

## Occupational Health and Safety Guidelines for Students/Residents

### 1. Student/Residents OH&S responsibilities whilst on site at Eramboo World Studies Centre.

#### You are responsible for:

- adhering to Eramboo World Studies Centre OHS policies and procedures,
- following instructions on safe work methods,
- promptly reporting hazards or accidents
- ensuring your conduct does not endanger others.

### 2. General workshop and studio safety

- Do not, smoke in workshops or studios. Eramboo World Studies Centre has a **No Smoking Policy** on its premises.
- Food & drink restricted to allocated areas.
- Do not clean equipment in food preparation areas such as kitchens or bathroom area
- Do not store materials in food containers.
- Enclosed footwear must be worn in studios and workshops.
- Always wear your protective clothing (eye goggles, aprons etc.) where specified.
- Avoid accumulation of rubbish that provides a ready source of fuel for fire.
- Do not hold brushes or tools in your mouth
- Follow instructions on how to use tools and equipment safely. Misusing tools and equipment increases the risk of injury to you and others.
- Clean up after yourself, keeping studio areas clean and organised prevents unnecessary hazards to you and to others, and keeps equipment in working order.
- When using hazardous substance (such as paints, finishes, adhesives etc) seek permission first & advise what you will be using. Please check if there is anyone with allergies or problems with fumes etc. Ensure it is used in a well ventilated area, that protective clothing is worn & all spillages cleaned accordingly.

### 3. Working with hazardous substances

- Compounds used in the workshops, studios and other areas of work may have hazardous properties. They may be toxic, flammable and/or explosive, may be carcinogens or have unknown physiological effects, or may sensitise the skin.
- When using hazardous substance (such as paints, finishes, adhesives etc) seek permission first & advise what you will be using. Please check if there is anyone with allergies or sensitive to fumes etc.
- All chemicals should be assumed to be potentially hazardous and care taken to prevent inhalation, skin contamination, fire and/or explosion.
- Always read the instructions before using & be aware of safety measures if there is an accident.
- If you have not been instructed on how to work safely with any hazardous substances do not

use them.

- Always wear your personal protective equipment when working with hazardous substances
- Ensure the area you are working in is well ventilated when using hazardous substances.
- Always clean any spills immediately.

#### **4. First aid**

- If you are injured or are hurt in any way inform an Eramboo Representative. All accidents and incidents must be reported.

#### **5. Emergencies and Evacuations**

- In case of emergency familiarise yourself with exits & ensure there is always clear access to these – do not stack any obstacles to block these exits.

#### **6. Rest breaks & exercise**

- The key to preventing overuse injuries is to break repetitive work with non- repetitive tasks or exercises and/or rest breaks.
- Regular rest breaks should be taken to avoid fatigue.

#### **7. Safe Lifting**

The safe lifting process includes three basic steps of planning, lifting, and carrying

##### ***Planning the lift***

- If the load is too bulky or too heavy, ask someone to help.
- Choose the flattest, straightest, and clearest route.
- Clear any movable obstacles out of the way and make sure the location of unmovable objects are known.
- Plan how you will move the object before attempting to lift & carry.

##### ***Lifting from the ground***

- Face and stand as close as possible to the load with feet wide apart.
- Squat down bending at the hips and knees keeping the back as straight as possible.
- While gripping the load, arch the lower back inward by pulling the shoulders back and sticking the chest out, make the lift smooth and under control.
- Be sure to keep the load close to the body. The closer the load is to the body, the less pressure it exerts on the back.
- When setting the load down, squat down, bend the hips and knees, and keep the lower back arched in.

##### ***Lifting from above***

- Make sure you have a firm footing and a solid grasp before moving the load. Do not try to move anything if the only way it can be reached is on the tips of the toes with arms stretched way over head.
- Position the load close to your body so that the weight will be centered.
- Avoid twisting by transferring objects from one hand to the other or by turning directly in front of the object.

##### ***Carrying objects***

The best posture to maintain while carrying an object is the one that comes closest to normal standing:

- Keep ears, shoulders, and hips aligned;
- Hold the load close to the body;
- Keep elbows resting against the sides of the body;
- Keep the load evenly balanced; and
- When carrying something in only one arm, place it close to the elbow to give extra support. A larger load can also be rested against the hip.

***Setting down the load***

- The same guidelines exist for setting the load down as to lifting steps remembering to keep the back straight and watch the load to the ground.

**8. Trip hazards**

- Work areas with inadequate space can pose a trip hazard. This includes access to and from the work area.
- Good housekeeping can usually eliminate this hazard by not storing items in areas posing a trip hazard near your work area.
- Other common trip hazards include carpets and mats not flush with flooring. A short-term solution to this problem could include taping down the edges of the carpet or mat.
- Power leads and extensions cords running across floor ways pose a significant trip hazard if they run through high traffic areas Possible control strategies can include:

- a) running the extension cord or power lead along a wall rather than through the middle of a room;
- b) taping down the cord to the floor using heavy duty gaffer tape; or
- c) connecting the extension cord or power lead to a power supply closer to the appliance.