Sports Complex
Wagga Campus

Occupational
Health & Safety
Induction Manual

Version 2.0
27 February 2007
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Preface

Welcome to the position of sports complex supervisor. This booklet provides a reference to essential information, procedures and occupational health and safety policy both of the Division of Facilities Management and that of the University. A component of the induction will involve confirmation of your understanding and/or ability to perform a variety of tasks. A training record will be maintained as each of these tasks are completed.

The University is committed to occupational health and safety. The following statements have been taken from the Division of Human Resources - Environment Health & Safety web site [http://www.csu.edu.au/division/healsafe/](http://www.csu.edu.au/division/healsafe/)

**University OHS Mission Statement**

To provide a safe and healthy working environment for employees of the University and to ensure staff, students and visitors to the University premises, including remote locations, are safe from risks and hazards.

**Environment, Health & Safety Values**

Charles Sturt University is committed to ensuring the health, safety and welfare of staff, students and visitors.

Charles Sturt University is committed to fostering a culture of environmental responsibility, both within the university and in the wider community.

Proper attention to environment and safety management at Charles Sturt University should ensure that:

- there are no accidents,
- the health of persons will not be effected by university activities, and
- the environment will not suffer as a result of university activities.

Each individual student and member of staff is of importance to Charles Sturt University, both as a person, and in inculcating these values.

The most important point to remember is that there is support and resources available to ensure we meet all our OHS obligations. Do not hesitate to ask for assistance or further information.

CSU Security ph 32288 or 400

Outdoor Services Supervisor
Barry Peel ph 32621 email bpeel@csu.edu.au
STANDARD PROCEDURE

TASK: Sports complex induction

SOP No: 
Version: 1.2 
Date: 24 February 2007

Dept/Div/School: Division of Facilities Management

Supervisor/Manager: Sports Complex Supervisors

Other Contacts: Lee Mottee, Barry Peel

Introduction

All persons employed by the Division of Facilities Management within the Sports complex, are required to observe all applicable policies and guidelines of the University. The following list provides the information that will be provided as part of the induction process. Work must always be carried out in a safe and professional manner.

Qualifications*:

- Current Senior First Aid Certificate (current for 3 years) or,
- Current Bronze Medallion (current for 1 year) or,
- OR Lifeguard certification (current for 1 year)

* Copies of qualifications are to be attached to the induction record.

Administration:

- Timesheets/Sign On Book
- Tax Declaration Form
- Banking Details
- Security phone location
- Formularise all pool/complex signage.
- All potential bookings must be referred to Complex Supervisor
- Read incident/ staff tasking book every shift.
- If in doubt over a decision call the Outdoor Services Supervisor or security first. Phone numbers on wall.
- Check new staff members ID
- Report any incidence, broken equipment, or correspondence in the day book located near the phone.
Free Weights:
- Storage Locker
- Patrons Lockers/padlock available.
- Opening and closing procedure.
- Keep emergency exits closed.
- User responsibility
- Key Locations.
- Ensure all equipment is in working order and note any faults.
- Cardio room to be locked at completion of shift.
- Shoes must be worn and a towel used at all times.

Court Area:
- No Street shoes on court floor.
- Ensure all equipment is put away after use.
- Sweep court surface

First Aid:
- Kit Locations
- Supplies Used must be reported in correspondence book.
- Ice packs must not leave the building
- Accident/Incident reports must be filled in for all injuries or near misses.
  Forms are located in draw.
- Render assistance anyone injured or distressed. Contact Security if further assistance is required.

Sound System:
- Noise levels must be kept at reasonable level.
- No music played over squash or pool speakers.
- Only Gym Supervisor allowed to operate the sound system.
- No offensive music played
- No burnt CD’s are to be played

Cleaning
- Vacuum cleaner and emptying
- Cleaning supplies store under counter – see SOP
- Use of Industrial cleaner – see SOP
- Use of floor Polisher – see SOP
- See safe use of cleaning chemicals procedures
Air Conditioning/Heating

- Use and location of controls. Controls are located in the Basket Ball court, Cardio room and weight room.

Opening and closing procedures

- See opening and closing SOP.
- Check all emergency exit doors prior to leaving at 9pm.
- Announce closing 30 mins before and then 15 mins before closing
- All patron to vacate premises at 8:50 pm
- Ensure evap cooler water pumps are switched off each night.
- Lock weights, table tennis area, cardio room, basketball court before leaving at 9pm.
- All lights off when leaving at 9pm.
- Call security on the outside phone and inform them you have finished for the night and are leaving the Sports Complex.

Equipment loan

- Student/ Staff card required for all loans. All overnight loans must be recorded in the loans book.
- Note damage in day book
- No self-service of equipment.

Study, training or weight work

- No study is to be done during work hours
- No laptops
- Personal telephone calls. All calls (numbers and duration are recorded by the Universities telephone system). No personal calls to be made.
- Food and drink in office area only

Recreation Centre

- Doors must be unlocked at the start of each shift and locked at 9pm.
Pool

- Provide Lifeguard supervision for the Pool
- Monitor dressing rooms for insurgent activity.
- Water tests manual and automatic
- Check identifications / right of entry
- Clean filters – see SOP
- Changing acid drum (wearing safety gear) – see SOP.
- Duties as required by Complex Supervisor
- Location of pool lights

Miscellaneous

- Mains power board in the event of a circuit breaking
- Record any circuit tripping in day book. Do not reset more than once. Call Security for assistance
- Janitor’s stores in Gym, Rec Centre and squash courts.
- Full garbage bags to be left near road at front of gym.
- Familiarise yourself with MSDS paperwork and forms.
- No smoking within 4 meters of Sports complex boundaries.
- Site walk through and orientation.
- Initiate staff training sheet.
- Emergency procedures and emergency equipment.

I acknowledge that I have received instruction on the above items and that I will follow comply with the relevant University and Divisional policies, procedures and guidelines.

Staff members name (printed): .............................................................
Signed: ...........................................................................
Date: ................................................

Supervisor: .............................................................
Sports complex supervisor/ Casual Sports complex supervisor

Task List - Summer

Version: 1.2 24 February 2007 Division of Facilities Management

Mondays 9am – 1pm

Pool and pool area

1. Hose off duck poo from all sides of both pools. One hose located at pump shed
   and the other next to the Pool Showers.
   - Hose poo into gutters, then into drain holes located around pool. Do not
     wash into the pool itself.
   - Wind up hoses after use.

