



Australian
National
University



John Curtin School of Medical Research Contractor Induction

ANU is a dynamic, flexible and engaged University, committed to excellence in research, teaching and global citizenship.

ANU believes in and recognises the importance of safeguarding the health, safety and welfare of staff, students, contractors and visitors. As far as is reasonably practicable, ANU will take a proactive and preventative approach in safeguarding the community in respect of health and safety and take all reasonable actions to protect against unsafe conditions and work hazards.

The John Curtin School of Medical Research (JCSMR) is Australia's national medical research institute.

JCSMR excel in ground-breaking, multidisciplinary translational medical research in fields including: immunology, genomics, neuroscience, mental health, infectious diseases, obesity and metabolic disorders.



Duty of Care

JCSMR has a "Duty of Care" to ensure, so far as is reasonably practicable, the health and safety of all staff, students, visitors and contractors.

To ensure your health and safety, JCSMR will:

- Provide a person as the nominated Responsible Officer each time a contractor is on site.
- Provide all contractors with a site specific (local) induction by the Responsible Officer prior to commencing work, which will address local hazards.
- Monitor the activities of contractors.

Arriving on Site

PRIOR to commencing any work, contractors must notify their JCSMR Responsible Officer of when they will be on site.

On arrival, the contractor must contact the Responsible Officer to arrange the following:

- A parking permit
- Building Access
- Keys

This is not required if prior arrangements have been made.

Contractors must park in the appropriate contractor parking (as signposted) along the south side of JCSMR. Failure to do so may result in a parking infringement notice being issued.

Contractors are to return all keys, passes and permits before leaving site.

Expected Behaviour

The University has a Code of Conduct to ensure an environment conducive to learning, providing a safe and healthy workplace for everyone. Contractors are expected to conduct themselves in a professional manner at all times.

The following behaviour is unacceptable on University sites:

- Smoking anywhere other than in a Designated Outdoor Smoking Area – [ANU is smoke free](#)
- Harassment, discrimination, and bullying
- Indecent or obscene behaviour
- Horseplay or skylarking
- Wilfully causing damage
- Causing wilful injury to any native animals or damage to plants on campus
- Possession of offensive weapons (except for tools of trade)
- Lighting of fires
- Presenting to work in an unfit state (i.e. under the influence of drugs or alcohol)
- Causing unnecessary disruption to the University (e.g. playing loud music)

All ANU policies can be accessed online and are also available from the Responsible Officer.

