

## **CENTRE FOR ADVANCED MICROSCOPY**

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### **CAM OH&S POLICY**

#### **COMMITMENT TO OCCUPATIONAL HEALTH & SAFETY**

The Centre for Advanced Microscopy will provide a workplace that:

- Is safe and healthy for staff and users of the facility, including contractors and visitors;
- Complies with the Occupational Health and Safety Act 1991 and other relevant legislation and regulations, national standards and codes of practice.

#### **COMMITMENT TO CONTINUAL IMPROVEMENT**

The Centre is committed to ensuring continued improvement of its OH&S policy to maintain a record of eliminating work- related injury of staff and users through the following strategies:

- All potentially hazardous research, teaching or operational work are undertaken only after an appropriate risk assessment of the work has been completed to ensure any hazards are controlled as far as is reasonably practicable;
- Providing information, instruction, training and supervision for staff, users and visitors as applicable;
- Providing an incident and hazard notification system, including follow- ups to reduce any unacceptable risk revealed by the incident;
- Providing administrative resources for advice and support;
- Providing a clear statement and delegation of OH&S responsibilities to all staff;
- Ensuring effective staff consultation arrangements.

A local OH&S Committee consisting of the Centre Manager, Deputy Director (Operations) and the Centre's First Aid Officer will be responsible for:

- Implementing policies and OH&S hazard management procedures;
- Providing an audit system including management action in cases of non- compliance;
- Adhering to University policies and procedures;
- Documenting safe work procedures and ensuring the staff, users and visitors understand and observe them;
- Providing sound workplace planning, design and operation.

#### **OH&S DOCUMENTATION**

- Incident Report Form;
- Risk Assessment Form;
- Record of First Aid Administered.