2. Complete manual and automatic pool tests. Record results

3. Check hydrochloric acid level. Replace drum if low. See SOP.

4. Remove all floating leaves etc from tops of pools with pool skimmer net.

5. Scoop poo and leaves from kids pool

6. Hose blue overflow drains clean in kids pool

7. Empty and clean both filters located at the pump-shed end of the main pool on
   either side. Use lever to lift steel lids. See SOP.

8. Pick up any rubbish lying around pool area.


Basket ball court

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors
   and shake to clean.

2. Sweep up residue dust left with dustpan and brush

3. Run industrial cleaner over basketball court. Clean machine after use and pack
   away. See SOP

4. Run floor polisher over basketball court.

5. Open weights, table tennis area, Rec Centre, check squash courts, basketball
   court, and open pool gate and cardio room for daily usage

6. Check for additional allocated tasks in incident book
Mondays 1pm – 5pm

Sports complex area

1. Hose pigeon poo and leaves away from door entrance to gym. Hose both sides of gym for pigeon poo. Lift door mats when hosing.

2. Vacuum all carpet in gym.

3. Vacuum under and around all equipment in gym.

4. Scrub water bubbler clean.

5. Empty bins in Gym.


Mondays 5pm – 9pm

Recreation area

1. Vacuum Rec Centre carpet and wooden floor area

2. Empty all bins in Rec Centre and outside

3. Check toilet rolls and hand towels in Rec Centre and outside toilet

4. Remove cob webs

5. Clean mirrors and hand basins in Rec Centre

6. Empty vacuum bag

7. Empty bins in Sports Complex office and foyer.

8. Check for additional allocated tasks in incident book.

9. Run hot mop over tiled change room floors in Rec Centre.

10. Put away any tables and chairs left out.
Tuesdays 9am – 1pm

Pool and pool area

1. Hose off duck poo from all sides of both pools. One hose located at pump shed and the other next to the Pool Showers.
   - Hose poo into gutters, then into drain holes located around pool. Do not wash into the pool itself.
   - Wind up hoses after use.
2. Complete manual and automatic pool tests. Record results
3. Check hydrochloric acid level. Replace drum if low.
4. Remove all floating leaves etc from tops of pools with pool skimmer net.
5. Scoop poo and leaves from kids pool
6. Hose blue overflow drains clean in kids pool
7. Empty and clean both filters located at the pump-shed end of the main pool on either side. Use lever to lift steel lids.
8. Pick up any rubbish lying around pool area.

Basket ball court

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop outdoors and shake to clean.
2. Sweep up residue dust left with dustpan and brush.

Tuesdays 1pm – 5pm

Pool vacuum

1. Close pool to patrons
2. Remove vacuum from side of male toilets and set up.
3. Vacuum kids pool
4. Vacuum 33m pool.
5. Empty rubbish catching bucket inside pump.
6. Clean equipment and return to storage
7. Open pool to patrons.
Tuesdays 5pm – 9pm

Squash courts
1. Clean hand basins in Squash courts
2. Dust mop both squash courts
3. Mop tiled floors in squash court change rooms
4. Mop hall way with hot mop
5. Empty all bins in squash courts (upstairs too)
6. Empty vacuum bag
7. Cobweb squash courts
8. Vacuum all carpet in Gym
9. Vacuum stairs leading up to and emergency exit stairs from table tennis area
10. Clean glass doors both sides leading into gym

Wednesdays 9am – 1pm

Pool and pool area
1. Hose off duck poo from all sides of both pools. One hose located at pump shed and the other next to the Pool Showers.
   - Hose poo into gutters, then into drain holes located around pool. Do not wash into the pool itself.
   - Wind up hoses after use.
2. Complete manual and automatic pool tests. Record results
3. Check hydrochloric acid level. Replace drum if low.
4. Remove all floating leaves etc from tops of pools with pool skimmer net.
5. Scoop poo and leaves from kids pool
6. Hose blue overflow drains clean in kids pool
7. Empty and clean both filters located at the pump-shed end of the main pool on either side. Use lever to lift steel lids.
8. Pick up any rubbish lying around pool area.
Basket ball court

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors and shake to clean.

2. Sweep up residue dust left with dustpan and brush

Wednesdays 1pm – 5pm

Backwash Pool

1. Follow instructions in Pump shed on how to back wash pools

2. Add chemicals as specified

Wednesdays 5pm – 9pm

Gym area

1. Vacuum all carpet area in gym, office, foyer

2. Sweep table tennis area and vacuum emergency exit in BB court both sides

3. Empty vacuum bag

4. Vacuum carpet in emergency exit

5. Check serviceability of weight room equipment and dust

Thursdays 9am – 1pm

Pool and pool area

1. Hose off duck poo from all sides of both pools. One hose located at pump shed and the other next to the Pool Showers.

2. Complete manual and automatic pool tests. Record results

3. Check hydrochloric acid level. Replace drum if low.

4. Remove all floating leaves etc from tops of pools with pool skimmer net.

5. Scoop poo and leaves from kids pool

6. Hose blue overflow drains clean in kids pool

7. Empty and clean both filters located at the pump-shed end of the main pool on either side. Use lever to lift steel lids.
8. Pick up any rubbish lying around pool area.


**Basket ball court**

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors and shake to clean.

2. Sweep up residue dust left with dustpan and brush

**Thursdays 1pm – 5pm**

**Gym**

1. Clean all bikes, clean all steppers, clean and organise weight accessories cabinet. (Use hot water and disinfectant)

2. Wipe over all equipment in weight room

3. Vacuum all carpet area in gym and foyer

4. Empty all bins

**Thursdays 5pm – 9pm**

1. Sweep floor in tennis table area (especially under table). Damp cloth dust off table tennis tables.

2. Vacuum and remove any cob webs from emergency exit staircase and exit areas.

3. Vacuum foyer and Cardio rooms.

4. Straighten, organise and clean store room where badminton nets are kept.

5. Pick up rubbish and any cigarette butts from front of gym and entry doors.


7. Check day book on front counter for any additional tasks.
Fridays 9am – 1pm

Pool and pool area

1. Hose off duck poo from all sides of both pools. One hose located at pump shed and the other next to the Pool Showers.
   - Hose poo into gutters, then into drain holes located around pool. Do not wash into the pool itself.
   - Wind up hoses after use.

