

# LIBRARY

Department of Biodiversity,  
Conservation and Attractions

This PDF has been created for digital preservation. It may be used for research but is not suitable for other purposes. It may be superseded by a more current version or just be out-of-date and have no relevance to current situations.



Department of  
Environment and Conservation

Our environment, our future



## Science Division Guideline No 2

# Safety

*'There is not anything in the world so much abused as this sentence, Salus populi suprema lex esto' [Let public safety be the supreme law]  
(John Seldon, 1564-1654)*

*'Out of this nettle, danger, we pluck this flower, safety (William Shakespeare 1564-1616, Henry IV, Part 1)*

## Safety

Safety must be the *first* consideration in everything we do. No work must be conducted unless safety has been considered. The excuse that there is no money to pay for safety equipment is never acceptable - a safe working environment must come before anything else.

The Department of Environment and Conservation (DEC) is proud of its safety procedures and record. It has well-established workplace safety committees, provides training in safety and first-aid and has a system of accident reporting and investigation.

As well as following DEC's procedures we must all be aware of the Occupational Safety and Health Act and Regulations administered by WorkSafe WA. A summary of relevant sections is available in Managing health and safety in the public sector, copies on which are available at <http://calmweb.calm.wa.gov.au/drb/csd/hrb/risk.html>.

A Science Division Safety Committee has been established with representatives of Centre Managers and Safety Co-ordinators from each cost centre.

For each Research Centre the following basic rules apply:

1. There will be a Safety Co-ordinator appointed (responsibility: Research Centre Manager).
2. There will be established Evacuation Procedures to be followed in the case of fire, earthquake, and other emergencies, and all staff will be aware of them. The Safety Co-ordinator will arrange occasional emergency evacuation drills. In the case of the Research Centre at Woodvale, there will also be established procedures to follow in case of a wildfire in the surrounding bushland (responsibility: Safety Co-ordinator).

3. Each Research Centre will be inspected for laboratory safety (responsibility: Research Centre Manager). Laboratory users need to be aware of the Chemical Users Manual and Chemicals: Handling and Storage Procedures, available on DEC's Web.
4. All work, whether in an office, a laboratory or in the field, must be conducted in a safe manner. Protective clothing, including a hard hat, must be worn if stipulated by DEC's Policy. For commonly performed tasks, particularly those of a hazardous nature (e.g. cyanide bait preparation) a Job Safety Analysis should be conducted.
5. All staff should possess a current First Aid Certificate (responsibility: everyone).
6. Staff are responsible for their own safety. An employee is entitled to refuse any work where s/he has reasonable grounds to believe there is a risk of imminent and serious harm to health. An employee who refuses to perform such work must immediately notify his/her supervisor and the Safety Co-ordinator (responsibility: everyone).
8. All accidents that result in medical treatment or lost time must be reported to the Safety Co-ordinator. Accidents requiring First Aid treatment only must be recorded on First Aid Treatment Slips. Any accident or procedure that has the potential to lead to a serious accident should be reported to the supervisor and the Safety Co-ordinator (responsibility: everyone).
9. Safety issues beyond the expertise of Science Division staff should be referred, via the Safety Co-ordinator, to the Risk Management Section, Kensington, or specialist Government Departments, e.g. WorkSafe WA at <http://calmweb.calm.wa.gov.au/drb/csd/hrb/risk.html>.

10. All staff are responsible for ensuring that the respective Research Centre Managers are made aware (through the Safety Representatives) of chemicals that are used or stored in laboratories or store rooms at their workplace. A register of chemicals, hazardous materials and their containers is to be

maintained and updated annually by the Safety Co-ordinator. Lists of options for disposal of hazardous materials are to be included in the register of hazardous materials. For example: government contractors such as Cleanaway Technical Services; commercial outlets; local rubbish deposits.

The controlled version of this document is on the DEC web. Previously printed versions of this document may not be current. This document was last amended in August 2009 and can be located at the following URL address:  
<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>