnecessary delays may result from emergency services not being able to locate the site of the emergency.

Report all emergency incidents to the building’s Safety Officer or your supervisor without delay.

Emergency free call from campus public phones .................................................. 1800 655 222
Doctor (UWA Medical Centre – office hours) .................................................. 2118
Poisons Information Centre – 24 hours .................................................. 0 131 126

For information on dealing with emergency situations – including emergency evacuation, fire/smoke, personal injury, violent/threatening person, civil disorder/illegal occupancy, bomb threat & checklist, suspicious mail or package, people with specific needs – please refer to the UWA Emergency Procedures booklet (or [http://www.safety.uwa.edu.au/policies/emergency](http://www.safety.uwa.edu.au/policies/emergency)). All staff should read, understand and retain a copy of this booklet close to their phones. Please contact your building’s Safety Representative for a copy.

2.5.2 FIRE AND EVACUATION

In the event of a fire, the alarm will normally be activated automatically. All staff, students and visitors must leave the building immediately using the stairs, and proceed to the designated assembly areas. People will not be permitted to re-enter the building until the all clear is given.

### Assembly Areas

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td>Riley Oval and the Great Court (next to Reid Library)</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td>James Oval and Oak Lawn</td>
</tr>
<tr>
<td>Music Building</td>
<td>Music Car Park (Hackett Drive) in front of Wigmore Library</td>
</tr>
</tbody>
</table>

### Fire Indicator Panel Locations

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td>Outside room G.62 (ALR6), near ramp at carpark 3</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td>At the courtyard, near the mural and door on James Oval side</td>
</tr>
<tr>
<td>Music Building</td>
<td>Ground floor, near the main lifts in the south east entrance of the tower block</td>
</tr>
</tbody>
</table>

### Warden Duties

**Building Warden:**

1. Attend fire indicator panel, ascertain alarm location and, if feasible, send 2 people to check alarm area
2. Collect reports from floor wardens
3. Report to Emergency Response Office/Fire Rescue Services when they arrive

**Area Wardens:**

1. Check area of responsibility and ask people to leave building via stairs
2. Proceed to designated sentry point and report to Building Warden
3. Remain at and guard entries at sentry point, and await further instructions

2.5.3 EMERGENCY REQUIRING LOCKDOWN

In the event of an incident requiring lockdown, no access into or from the building will be allowed. All external doors to the building must be locked to prevent access into the building. All venues that are accessed by card will be centrally locked by the Cardax system. An announcement on the public address system will advise on the situation and request occupants to go into lockdown mode, which is to:

- stay in the rooms they are currently in and lock the door/windows if applicable
- remain calm and quiet
- keep away from windows and refrain from drawing attention
- wait, and do not take any actions without further instructions.

Warden Duties

Building Warden:
1. If safe to do so, attend fire indicator board (making sure someone is at the door to let you back in the building if the panel is located outside) and use the PA system to inform building occupants to start lockdown procedures
2. Return as quickly as possible and check that building is secure
3. Go into lockdown mode, preferably in room with a phone and internet access

Area Wardens:
1. Assist with ensuring all external doors on all floors are locked and inaccessible from the outside
2. Maintain an atmosphere of calm. Prevent people from attempting to leave the building and advice them to go into lockdown mode
3. Return to your office and proceed to lockdown mode

2.5.4 CURRENT WARDENS

Current wardens during normal business hours are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td><strong>Building Warden</strong> Evelyn Ho (x2068)</td>
</tr>
<tr>
<td></td>
<td><strong>Area Wardens</strong> Leitha Delves, Muriel Mahony, Claire McIlroy, Danielle Morris, Elizabeth Oliver, Hui Chui Poa, Richard Small, Terri-Lee Sculthorpe, Joanne Smith, James Toher, Alex Dawson</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td><strong>Building Warden</strong> Miho Masel (x2080)</td>
</tr>
<tr>
<td></td>
<td><strong>Area Wardens</strong> TBC</td>
</tr>
<tr>
<td>Music Building</td>
<td><strong>Building Warden</strong> Holly Leonard (x2054)</td>
</tr>
<tr>
<td></td>
<td><strong>Area Wardens</strong> Melissa Miovski, Debbie Yates, Claire McGowan</td>
</tr>
</tbody>
</table>

2.6 FIRST AID PROCEDURES

Please see the University policies and guidelines on incidents and emergencies at the following website: http://www.safety.uwa.edu.au/policies#Incidents

2.6.1 ACTION IN THE EVENT OF INJURY

Seek medical attention from the First Aid Officer of the building (see below for list). For serious injuries or incidents requiring an ambulance, ring x2222. Do not ring 000 directly as this may cause unnecessary delays. For less urgent assistance ring the UWA Medical Centre on x2118.