2. Complete manual and automatic pool tests. Record results

3. Check hydrochloric acid level. Replace drum if low. See SOP

4. Remove all floating leaves etc from tops of pools with pool skimmer net.

5. Scoop poo and leaves from kids pool

6. Hose blue overflow drains clean in kids pool

7. Empty and clean both filters located at the pump-shed end of the main pool on either side. Use lever to lift steel lids.

8. Pick up any rubbish lying around pool area.


Basket ball court

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors and shake to clean.

2. Sweep up residue dust left with dustpan and brush

Fridays 1pm – 5pm

1. Vacuum around and under vending machines in foyer, under water cooler, behind dumbbell weight stacks and around the base of all Cardio equipment.

2. Empty bins in both male and female toilets. Fill rolls and hand towels.

3. Use dust mop in the Janitors closet in the squash courts to sweep floor in courts removing all floor materials.

4. Take pool reading as required.

5. Check day book on front counter for any additional tasks.
Fridays 5pm – 9pm

Recreation centre

1. Mop with hot water and disinfectant from (janitor’s room in Rec centre) both change room and shower cubicles in Rec Centre

2. Empty bins in Rec Centre

Saturdays 9am – 1pm

Pool and pool area

1. Hose off duck poo from all sides of both pools. One hose located at pump shed and the other next to the Pool Showers.
   - Hose poo into gutters, then into drain holes located around pool. Do not wash into the pool itself.
   - Wind up hoses after use.

2. Complete manual and automatic pool tests. Record results

3. Check hydrochloric acid level. Replace drum if low.

4. Remove all floating leaves etc from tops of pools with pool skimmer net.

5. Scoop poo and leaves from kids pool

6. Hose blue overflow drains clean in kids pool

7. Empty and clean both filters located at the pump-shed end of the main pool on either side. Use lever to lift steel lids.

8. Pick up any rubbish lying around pool area.


Basket ball court

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors and shake to clean.

2. Sweep up residue dust left with dustpan and brush
Saturdays 1pm – 5pm

Tennis court area and sports complex

1. Sweep tennis courts and netball courts and pick up rubbish and glass.
2. Spot cobweb sports complex.
3. Clean all weight room mirrors.
4. Hose down both sides of Gym for pigeon droppings and swimming pool for ducks. Hose next to pool pump room will reach the opposite side of gym.

Saturdays 5pm – 9pm

Squash courts and gym areas

1. Pool Chemical Readings (as per folder in plant room)
2. Clean bikes and steppers use disinfectant and hot water
3. Vacuum gym and foyer
4. Mop with hot water and disinfectant, change rooms, toilet and showers in squash courts
5. Sweep the viewing gallery (upstairs) in squash courts and table tennis area

Sundays 9am – 1pm

Pool and pool area

1. Hose off duck poo from all sides of both pools. One hose located at pump shed and the other next to the Pool Showers.
   - Hose poo into gutters, then into drain holes located around pool. Do not wash into the pool itself.
   - Wind up hoses after use.
2. Complete manual and automatic pool tests. Record results
3. Check hydrochloric acid level. Replace drum if low.
4. Remove all floating leaves etc from tops of pools with pool skimmer net.
5. Scoop poo and leaves from kids pool
6. Hose blue overflow drains clean in kids pool
7. Empty and clean both filters located at the pump-shed end of the main pool on either side. Use lever to lift steel lids.
8. Pick up any rubbish lying around pool area.


**Basket ball court**

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop outdoors and shake to clean.

2. Sweep up residue dust left with dustpan and brush

**Sundays 1pm – 5pm**

**Sports complex area**

1. Replace bin liners in pool area where needed

2. Allocated Task to be announced in comments Book each week

**Sundays 5pm – 9pm**

**Gym and sports area**

1. Pool Chemical Readings (as per folder in plant room)

2. Clean the universal gym machine

3. Empty office and foyer rubbish bins

4. Clean bikes and steppers

5. Sweep/vacuum table tennis
   
   Vacuum gym and foyer also rear exit
Sports complex supervisor/ Casual Sports complex supervisor  

Task List - Winter  

Mondays 9am – 1pm  

Basket ball court  

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors and shake to clean.  

2. Sweep up residue dust left with dustpan and brush.  

3. Vacuum around border of basket ball court and in rear emergency exit area.  

4. Run industrial cleaner over basketball court. Clean machine after use and pack away.  

5. Run floor polisher over basketball court, clean and put away.  

6. Open weights, table tennis area, Rec Centre, check squash courts, basketball court, and open pool gate and cardio room for daily usage.  

7. Check for additional allocated tasks in incident book  

Mondays 1pm – 5pm  

Sports complex area  

1. Hose pigeon poo and leaves away from door entrance to gym. Hose both sides of gym for pigeon poo. Lift door mats when hosing.  

2. Vacuum all carpet in gym including under and around all equipment.  


4. Empty bins in Gym  

5. Spot sweep tennis courts and netball courts and pick up rubbish and glass  

6. Empty and reline Tennis Courts bins  

7. Check for additional allocated tasks in incident book
Mondays 5pm – 9pm

Recreation Centre

1. Vacuum Rec Centre carpet and wooden floor area.
2. Empty all bins in Rec Centre and outside.
3. Check toilet rolls and hand towels in Rec Centre and outside toilet.
4. Cobweb
5. Clean mirrors and hand basins in Rec Centre
6. Empty vacuum bag
7. Empty bins in Sports Complex office and foyer
8. Check for additional allocated tasks in incident book

Tuesdays 9am – 1pm

Sports complex

1. Cobweb where necessary
2. Dust all surfaces in Gym
3. Sweep table tennis area
4. Wipe with damp cloth table tennis tables
5. Pump up boxing balls
6. Check serviceability of weight room equipment and dust
7. Clean all bikes clean all steppers, clean and organise weight accessories cabinet.  
   (Use hot water and disinfectant)
8. Vacuum all carpet area in Gym
9. Empty and reline Bins
10. Check cardio equipment for serviceability
11. Check weight equipment for serviceability
12. Check for allocated tasks in Day book
Tuesdays 1pm – 5pm

Sports complex

1. Check for allocated tasks in Day book
2. Vacuum all carpet area in Gym
3. Empty and reline Bins
4. Check First Aid Kit in Gym and report any items needed
5. Check First Aid Kit in Rec Centre report any items needed
6. Check oxy boot for serviceability. (set up and pull down)
7. Hose duck poo away from sides of pool and concrete area.