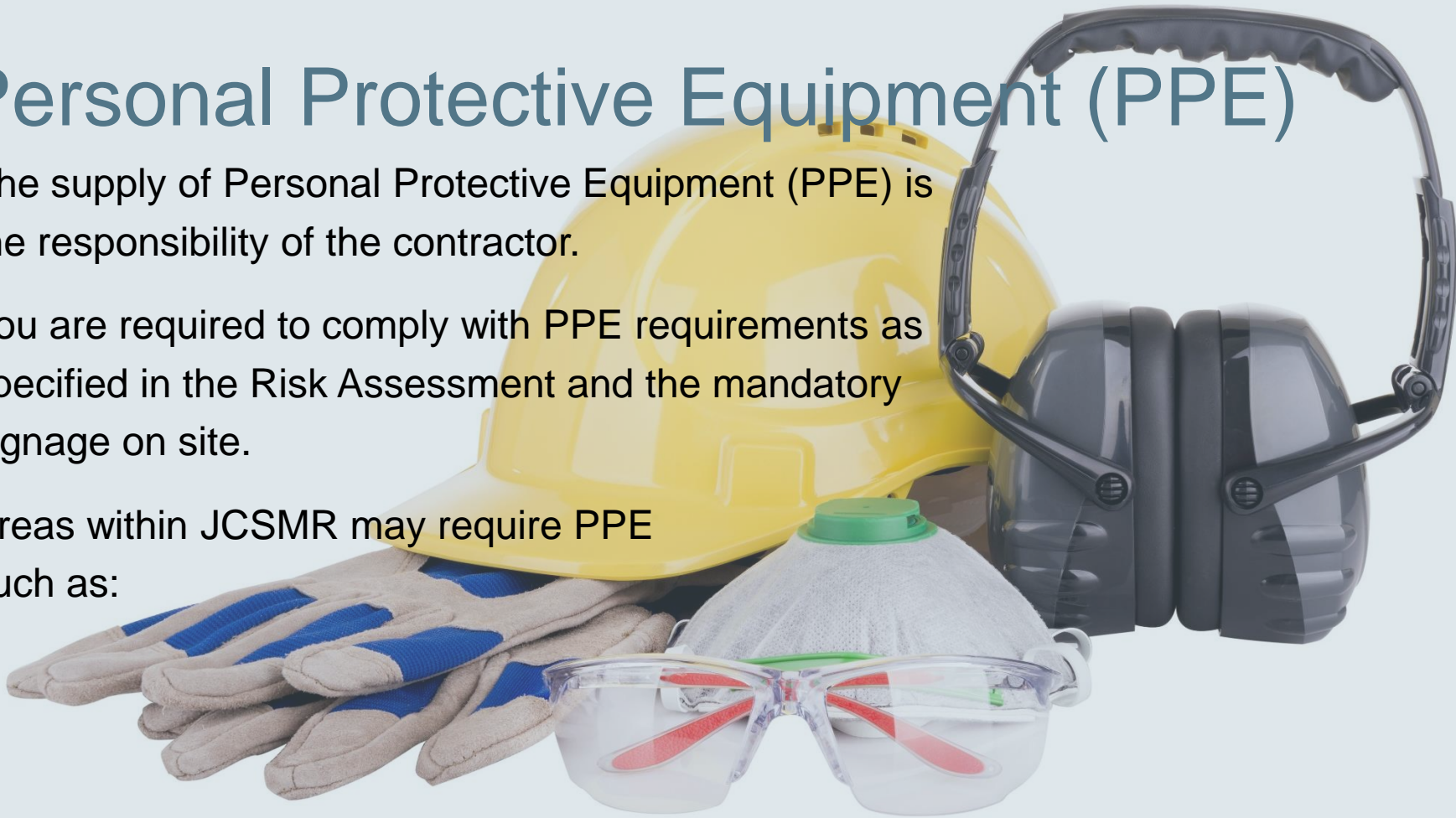
Personal Protective Equipment (PPE)

The supply of Personal Protective Equipment (PPE) is the responsibility of the contractor.

You are required to comply with PPE requirements as specified in the Risk Assessment and the mandatory signage on site.

Areas within JCSMR may require PPE such as:

- Eye and hearing protection
- Respirators and dust masks
- High visibility clothing
- Boots
- Hard hats
- Protective work clothing and safety gloves



Laboratories

If you are required to work within a laboratory, please be mindful of the following:



- Blue lab coats are to be worn at all times whilst in the laboratory space. These are **not** to be worn outside of the lab.
- Hands must be washed each time you enter and exit the lab.
- No food or drink to be taken into the lab.

Types of Hazards

A hazard is anything with the potential to cause damage to people, the environment, property, plant or equipment.

Types of hazards that you may encounter at JCSMR include:

- Hot Work
- Ladders
- Hazardous chemicals e.g. corrosives, flammables
- Electricity
- Biological e.g. Genetically Modified Organisms (GMOs), mice, bacteria, viruses
- Radioactivity
- Cryogenic hazards e.g. Dry Ice and Liquid Nitrogen (in designated areas)
- Oxygen depletion
- Combustible Gases

Housekeeping

The worksite and surrounding areas must be kept clean and tidy at all times, and any safety or fire hazards must be removed promptly (e.g. oily rags, flammable materials and garbage).

Rubbish must be removed progressively to an appropriate bin on site.

Contractors should also remember safety actions such as:

- Replacing lids and caps on containers
- Wiping up spills
- Removing dangerous or protruding objects

Waste Management



Contractors are legally responsible for ensuring their waste is disposed of in the correct manner.

When disposing of waste, you should be aware of the following:

- Contractors must NOT dispose of waste on University property
- Ordinary University rubbish bins are not to be used for construction and demolition waste
- Hazardous waste treatment and disposal must comply with relevant legislative requirements
- There are many opportunities for waste to be reduced or recycled
- Clean-up of equipment must not result in discharge of pollution to waterways or drains
- Chemical waste must also be handled with care, and should never be disposed of down the sink, onto the ground, or into a storm water drain

Noise

The atmosphere at the University needs to remain conducive to learning and research at all times. Contractors must not cause a nuisance to University staff, students, or neighbouring properties.