Report all serious medical incidents or injuries to the building’s Safety Officer or your supervisor without delay.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Leitha Delves</td>
<td>3047</td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>James Toher</td>
<td>1659</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>David Bourchier</td>
<td>2074</td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Mark Sachmann</td>
<td>2991</td>
</tr>
<tr>
<td>Music Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Claire McGowan</td>
<td>7835</td>
</tr>
</tbody>
</table>


2.6.2 FIRST AID OFFICER DUTIES AND FIRST AID KITS

Number of First Aid Officers

Each building must have in place a number of trained and designated First Aid Officers. The following are the minimum number of First Aid Officers to be established for each building.

<table>
<thead>
<tr>
<th>Building</th>
<th>No. of First Aid Officers Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td>2</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td>2</td>
</tr>
<tr>
<td>Music Building</td>
<td>1</td>
</tr>
<tr>
<td>GP3 Building (Archaeology)</td>
<td>1</td>
</tr>
</tbody>
</table>

Duties of designated First Aid Officers include

- The performance of first aid on campus when a situation arises where first aid is necessary;
- Ensuring that the workplace has been provided with adequate first aid resources and to ensure that first aid can be provided for the hazards that are apparent within the workplace;
- Maintaining first aid equipment in a satisfactory and usable condition. First aid kits must be checked twice a year before each semester and logged as having been done. For a checklist of items to be included in a kit refer to Appendix 5.6.

**Number of First Aid kits**

Each building must have available well maintained First Aid boxes/kits that are regularly checked by the First Aid Officers to ensure items are not expired and items low on supplies are replenished. The following are the number of kits that are to be in place for each building:

<table>
<thead>
<tr>
<th>Building</th>
<th>No.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Building</td>
<td>3</td>
<td>GF – Room G.42 print room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1F – Room 1.13 staff tea room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2F – Room 2.27 Faculty Computing office</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td>3</td>
<td>GF – on wall adjacent to G.23, key in School Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GF – Room G.14 Asian Studies general office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1F – Room 1.33 Anthropology office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2F – Room 2.27, key in G.30</td>
</tr>
<tr>
<td>Music Building</td>
<td>1</td>
<td>School Admin Office</td>
</tr>
<tr>
<td>GP3 Building (Archaeology)</td>
<td>1</td>
<td>Research Laboratory 1.12</td>
</tr>
</tbody>
</table>

For a checklist of items to be included in a First Aid box/kit please refer to *Appendix 5.6*.

**2.7 RISK ASSESSMENTS – UWA MAIN PROCEDURE**

There is a legal requirement to assess risks. Where these are found to be significant, the assessment must be written. It is the responsibility of managers and supervisors to satisfy themselves (while not necessarily examining every assessment) that risk assessments:

- are conducted;
- are completed to a consistent and reasonable standard;
- relate to the actual work being undertaken;
- are reviewed; and
- are supported by adequate and appropriately maintained records

It is the responsibility of persons in control of areas or activities to ensure risk assessments are carried out. A general risk assessment form is available from the Safety & Health website: [http://www.safety.uwa.edu.au](http://www.safety.uwa.edu.au).

There are five principal steps in the process of carrying out a risk assessment. These are to:

1. Look for the hazards, ignoring the trivial and concentrating only on significant hazards, which could result in serious harm or effect several people.
2. Decide who might be harmed and how, thinking about people who may not be in the workplace all the time, e.g. cleaners, visitors and contractors.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings.
5. Review your assessment on a regular basis. For example, in an office environment, changes may be made to the layout and/or introduction of new electrical equipment i.e. kettle, heaters. You will want to consider these sorts of changes in their own right and do whatever you need to reduce the level of risk.
2.8 SMOKING POLICY

The University is committed to ensuring that its staff, students, contractors and visitors are not exposed to tobacco smoke in its workplaces including its building and vehicles. In the interest of having a healthy workforce, staff who smoke are provided with assistance to quit smoking. Accordingly, managers and supervisors shall promote and ensure compliance with the University’s Smoking Policy: http://www.safety.uwa.edu.au/policies/smoking.