Tuesdays 5pm – 9pm

Squash courts

1. Clean hand basins in Squash courts
2. Clean Mirrors in Squash Court
3. Clean toilets
4. Dust mop both squash courts
5. Mop tiled floors in squash court change rooms
6. Mop hall way with hot mop
7. Empty all bins in squash courts (upstairs too)
8. Empty vacuum bag
9. Cobweb squash courts
10. Sweep the viewing gallery (upstairs) in squash courts
**Wednesdays 9am – 1pm**

**Sports complex**

1. Mop with hot water and disinfectant from (janitor's room in Rec centre) both change room and shower cubicles in Rec Centre
2. Use dust mop in Squash Court janitors store and wipe over both squash court surfaces especially near the front walls
3. Sweep and then mop all Gym toilets
4. Refill toilet and hand towel rolls
5. Clean basins and mirrors in Gym Toilets

**Wednesdays 1pm – 5pm**

**Sports complex - vacuuming**

1. Empty vacuum bag
2. Vacuum all carpet area in Gym
3. Vacuum behind weight equipment
4. Vacuum hall way
5. Vacuum stairs leading up to table tennis area
6. Vacuum (REAR) stairs leading down from table tennis area
7. Clean glass windows
8. Clean glass in weights room

**Wednesdays 5pm – 9pm**

**Sports complex**

1. Cobweb where necessary
2. Dust all surfaces in Gym
3. Sweep table tennis area
4. Wipe with damp cloth table tennis tables
5. Pump up boxing balls
6. Check serviceability of weight room equipment and dust
7. Clean all bikes, clean all steppers, clean and organise weight accessories cabinet. (Use hot water and disinfectant)
Thursdays 9am – 1pm

Sports complex

1. Sweep all basketball court surfaces with scissor mop. Take scissor mop out doors and shake to clean
2. Sweep up residue dust left with dustpan and brush
3. Vacuum around boarder of BB court and in rear emergency exit
4. Run industrial cleaner over basketball court. Clean machine after use and pack away
5. Run floor polisher over basketball court
6. Check for additional allocated tasks in incident book

Thursdays 1pm – 5pm

Sports complex - Gym

1. Clean toilets use brush and cloves
2. Clean basins
3. Clean mirrors
4. Refill all toilet rolls
5. Refill all hand towels
6. Sweep floors make sure you get behind toilets
7. Mop all tiles floors with hot water and disinfectant
8. Empty bins and reline
9. Wipe over sisters and dust all surfaces
10. Replace toilet cakes in male urinals
11. Ensure hand wash cream is ok
**Thursdays 5pm – 9pm**

**Sports complex**

1. Clean and defrost fridge
2. Clean microwave
3. Tidy up weights steel cabinet
4. Tidy office
5. Clean coke and chip machines
6. Check toilet rolls and hand towels throughout all sports complex
7. Wipe over cardio equipment with clean damp cloth
8. Check day book for additional tasks

**Fridays 9am – 1pm**

**Sports complex**

1. Hose pigeon poo and leaves away from door entrance to gym. Hose both sides of gym for pigeon poo. Lift door mats when hosing
2. Vacuum all carpet in gym
3. Vacuum under and around all equipment in gym
4. Scrub water bubbler clean
5. Empty bins in Gym
6. Check for additional allocated tasks in incident book
7. Sweep tennis courts and netball courts and pick up rubbish and glass
8. Empty bins and reline at Tennis Courts
Fridays 1pm – 5pm

**Sports complex**

1. Cobweb where necessary
2. Dust all surfaces in Gym
3. Sweep table tennis area
4. Wipe with damp cloth table tennis tables
5. Pump up boxing balls
6. Check serviceability of weight room equipment and dust
7. Clean all bikes, clean all steppers, clean and organise weight accessories cabinet.
   (Use hot water and disinfectant)
8. Check for allocated tasks in Day book

Fridays 5pm – 9pm

**Sports complex**

1. Take cleaning chemicals from Gym Janitors store, mop floor, clean basin, and return chemicals throw out empty containers report in incident book any empty containers need to be ordered by complex supervisor. Have at least 6 toilet rolls, 2 hand towels in each store.
2. As above for janitors store in Rec Centre
3. As above for janitors store in Squash courts
4. Clean the universal gym machine
5. Empty office and foyer rubbish bins
6. Clean bikes and steppers
7. Check day book for extra tasks
Saturdays 9am – 1pm

Sports complex

1. Pick up any rubbish lying around pool area
2. Sweep leaves and dirt from of Gym Doors
3. Clean and straighten office
4. Vacuum office, foyer and any carpet area needed
5. Check for additional allocated tasks in incident book

Saturdays 1pm – 5pm

Sports complex

1. Place four bins out on Rugby oval for Sunday’s game. Place bins well away from side lines as rugby players often run over touch lines
2. Vacuum steps leading up to and down from table tennis area
3. Cobweb gym
4. Trim loose carpet threads away from carpet to prevent tripping hazard
5. Clean vacuum bag and vacuum
6. Clean and organise weight room cabinet
7. Check for allocated tasks in Day book

Saturdays 5pm – 9pm

Sports complex

1. Hose pigeon poo from both sides of gym
2. Clean around the inside and outside of the fence picking up all rubbish. Also cigarette buts at front doors
3. Vacuum all carpet area
4. Empty bins in sports complex
5. Wearing gloves take a toilet brush and a bucket with water and disinfectant and scrub all the toilet bowels and urinals in the Complex
6. Check for allocated tasks in Day book
Sundays 9am – 1pm

Sports complex – use supplied gloves for all cleaning tasks

1. Sweep both change rooms after the football game, especially under the benches, the toilets and shower cubicles
2. Pick up all strapping tape and soap from floor and seats of Change Rooms
3. Empty the two-change room bins the Veranda bin and the Rec Centre Bin (four in total)
4. Replace bin liners and tie a knot in the corner of the plastic garbage bag liner to prevent it from dropping into the bin when used
5. Collect all outside bins (generally four) from around the Rugby field. Replace bin liners tie a knot in corner of bin liner to prevent it falling inside the bin. Then store them on the oval side veranda until next game
6. Take all rubbish to the chain fence next to the Rec centre and leave there for collection
7. Always check with correspondence diary on front counter for any additional shift tasks