Contractors must consider the following:

- Machinery noise may be suppressed by using enclosures, fitting noise suppressors and by regular machine maintenance
- Operators will be closely supervised to ensure that silencers are always in place while tools are operating
- All tools must be kept in a first class condition to minimise noise
- Noisy work and truck movements must be scheduled to minimise disruption
- Radios and other loud music are not permitted on University grounds

Dust

Dust can cause health problems for contractors and others on the campus.

If a work site is generating dust, contractors **MUST**:

- Cover or wet down materials and stockpiles that generate dust;
- Contain dust within the work areas;
- Place sweepings into a bag or box before putting them into a skip, to prevent dust from becoming airborne when the bin is emptied;
- Wear face masks and respirators for protection when necessary.

Ladders



Persons using portable ladders to access heights during their work must comply with WHS legislation and regulations regarding the use and selection of ladders

When using a ladder, you must maintain 3 points of contact with the ladder (2 hands and one foot, or 2 feet and one hand) at all times. Do not carry tools or material when climbing up or down a ladder.

All scaffolding and platforms to be used on University sites must comply with all WHS legislation and Australian Standards.

Emergency Procedures

Assembly points / muster areas and evacuation routes will be pointed out. It is important to remember where these areas are in the event of a fire or other emergency.

In the event of an emergency, you may hear an Alert Tone (... beep beep...) or an Evacuation Tone (...rising tone...).

If required to evacuate, it is important that you follow the evacuation procedures and instructions from Emergency Wardens and / or Security Services.