2.9 ELECTRICAL SAFETY

The following arrangements for electrical safety apply to all electrical equipment in use in the Faculty Office, including personal items.

- Only electrical equipment that is properly installed and maintained should be used in the Faculty. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date which indicates when it was last tested or checked. This also applies to personal equipment held by staff, for example, a lamp, coffee percolator, overhead projector, etc. Items not bearing such a label, should be withdrawn from use and given to the appropriate manager or supervisor.

- All portable appliances will be regularly inspected and tagged. All members of the Faculty should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.

- Any item that becomes faulty should be taken out of service and labelled and either discarded or sent for repair.

- Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where this cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping. The use of socket adaptors should be avoided wherever possible. Only powerboards are permitted. Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.

- Faculty equipment held off-site will be included in periodic inspections and the holder being responsible for bringing it into the University.

- All portable mains operated electrical equipment, including hand-tools, should be protected by an RCD (residual current device).

2.10 PURCHASING POLICY

All materials and equipment acquired by the Faculty, or by individuals for use at work, must comply with the standards, codes and regulations prescribed by law and University requirements. Only those that can be safely accommodated and used within the Faculty may be obtained. The individual wishing to acquire the material or equipment should obtain all necessary information to enable the risk assessment to be undertaken in order to demonstrate compliance with the foregoing.

To monitor that the requirements of the purchasing policy are being followed, the acquisition of items should be approved by the Faculty Manager, in addition to authorised signatories.

2.11 CHILDREN IN THE WORKPLACE

If children are brought onto university premises they must be under immediate and close supervision of a parent or guardian at all times. They are not permitted in any environment considered by the person in charge to be inappropriate. Please refer to the UWA Children in the Workplace Policy for further information: (http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/equal_opportunity/children_in_the_workplace)
2.12 VISITORS AND CONTRACTORS

Visitors to the Faculty should be asked to report to the relevant unit office. The University policy on visitor safety should be followed: http://www.safety.uwa.edu.au/policies/visitor_safety

2.13 MUSIC VENUE HIRERS

All hirers of UWA Music venues must brief themselves of the School of Music Health & Safety Guidelines for Venue Hirers before entering the School’s facilities: http://www.music.uwa.edu.au/venue_hire

2.14 SERVICES AND FACILITIES

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of plant and equipment, by persons from outside the University needs to be adequately controlled to ensure the safety and health of members of the School. The University has a safety and health policy for contractors: http://www.safety.uwa.edu.au/policies/contractor

2.15 GENERAL OFFICE SAFETY

For routine office activities, with low risk of injury, no formal assessment of the work is necessary. Non-routine office activities should be assessed, and where any significant hazards are identified, the results of the assessment should be recorded. The office safety checklist is available from the Safety & Health Office and individuals should use this to check the safety of their own office accommodation: http://www.safety.uwa.edu.au/forms/computer_workstation_and_office_safety_checklist

Problems identified should be reported in the normal way.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office injuries. Next comes the handling and lifting of goods, materials and equipment, followed by stepping on, or striking against things; falling objects; and the use of hand tools.

Training in safe handling and lifting is available for any staff likely to lift equipment with any regularity. The maintenance of high standards of general housekeeping in offices goes a long way to preventing injuries. Care should be given to the general layout and storage of items to minimise the possible hazards. Particular attention should be given to: the condition of floors and floor coverings; trailing leads; storage of items, particularly heavy ones, on shelves above shoulder height and safe methods of reaching up.

2.15.1 ERGONOMIC HAZARDS

The Faculty is committed to preventing injuries associated with ergonomic hazards. Ergonomic hazards may be found in the design of work tasks, equipment used and the working environment.

Managers/supervisors, in consultation with employees, should:

- Ensure ergonomic hazards relating to poor design of equipment, work station or work practices are identified and the associated risks controlled
- Ensure that all employees have been provided with adequate equipment for tasks undertaken
- Ensure that employees have had information, instruction or training provided in the use of equipment and work practices
- Encourage and reinforce proper working techniques
- Encourage early reporting of any injury or symptoms.
Employees should:
- Ensure they understand information and instructions provided
- Participate in training as provided
- Correctly using equipment provided
- Follow proper working techniques
- Co-operate in the early identification and reporting of hazards and/or injury symptoms
- Employees are encouraged to arrange for an ergonomic assessment of their workstation when initially employed, and later at regular intervals.