Sundays 1pm – 5pm

Sports complex

1. Hose down concrete veranda outside Rec centre
2. Hose outside toilet while hosing veranda. Do not wet toilet paper rolls. Put hose back in Rec Centre janitor’s store
3. Using hot soapy water with disinfectant mob both change rooms floors. Mop may be in Janitor’s store or on Veranda drying
4. Mob shower cubicles and toilet cubicles
5. Leave mop outside to air and dry
6. Replace empty toilet rolls and hand towel rolls including Veranda toilet
7. Using a toilet brush with disinfectant clean all toilets in the Rec Centre including the outside bowl. Use a cleaning agent when doing this task
8. Using a damp cloth and disinfectant clean all surfaces in the toilets and change rooms. Also outside toilet
9. Walk around and collect all strapping tape cigarette butts and rubbish left outside rec centre and football field
Sundays 5pm – 9pm

Sports complex

1. Refill all toilet rolls and hand towels in GYM, Rec Centre, Squash courts and pool toilets as required
2. Cobweb sports complex
3. Straighten, organise and clean out storage room for nets
4. Clean glass mirrors in weights room and glass in front doors
5. Vacuum under coke and chip machines, behind dumbbells and in corners
6. Check for allocated tasks in Day book
The aim of lifeguards, according to the guidelines for safe pool operations published by Royal Life Saving Society Australia should be to provide adequate supervision of the day to day operations of swimming facilities to ensure safety of patrons. Lifeguards are specifically identified as necessary for the prevention of injury and the saving of life. Observation of the pools and pool users must be maintained in order to anticipate problems e.g. rowdy behaviour, or someone swimming into the path of a diver and to identify and respond quickly to any emergency.

Pools and immediate surrounds must be supervised to ensure that:

- there is no running
- there is no pushing
- there is no diving or jumping into shallow water
- there is not abusive or offensive language
- there is no offensive behaviour
- users are protected from unruly behaviour and dangerous actions of others
- users abide by local laws pertaining to the centre and any other regulations imposed by the management
- users can enjoy their desired activity in a pleasant, healthy and safe environment.

Lifeguards:

- should carry out preventative actions, rescues, and initiate other emergency action as required.
- render first aid to any person on the premises in the event of an injury or illness.
- co-ordinate the use of pool space for various user groups and ensure allocated areas are clearly marked with signs.
- Check the eligibility of pool users.

The lifeguard role may also be required to fulfil other tasks such as customer service, cleaning and maintenance activities. However, when rostered for direct pool supervision only, in specific circumstances, the lifeguards should focus on the safety of bathers and others patrons.
STANDARD OPERATING PROCEDURE

TASK: Backwashing Pool Filter

SOP No: 
Version: 1.2 
Date: 24 February 2007

Dept/Div/School: Division of Facilities Management

Supervisor/Manager: Sports Complex Supervisors

Other Contacts: Lee Mottee, Barry Peel

HAZARDS:
- Opening roof hatch
- Using internal ladder

PROTECTIVE EQUIPMENT
- Wear hearing protection when using air pump

BEFORE YOU START
- Ensure you have been approved to perform this procedure

Always ..................
- Turn valves slowly

SOP continued next page
<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>1. Stop circulating pump.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Allow water levels in filters to drop until 10cm above sand bed then close main outlet valve #5.</td>
</tr>
<tr>
<td>3.</td>
<td>Close filter outlet valve #4</td>
</tr>
<tr>
<td>4.</td>
<td>Open washout valves #6 then #6a and allow all water in filters to run out.</td>
</tr>
<tr>
<td>5.</td>
<td>Open by-pass valve #7</td>
</tr>
<tr>
<td>6.</td>
<td>Close filter inlet valve #2</td>
</tr>
<tr>
<td>7.</td>
<td>Open air valve #8</td>
</tr>
<tr>
<td>8.</td>
<td>Close drain valve on air compressor</td>
</tr>
<tr>
<td>9.</td>
<td>Start compressor and allow air to pass into filter bed #1 for 5 mins. (Always wear hearing protection)</td>
</tr>
<tr>
<td>10.</td>
<td>Hose down filter bed walls</td>
</tr>
<tr>
<td>11.</td>
<td>Stop compressor and close valve #8</td>
</tr>
<tr>
<td>12.</td>
<td>Start circulating pump, climb ladder and observe filter bed #1. When water runs clear stop circulating pump.</td>
</tr>
<tr>
<td>13.</td>
<td>Open valve #4</td>
</tr>
<tr>
<td>14.</td>
<td>Close valve #3</td>
</tr>
<tr>
<td>15.</td>
<td>Open valve #9 and start compressor for 5 mins</td>
</tr>
<tr>
<td>16.</td>
<td>Stop compressor- open-air drain valve on air filter.</td>
</tr>
<tr>
<td>17.</td>
<td>Close valve #9</td>
</tr>
<tr>
<td>18.</td>
<td>Start circulating pump, observe filter bed #2 until water runs clear. Stop circulating pump.</td>
</tr>
<tr>
<td>19.</td>
<td>Close valves #6 and #6a</td>
</tr>
<tr>
<td>20.</td>
<td>Open valve #3</td>
</tr>
<tr>
<td>21.</td>
<td>Start circulating pump. Both filters will now fill from the underside of the sand beds. When water is one metre deep over sand beds. Open valve #2.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>22.</td>
<td>Close valve #7</td>
</tr>
<tr>
<td>23.</td>
<td>Open main outlet valve #5</td>
</tr>
<tr>
<td>24.</td>
<td>Make sure Chlorine and Hydrochloric acid pumps have restarted.</td>
</tr>
<tr>
<td>25.</td>
<td>Add one tin of aluminium sulphate</td>
</tr>
<tr>
<td>26.</td>
<td>Task complete.</td>
</tr>
</tbody>
</table>

*Approved by: ....................................................... Date: .....................*
**STANDARD OPERATING PROCEDURE**

**TASK:** Cleaning basketball court

<table>
<thead>
<tr>
<th><strong>SOP No:</strong></th>
<th><strong>Version:</strong> 1.1</th>
<th><strong>Date:</strong> 4 January 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept/Div/School:</strong></td>
<td>Division of Facilities Management</td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor/Manager:</strong></td>
<td>Sports Complex Supervisors</td>
<td></td>
</tr>
<tr>
<td><strong>Other Contacts:</strong></td>
<td>Lee Mottee, Barry Peel</td>
<td></td>
</tr>
</tbody>
</table>

**Description**
- Describes the process for the cleaning of the basketball court floor.
- Floor is to have polish layered
  - Inter session break in July.
  - Christmas vacation period.

