Message from the PVC

Welcome to the first edition of I&D Health and Safety. The University is committed to the well being and safety of all employees. In 2009 we aim to better inform you about potential hazards, provide training in safe work practices where required and reduce the risk of work-related illnesses and injuries.

This quarterly newsletter communicates important health and safety information and provides I & D staff the opportunity to get involved in decisions and occupational health and safety issues.

Health and Safety, Who is responsible?

Responsibility for health and safety in the workplace rests with all of us. Health, safety and security are shared responsibilities and all members of the University community need to co-operate to ensure a high standard of health, safety and security is maintained for all people within the workplace.

What can you do?

Good housekeeping: Maintain a clean and tidy workspace
Be aware: Observe your environment
Speak up: Report any hazards or potential risks

Call for Health and Safety Volunteers

First Aiders
The role of First Aider is to administer the provision of emergency treatment. They are also responsible for ensuring first aid kits are fully stocked and replenished as required.

Volunteers are sought for Building 22, Building 15 and Building 96.

Fire Wardens
The role of the Fire Warden is to ensure the safety of staff, students and members of the public and their orderly evacuation from the building in the event of an emergency.

Volunteers are sought for Building 22, Building 108, Building 97 and Building 112 (Level 5).

Full training and support is provided for both First Aider and Fire Warden roles. Please contact Penny O’Connor if you are interested.

Health and Safety Representatives
The Occupational Health and Safety Act 2004 (the Act) includes provisions for the representation of employees within the workplace. This representation provides a means for involving employees and giving them a voice in health and safety matters.

Health and Safety Representatives are required within International Services and RMIT University International College (RUIC)

A nomination process must be undertaken prior to appointing Health and Safety Representatives to ensure each work group is consulted. A nomination form will be sent to all International Services and RUIC staff shortly.
Emergency Phone Numbers

In the event of a medical emergency:

• Contact the nearest first aider
• If necessary, call an ambulance on 0-000 (internal phone) or 000 (external phone)
• If an ambulance is called, notify Security on ext. 53333 to facilitate ambulance access on to campus.

In the event of other emergencies:

• Dial ext. 53333 (Security)
• If no answer, dial 0-000 (internal phone) or 000 (external phone) and ask for the emergency service required.

Health and Safety Fact:

Did you know? The average computer user keys four times harder than necessary.

New Year – New Ergonomic Work Tips

Maintain accurate ergonomic monitor distance – Having your monitor too close or too far from your eyes can lead to improper ergonomic posture and cause eye strain.

Make suitable chair adjustments – Ensure you have correct chair height and the chairs backrest supports your lower back.

Organise your desktop to reach items without strain - Avoid overreaching. Keep your mouse and keyboard within close reach.

Finally – introduce the following work habits:

• Don’t stay in one static position for long periods, change your posture periodically.
• Provide your eyes with vision breaks every hour. Alternate, tasks when possible.
• Stretch your neck, back, and hands every hour.
• Substitute your mouse usage by using alternative keystrokes.

Health and Safety Induction

A reminder to all staff to complete the online Employee Workplace Health and Safety Induction.

New staff are required to complete within the first week of employment. Existing staff who have not yet completed the induction should complete as soon as possible.


All staff must complete a refresher every two years

Health and Safety Professional Development Opportunities

Safe at RMIT
February 2009
Taking care of your back
A practical approach to avoiding sprain/strain injuries and taking personal responsibility for your own health and well-being. This session includes general stretches and exercises for optimal health.

Warden training
This workshop covers everything you need to know to become a Fire Warden at RMIT. Presented by Robert Cross from Emergency Services at RMIT, this session is informative and essential for all existing or potential Fire Wardens.

Weight Watchers at work
RMIT University has invited a Consultant from the Weight Watchers group to hold 30 minute information sessions for staff with a view to offering you the "@ work" program.

March 2009

First aid CPR refresher
This course is for current trained First Aiders only and is recommended as a yearly update. The course provides a refresher of basic CPR and practice of resuscitation skills.

Warden training
This workshop covers everything you need to know to become a Fire Warden at RMIT. Presented by Robert Cross from Emergency Services at RMIT, this session is informative and essential for all existing or potential Fire Wardens.

For additional information or to register please visit: www.rmit.edu.au/pc/openprogram/safe

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