Training in ergonomics, workstation arrangements and manual handling can be provided by contacting the Occupational Therapist in the Safety and Health Office on 6488 2784.

2.16 SAFETY OFF UNIVERSITY PREMISES

Many School activities take place off University premises, including field trips and supervision in isolated areas. Staff and students have a responsibility to identify foreseeable risks and take appropriate action.

2.16.1 FIELD TRIPS

Staff and students who proceed on field trips and carry out work in remote locations are required to produce a risk assessment for each trip and:

- Provide or receive adequate competent supervision, including first aid training
- Wear appropriate protective clothing and sensible footwear
- Take with them sufficient communications arrangements and emergency equipment
- Familiarise themselves with the University guidelines on fieldwork.
- Let someone know where you will be, and expected time of return
- Have a fully stocked first aid kit
- Have at least one other person with you

2.17 MANUAL HANDLING

Manual handling is one of the most common and costly of workplace injuries. Manual handling involves the use of human effort to push, pull, carry, hold or restrain any object or animal. It does not just relate to the lifting of heavy objects.

UWA has a policy on manual handling which requires areas to undertake risk assessment of all manual handling hazards and implement strategies to reduce the level of risk (http://www.safety.uwa.edu.au/policies/manual_handling). This includes but is not limited to the provision of training, and ongoing supervision of staff and students involved in manual handling activities. In general:

- No one should undertake any manual handling task that they feel that they are unable to manage. If in doubt, do not do the task, seek assistance. A safety first mentality should be adopted.
- Be aware of the risk factors – the safety of the general environment e.g is it cluttered, is lighting adequate, are there any slip or trip hazards? The characteristics of the load e.g. heavy, awkward, difficult to grasp. Be mindful of your own ability e.g fatigue, unwell, lacking in coordination.
- Where possible use assistive equipment, such as a trolley, which is available from the Arts Faculty storeroom. Contact your local administrative staff to arrange access.
- Always use correct manual handling technique – keep the spine neutral, bend with the knees using semi squat and avoid twisting, flexing forward with the spine, or sideways leaning of the spine.
Relying on training of staff is not as effective in reducing manual handling injuries as proper workplace design and provision of equipment.

Should any manual handling be necessary, assistance with manual handling risk assessment and training in manual handling technique is provided by the Safety and Health Office, phone ext 2784. Staff are encouraged to phone if they have concerns.

2.18 SAFETY IN THE USE OF COMPUTER WORKSTATIONS

Please refer to the UWA brochure "Working Comfortably with Computers" (http://www.safety.uwa.edu.au/policies/working_comfortably_with_computers) and note that the same principles of adopting correct posture at the computer applies to lap tops as well as desk based computer monitors. Be aware that if you are working from home, you should also apply the same principles.

Most people have difficulty checking whether they have correct posture when set up at a computer, even after reading a pamphlet! If you require assistance, or if at any time you start to develop symptoms, please contact the Occupational Therapist in the Safety and Health Office.

Since there are many ergonomic computer accessories on the market, the UWA Safety and Health office provides free trial of equipment. It is a myth to think that using all things that are available will prevent problems, likewise what works for one person may not suit another. A professional opinion from an Occupational Therapist is warranted if you are having any difficulty with comfort at the computer.

2.19 WORKING ALONE

This policy particularly applies to employees and students whilst performing after hours work (between 6pm and 8am on weekdays, all weekends and university holidays) on University premises. Each individual is responsible for taking reasonably practicable steps to ensure their own safety and personal security when working in isolation.

2.19.1 AUTHORITY

All personnel working outside of normal working hours must carry appropriate University identification. Unauthorised visitors are not permitted inside University buildings after hours. Security is required to remove from buildings any person without appropriate authority from the Faculty. Persons acting as "security buddies" are permitted with the appropriate authorisation.

2.19.2 MEANS OF COMMUNICATION IN THE CASE OF AN EMERGENCY.

In the case of an emergency the normal emergency response procedures should be understood and carried out. The Campus emergency number is 2222. Employees and students are not permitted to work alone in any area where a phone is not readily accessible.