**HAZARDS:**
- Potential manual handling issues while operating polisher

**PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT**
- 

**BEFORE YOU START**
- Ensure the floor has been swept.

**Always ............**
- Lift squeegee when reversing industrial cleaning machine.

_SOP continued next page_
### Scissor Dust mop

1. Scissor mop is located near the emergency exit at the rear of the basketball court.
2. Ensure mop head is clean and free of dust. If dirty take outside onto exit ramp. Shake and brush until head is clean.
3. Walking around outside of court sweep up all dirt and dust in a continual motion. The scissor head does not need to be lifted from the court surface. Sweep twice around outside of court.
4. Then sweeping back and forth covering the entire court surface.
5. Push all dirt to the exit. Lift mop carefully attempting to catch all dirt in head and take outside and shake well.
6. Using dustpan located in floor cleaning machine store area, pick up all excess dirt.
7. If emergency exit is dirty vacuum it. Check vacuum RCD before starting.
8. Using backpack vacuum suck up all dust and fluff that gathers in corners where walls meet floor and behind wall mounted climbing devices on basket ball floor. Vacuum around all door entrances and emergency exit area at rear of basketball court.

### Using industrial (mechanical) cleaner

1. Remove floor cleaner from storage. Disconnect battery recharger and connect battery.
2. Fill rear of polisher at large inlet hole with clean water. Fill to the raised level mark. Add 1/2 yellow cup of detergent. (move machine to court surface).
3. Place red scrubbing mat on base plate then secure with yellow lug.
4. Lift brush handle then secure scrubbing brush wheel under machine.
5. Drop the handle.
6. Put hand break on.
7. Turn on machine First green button (then accelerate) wheel will lock in place.
8. Raise rear squeegee handle then fit squeegee head then drop. (Release and secure clip for squeegee head).
10. Set water control to half.
11. Turn on first two green lights.
12. Machine is engaged by turning throttle on handlebars.
Emptying and cleaning floor polisher

Stage 3

1. Take machine out of gym on ramp access
2. Handbrake on
3. Lift squeegee handle
4. remove squeegee Head and hose (there is a quick release trigger)
5. lift brush off floor
6. turn key on
7. turn first green key on
8. hold orange key in
9. engage throttle (cleaning wheel should go into reverse and wheel drop off)
10. hose squeegee head
11. empty dirty water tank (hose at front)
12. rinse with clean water (through tank in top of machine)
13. hose and clean brush head
14. return to storage
15. place on recharger
16. allow machine to remain open to dry (tilted forward)
17. Reconnect battery charger

When you finish

• Return all equipment.

Approved by: ......................................................... Date: ..........................
## STANDARD OPERATING PROCEDURE

**TASK:** Closure of complex due to potential hazards

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The complex or part of the complex may be required to be closed due to hazards such as lightning or water on the indoor courts.</td>
</tr>
<tr>
<td>The Supervisor has the authority to close the complex in the event that they feel the situation may be unsafe for staff or patrons.</td>
</tr>
<tr>
<td>Potential harm to patrons or staff by occurrences such as storms that results in high winds, lightning or slippery surfaces.</td>
</tr>
</tbody>
</table>

### HAZARDS:

- Barriers or cones to isolate areas.

### PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT

- If patrons refuse to abide by these decisions and take matters in to their own hands, **Do not** create a scene, call security (xtn 32288) and report the situation.

*SOP continued next page*
<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>Storm – High winds, Lightening, Hail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The gym supervisor on duty has the authority to close the swimming pool if he or she feels that a storm within the reign has the potential to cause harm to bathers. This decision is based on the possibility of hail lightning strike or extreme winds affecting the pool area.</td>
</tr>
<tr>
<td></td>
<td>The pool should stay closed for ½ an hour after the decision has been made to close. It then should be reassessed.</td>
</tr>
</tbody>
</table>

| WHEN YOU FINISH | Record details in day book |

Approved by: ......................................................... Date: ......................
# STANDARD OPERATING PROCEDURE

**TASK:** Chemical testing of pool water

<table>
<thead>
<tr>
<th>Description</th>
<th>Methods for the manual testing of pool water</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAZARDS:</td>
<td>Chemicals used in testing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROTECTIVE EQUIPMENT &amp;</th>
<th>Safety glasses to be worn during testing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BEFORE YOU START</th>
<th>Assemble all equipment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ALWAYS ...................</th>
<th>Keep the equipment clean.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test immediately after the tab has been crushed in the vial to ensure accuracy of the test.</td>
</tr>
<tr>
<td></td>
<td>Wash all vials after use.</td>
</tr>
<tr>
<td></td>
<td>Use plastic stick provided to crush tabs.</td>
</tr>
<tr>
<td></td>
<td>Use the syringe provided to measure 50% of pool water and distilled water.</td>
</tr>
<tr>
<td></td>
<td>The water temperature thermometer does not turn off.</td>
</tr>
</tbody>
</table>

*SOP continued next page*
**Automatic tests**
On the rear wall of the pump shed is the automatic chlorine and hydrochloric acid dosing system. You do not need to adjust anything, simply wait for the cycle to read.

The left hand column is the current reading and the right hand column is the predetermined level. Chlorine level is on top and hydrochloric acid in underneath.

Readings should be:
- 650 / 650 Chlorine
- 7.6 / 7.6 pH

Record the values into the record book at the set times.

**Manual Tests - Preparation**
1. Take the water scoop and emerge it into the deep end of the pool at least 30 cm under the surface.
2. Return to the pump house and pour the sample into a clean plastic cup.
3. Clean three (3) vials and their lids, to hold the samples. Make sure vials are clean and dry before inserting into tester.
4. Add 10 mls of sample water. 10 mls is level with the top of the triangle on the face of the vial. This matches with the triangle on the plastic face of the tester.
5. Screw top on and insert vial.
6. Press test/ zero to prepare the tester.