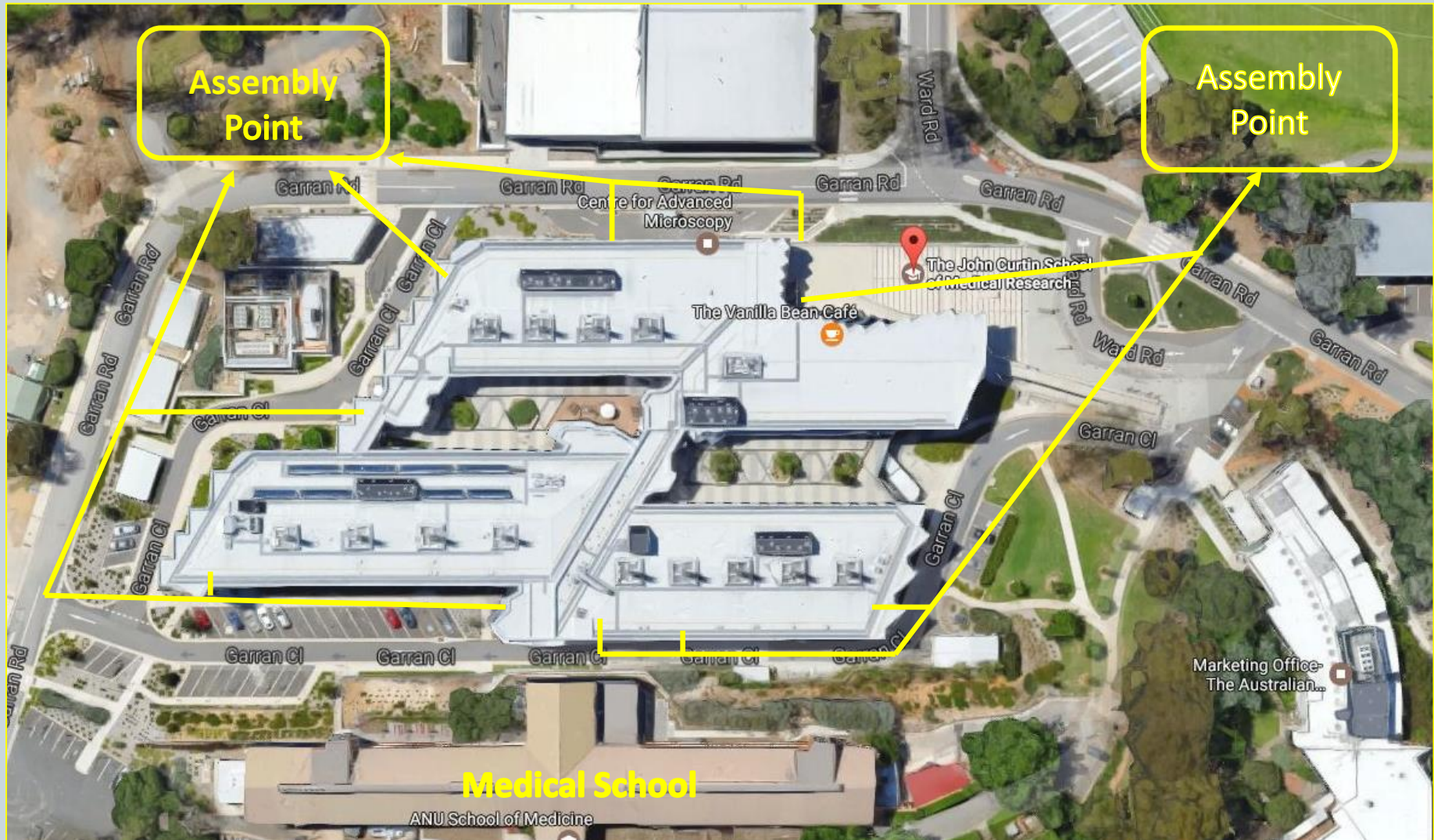


Emergency Warden



Evacuation routes
(All external doors)

Evacuation Assembly Areas



Fire Safety Equipment



When working at JCSMR, it is important you familiarise yourself with the location of break-glass alarms, fire extinguishers and emergency exits.

The locations of fire safety equipment can be found on the Emergency Maps located throughout the school.

Fire extinguishes are available throughout the school. However, please only use if trained to do so and report any instances to your nominated Responsible Officer.



JCSMR Gas Detection System

Red Warning light = Oxygen depletion

- Close doors
- Advise others not to enter the room

Orange Warning light = Explosive gas

- Close Lab
- Advise others not to enter the Lab

Instructions are at the entrance to each Lab

ANU Security / Fire Brigade are automatically notified



JCSMR Equipment Alarms

Some of the equipment throughout JCSMR is connected to alarm systems.

It is important that when conducting any repairs, or working in areas that may be connected to an alarm or shutting down electrical circuits, you notify the responsible officer. This will avoid any triggering of alarms or unnecessary automatic action by JCSMR staff or ANU security.

Equipment most likely to trip alarms include:

- Fridges and freezers
- Cool rooms and freezer rooms
- Compressors and vacuum plant
- Air handling units

First Aid



- ❖ Principal contractors are responsible for the first aid needs of their workers.
- ❖ If you are injured on site, you should seek first aid / medical treatment through your manager / supervisor.
- ❖ For the treatment of minor injuries first aid kits are available.
- ❖ Where emergency treatment is required, an Ambulance should be called, dial 000 or 0-000 from a landline.
- ❖ In all emergency treatment situations, contact Security on 612 52249 after calling 000 to assist with directing Emergency Services within the campus layout.

Incident and Injury Reporting

ANU recognises that contractors will have their own reporting requirements to fulfil their work health and safety obligations. However, it is essential that all accidents, incidents and identified hazards are reported to the Responsible Officer as soon as possible.

Some serious incidents are required to be notified to [Worksafe ACT](#). It is very important that the incident site not be disturbed in these circumstances because WorkSafe may need to conduct an investigation.

Completion of Induction

You have now completed your induction to the John Curtin School of Medical Research.

Please print and complete the details on the next slide and bring it with you to give to the Responsible Officer on arrival.

Contact:

Denis Coombes

Facilities Manager

T: 02 6125 8694

E: jcsmr.fm@anu.edu.au



When printing confirmation of induction, please print page 23 only.

Induction Confirmation

I confirm that I have read and understood the information outlined in The John Curtin School of Medical Research Contractor Induction and will abide by all of the requirements relevant to working at JCSMR.

Signature: _____

Name: _____

Company: _____

Date: _____