2.19.3 RISK ASSESSMENT OF AMOUNT OF CONTACT REQUIRED DURING AFTER HOURS WORK.

Working alone

Where employees/students are undertaking office/computer based work or other routine work, the following must be undertaken:

- Notifying someone of expected work commencement and completion.
- Undertake all personal security measures e.g lock doors, walk in well-lit areas.
- Request security personal escort as required.
2.20 WORKING FROM HOME ON UWA BUSINESS

Where staff have approval to work from home on a regular and ongoing basis, their manager or supervisor should ensure that they have received all information concerning safety and health and the management of sensitive University information.

The same duty of care applies to staff who work at home on University business, as when they work on-site. This arrangement can have significant repercussions on provision of equipment, at the very least the School/Area is charged with the responsibility of ensuring that the home based workplace is safe.

Staff who work from home on a regular basis should undertake a self-assessment of their working environment in accordance with the UWA Homebased Work Policy [http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/general_staff_appointments/home_based_work](http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/general_staff_appointments/home_based_work).

It is the managers and supervisors responsibility to ensure that a formal written agreement is in place to delineate who has responsibility for costs and equipment required to support the working from home arrangement.

The Senior Occupational Therapist in the UWA Safety and Health Office is available to provide assessment of home based workplace environments in the event that there are any concerns. Please phone 6488 2784.

2.21 SAFETY EQUIPMENT

Where equipment related to safety and health, particularly personal protective equipment, is provided by the School there is a duty to ensure the equipment is appropriate for the intended use, clean, properly maintained and properly stored. The University guidance on personal protective equipment should be followed: [http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines](http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines)

The Faculty of Arts, Humanities and Social Sciences is required to maintain a minimum standard of safety equipment. All staff should make it a point of becoming familiar with each of these emergency items so that they may be readily located and able to be used in the event of an emergency. Items that are required to be readily available and operational are:

- Fire extinguishers
- First-aid facilities
- A manual of safety procedures and first-aid

3 WORKPLACE & TEACHING/PRACTICE ROOM SAFETY

It is the duty of supervisory academic and administrative staff to familiarise themselves with the safety and health legislation and Codes of Practice which are relevant to the work being undertaken in their area of responsibility and to ensure that other members of staff and students comply with these requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented;
- staff, students and others under their supervision are instructed in safe working practices;
- new employees working within the Faculty/School are given instruction in safe working practices;
- regular safety inspections are made;
- positive, corrective action is taken where necessary to ensure the safety and health of all staff, students and others;
• all equipment in the area in which they work is adequately and regularly maintained and in safe working order;
• all reasonable practicable steps are taken to prevent the unauthorised or improper use of equipment in the area in which they work;
• appropriate equipment, first aid and fire appliances are provided and readily available;
• they monitor the standard of safety and health throughout the unit in which they work, encourage staff, students and others to achieve the highest possible standards of safety and health and discipline those who consistently fail to consider their own well-being or the safety and health of others;
• all signs used meet the statutory requirements;
• they report, as appropriate, any safety and health concerns to the appropriate person in authority.

All work will be conducted in accordance with the University’s Occupational Safety and Health Policy and any specific Codes of Practice relating to particular activities and industry specific standards.

3.1 SAFE CONDUCT RULES

The Faculty should maintain a copy of the FAHSS Safety and Health Handbook which clearly informs workers of the, working rules, availability and location of safety equipment, and response procedures for emergencies (accidents, injuries, fires, evacuation of building). Each person must become familiar with the contents of the Safety and Health Handbook and be prepared to contribute further to safety improvements in the area.

General rules that apply to the workplace include:
• Report and record all accidents and injuries
• Become fully aware of any potential hazards and the appropriate safety precautions before starting any task
• Read, understand and follow the Safety and Health Handbook instructions
• Never become complacent about potential hazards
• Never indulge in reckless behaviour in the area, including running
• Where employees/students are undertaking office/computer based work, or routine laboratory work outside of normal office hours, they should notify someone of expected work commencement and completion, undertake all personal security measures (lock doors, etc), request security personal escort as required and walk in well lit areas on University premises
• Always exercise care within the workplace
• Keep all fire-escape routes completely clear at all times; prepare and practice fire drills
• Label all safety equipment and maintain it in good operating condition
• Ensure that all safety equipment remains accessible to staff at all times
• Familiarise yourself with whereabouts and use of fire extinguishers and emergency exits

4 MONITORING OF THE POLICY

Day to day monitoring of compliance is the responsibility of all those with managerial responsibility. Managers should also use reports of injury, near misses and sickness linked to work to determine if existing arrangements require modification to prevent a recurrence.