**Manual Test - Chlorine**
1. Collect sample and prepare tester as above.
2. Add DPD 1 into vial and crush up.
3. Press test. This is your “free chlorine” reading – record.
4. Remove vial and add DPD 3 tab, crush and test again. This is your “total chlorine” reading – record.

**Calculation**
Subtract the “total” value from the “free” value. This is the combined chloride reading.

If the test is in error, dilute 50% of the sample with distilled water (located on bench) and perform test again doubling the end result.
Manual Test – pH
1. Collect sample and prepare tester as above.
2. Add Phenol Red tab into vial and crush up.
3. Press test. This is your “pH” reading – record.

Manual Test – Alkalinity
1. Collect sample and prepare tester as above.
2. Add Alka-M tab into vial and crush up.
3. Press test. This is your “Alkalinity” reading – record.

Manual Test – Cyanuric acid
Test is required to be performed weekly.
1. Collect sample and prepare tester as above.
2. Dilute sample by 50% in distilled water
3. Add Cyanuric acid tab into vial and crush up.
4. Press test. This is your “Cyanuric acid” reading (result does not need to be doubled) – record.
STANDARD OPERATING PROCEDURE

TASK: Emergency procedure

SOP No: Version: 1.2 Date: 25 February 2007

Dept/Div/School: Division of Facilities Management

Supervisor/Manager: Sports Complex Supervisors

Other Contacts: Lee Mottee, Barry Peel

Emergency procedures

THESE PROCEDURES ARE FOR 24 HOURS EACH DAY IN AN EMERGENCY

1. Immediately the emergency is known, phone 0-000

2. Then contact Security 32288

When notifying an outside emergency service or agency, important details of the emergency must be clearly and unambiguously communicated such as:

- Your name and telephone number (02 – 693 32276)
- The exact location of the emergency (CSU North Wagga Wagga)
- What has occurred
- How many casualties are there
- How many people are involved
- Is the Emergency contained or spreading
- Any potential hazards
- Other details as requested by the emergency service
- Safe access routes.

Dispatch a vehicle to the front gate of the University they can direct the emergency response team directly to the facility (confirm with Security).

Emergency phone Numbers:
- Emergency services (fire, police, ambulance) 0 - 000
- Security 32288 or 400
- Poisons information 0 - 131126
- Police Wagga 0 - 69210544
- Ambulance 0 - 131233
# Standard Operating Procedure

## Task: Emptying & relining garbage bins

**SOP No:** Version: 1.2 Date: 25 February 2007

**Dept/Div/School:** Division of Facilities Management

**Supervisor/Manager:** Sports Complex Supervisors

**Other Contacts:** Lee Mottee, Barry Peel

<table>
<thead>
<tr>
<th>Description</th>
<th>• Describes the process for the emptying and lining of garbage bins.</th>
</tr>
</thead>
</table>
| **HAZARDS:** | • Sharp materials eg broken glass in bins.  
|             | • Manual handling issues if bins are overfilled.            |
| **PROTECTIVE EQUIPMENT** | • Wear protective gloves |

**Never ............**

• Never push or compress bin contents with hands, even if wearing gloves.  
• Attempt to lift (remove) a bag that is too heavy.

| **JOB STEPS** | 1. Tie top of bag while in bin  
2. Remove bag from bin, using correct lifting techniques and avoiding contact with your body.  
3. When replacing the black plastic bin liner in a garbage bin it is advisable to tie a small knot in the open corner of the plastic bin liner, and then force the bin liner over the bin creating a snug tight fit around the mouth of the bin.  
4. This avoids the unpleasant possibility of the bin liner falling inside the bin when an object is placed inside and the unenviable task of hand picking all the rubbish from the bin only to find the liner lying on the bottom of the bin. |
|-------------|---------------------------------------------------------------|

| **WHEN YOU FINISH** | • Ensure all bags for collection are placed in the correct location and do not prevent a trip hazard. |

Approved by: ......................................................... Date: .......................
STANDARD OPERATING PROCEDURE

**TASK:** General Use of Pool Chemicals

SOP No:      Version:  1.2    Date: 24 February 2007

Dept/Div/School:   Division of Facilities Management

Supervisor/Manager: Sports Complex Supervisors

Other Contacts:   Lee Mottee, Barry Peel

| Introduction | • Legislative requirements are not repeated within this SOP.  
|              | • Only handle chemical in accordance with procedures |

| HAZARDS: | • Indiscriminate or accidental mixing of chemicals may cause incompatibilities with adverse effects.  
| PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT | • eye protection (protective glasses, goggles or face shield)  
|                                              | • gloves  
|                                              | • covered in footwear  
|                                              | • dust mask  
|                                              | • apron |

| BEFORE YOU START | • Read the chemical labels thoroughly.  
|                  | • Read the material safety data sheet (MSDS)  
|                  | • Under go an induction in the use of chemicals  
|                  | • Become familiar with the location of the staffed shower and emergency procedures.  
|                  | • Be familiar with the procedure |

| ALWAYS .......... | • Treat chemicals as potentially hazardous  
|                  | • Ensure area of use is well ventilated.  
|                  | • Wash hands thoroughly after handling chemicals  
|                  | • Keep chemical containers fully sealed.  
|                  | • Mix only as per instructions  
|                  | • Store chemicals segregated in their chemical class.  
|                  | • Use appropriate containers with complete labelling.  
|                  | • Use separate scoops for each chemical.  
|                  | • Add the chemical to water (and not water to the chemical). |
- Report any accidents or incidents.
- Clean up skills immediately using described techniques. If unsure, secure area and call for assistance.
- Allow time for the dispersal of one addition before making a second addition.