Monitoring the effectiveness of the policy will be carried out by way of planned School/Unit inspections. This should follow the University policy on inspecting the workplace: http://www.safety.uwa.edu.au/policies/inspecting_the_workplace
5  APPENDICES

5.1  Safety Induction Checklist


5.2  Computer Workstation and Office Safety Checklist

http://www.safety.uwa.edu.au/forms/computer_workstation_and_office_safety_checklist

5.3  Hazard Report Form


5.4  Incident/Injury Report Form

http://www.safety.uwa.edu.au/forms/incident
5.5 Procedure for moving of Acromat seating in the Callaway Music Auditorium.

1. Only people authorised by the UWA School of Music are allowed to operate the Acromat seating.

2. To retract the tiered seating:
   a. Clear floor under platforms and in front of the glass showcase.
   b. Switch off mains power to aisle lights (grey “x ways” switch)
   c. Fold all seats up.
   d. Lower seats by pressing foot lever on the left hand side of each group of seats.
   e. Perform visual check to ensure all seats are flat to the platform.
   f. Clear the room of all people and lock both doors of the auditorium.
   g. Remove removable front steps and place in green room.
   h. Plug in the yellow control pendant (ensuring no kinks in grey cable) at end of row 1 platform.
   i. Check that unit is fully extended by pushing forward button on pendant.
   j. “Inch” backwards ensuring that the whole length of row 1 moves equally.
   k. Press reverse button on pendant. If rows become skewed or jam, drive rows out to fully extend unit and then start retracting again.
   l. Ensure that all parts of the seating will clear any obstacles to either side of the platforms.
   m. Unplug pendant.

3. To extend the tiered seating.
   a. Clear floor area in front of the platforms and in front of the glass showcase.
   b. Clear the room of all people and lock both doors of the auditorium.
   c. Plug in the yellow control pendant (ensuring no kinks in grey cable) at end of row 1 platform.
   d. Check that unit is fully retracted by pushing reverse button on pendant.
   e. Stand well clear of front of unit. Press forward button on pendant.
   f. Drive unit outward ensuring each row comes out evenly. (If a row skews out of square, retract unit fully and start extending again.)
   g. When unit almost fully extended, “inch” along to avoid reaching extended position at full speed.
   h. Unplug pendant and return to green room.
   i. Retrieve removable steps from green room and fit them to row 1 steps of both aisleways. See drawing M3.
   j. Manually set up seats.
### 5.6 Checklist of items to include in a First Aid Kit

The list of items below, based on a Class A kit catering for up to 100 employees, should be used as a guide for stocking of First Aid Kits. First Aid Officers may adjust quantities accordingly to cater for the specific needs of each building.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Quantity in each floor’s box (Hum &amp; SCS)</th>
<th>Quantity (Music)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adhesive strips – assorted shapes (pkt 50)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Gauze bandages – conforming 5cm</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Gauze bandages – conforming 10cm</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Triangular bandages – 110cm</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Crepe bandage – medium/heavy weight, hospital, 5cm / 10cm</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Gauze squares/swabs – sterile pack</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Combine dressing/pad – large</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Wound dressing – non-adherent, small (7.5cm square)</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Wound dressing – non-adherent, large (10 cm square)</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Adhesive tape with dispenser – hypo-allergenic, 2.5cm</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Eye pads – individually wrapped, sterile</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Saline or eye wash ampoules 15mL</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Chlorhexidine &amp; Cetrimide Irrigation solution – 30mL*</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Medicated/surgical swabs – sterile, individually wrapped</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Antiseptic cream or solution (small tube or bottle)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sting relief treatment</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cotton tipped applicators / buds (pkt 50)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Safety pins, about 40mm (pkt 12)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Scissors, stainless steel and rust-resistant, blunt point</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Splinter probe</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Forceps – pointed, stainless steel, rust resistant</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Galipot autoclavable or kidney tray – small</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cold pack (ice or chemical)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Disposable gloves – large pairs</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Disposable resuscitation masks / face shields</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Pocket mask – reusable</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sealable plastic bags – medium</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Aluminium foil blanket</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Note book and pen for recording incidents</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Instructions – First Aid</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Instructions – EAR and CPR</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

* Optional