<table>
<thead>
<tr>
<th>NEVER ............</th>
<th>Store or eat food or dink in chemical storage or chemical preparation areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mix chemicals outside of the standard methods.</td>
</tr>
<tr>
<td></td>
<td>Never store chemical in food or drink containers.</td>
</tr>
<tr>
<td></td>
<td>Never mix chemicals to facilitate additions</td>
</tr>
<tr>
<td></td>
<td>Never slug dose, as it takes long periods of time to disperse</td>
</tr>
</tbody>
</table>

Approved by: .................................................... Date: .....................
## STANDARD OPERATING PROCEDURE

### TASK: Changing Hydrochloric Acid Drum

<table>
<thead>
<tr>
<th>SOP No:</th>
<th>Version: 1.2</th>
<th>Date: 24 February 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept/Div/School:</td>
<td>Division of Facilities Management</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Manager:</td>
<td>Sports Complex Supervisor</td>
<td></td>
</tr>
<tr>
<td>Other Contacts:</td>
<td>Lee Mottee, Barry Peel</td>
<td></td>
</tr>
</tbody>
</table>

### HAZARDS:
- Burns from chemicals
- Release of noxious fumes.
- Manual handling.

### PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT
- Eye and face protection.
- Hand protection (gloves)
- Dusk mask
- Shower drench

### BEFORE YOU START
- Firstly ensure you have read rules for handling Chemicals and procedures for use of chemicals this should provide a basis of knowledge.

- If you are still unsure contact Sports Complex supervisor or Services Supervisor before proceeding.

- As a guide if the automated wall mounted chemical reading in the pump shed for acid rises it is likely the acid drum is running low or empty.

### NEVER....................
- Move acid drum without ensuring lid is firmly in place.

_SOP continued next page_
<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>1. Open sliding door where hydrochloric acid is stored separately leave door open during entire drum change process.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Ensure you have donned all required PPE.</td>
</tr>
<tr>
<td></td>
<td>3. On the black plastic acid drip tray there should be two open drums of Hydrochloric acid one with the feeder nozzle in and the other with the cap on but mostly empty.</td>
</tr>
<tr>
<td></td>
<td>4. Remove the partially empty acid drum and place outside.</td>
</tr>
<tr>
<td></td>
<td>5. Place a new full acid drum on the now empty black acid drip tray spot. Loosen the lid with the large pliers.</td>
</tr>
<tr>
<td></td>
<td>6. Remove the feeder nozzle from the second half empty drum. Do not lean directly over open acid drums, do not inhale fumes, do not shake feeder tube and splash skin with acid. Be careful.</td>
</tr>
<tr>
<td></td>
<td>7. Insert feed nozzle into new full acid drum secure feeder tube in place and tighten lid.</td>
</tr>
<tr>
<td></td>
<td>8. Take old acid drum outside and ensuring all possible safety precautions pour the contents of one part full drum into the other part full drum. Secure lid on half full drum and place next to new full drum on drip tray.</td>
</tr>
<tr>
<td></td>
<td>9. Wash out empty acid drum. Put lid on empty acid drum and put out with rubbish.</td>
</tr>
<tr>
<td></td>
<td>10. Check everything is working and secured</td>
</tr>
<tr>
<td></td>
<td>11. Lock door.</td>
</tr>
</tbody>
</table>

| WHEN YOU FINISH |  |

Approved by: .................................................. Date: ......................
STANDARD OPERATING PROCEDURE

TASK: Response to a Spill of Chlorine or Hydrochloric acid from dosing pumps

SOP No: Version: 1.1 Date: 24 February 2007

Dept/Div/School: Division of Facilities Management

Supervisor/Manager: Sports Complex Supervisors

Other Contacts: Lee Mottee, Barry Peel

Description

- A spill or leak may be indicated by the overpowering smell of chlorine or hydrochloric acid

HAZARDS:

- Chemical burns
- Damage to lungs, eyes
- Being overcome by noxious fumes.

PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT

- Eye and face protection
- Rubber gloves
- Support person

BEFORE YOU START


NEVER....................

- Never respond to a large spill yourself.
- Never under take this procedure unless you have been trained to do so.

SOP continued next page
<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open acid storage room and disconnect acid by pulling foot valve from tank.</td>
<td></td>
</tr>
<tr>
<td>2. Open chlorine storage area and disconnect chlorine by removing foot valve from tank.</td>
<td></td>
</tr>
<tr>
<td>3. Take outside hose and leave it running over concrete floor to dilute solution.</td>
<td></td>
</tr>
<tr>
<td>4. Notify security if maintenance crew is no longer at work. If maintenance are still on duty contact Barry Peel. (await instructions)</td>
<td></td>
</tr>
</tbody>
</table>

When entering Plant room

1. Wear protective gloves facemask and goggles.
2. Open all windows and roof access hole.
3. Turn Chemi-guard system off.
4. Access work required. (if it is a simple reconnect chlorine or acid lead then do so.

If major repairs are needed. Contact supervisor and shut down pool.
If contaminated with acid/chlorine splash remove affected clothing shower. If feeling Ill seek medical advice

| WHEN YOU FINISH | • |

Approved by: ......................................................... Date: .....................
## STANDARD OPERATING PROCEDURE

**TASK: Cleaning Pool Primer Box Filter**

| Description       | • When excessive debris passes the Scupper filters in the pool, this blocks the Primer Pox filter (*Large blue box in pump shed*).  
|                   | • This becomes very apparent as the pool pump motor labours under strain and sounds louder.  
| HAZARDS:          | • Lifting the lid requires training to ensure that it is done in a manner that reduces any potential manual handling risks.  

### PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT

### BEFORE YOU START

• Ensure that job steps 1 – 7 have been completed.

### Always .................

• Fully remove lid before cleaning primer box.

*SOP continued next page*
<table>
<thead>
<tr>
<th>JOB STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turn pump off at main switch (press red Button)</td>
</tr>
<tr>
<td>2. Turn power off at wall just behind pool pump.</td>
</tr>
<tr>
<td>3. Close #3</td>
</tr>
<tr>
<td>4. Close #4</td>
</tr>
<tr>
<td>5. Close #2</td>
</tr>
<tr>
<td>6. Open #7</td>
</tr>
<tr>
<td>7. Bleed primer box (release water outlet tap at bottom of primer box)</td>
</tr>
<tr>
<td>8. Open Primer Box lid.</td>
</tr>
<tr>
<td>9. Remove and clean bucket filter</td>
</tr>
<tr>
<td>10. If impeller motor is labouring it may have debris trapped around it. Reach up pipe and feel for debris around impeller.</td>
</tr>
<tr>
<td>11. Replace bucket filter</td>
</tr>
<tr>
<td>12. Close water outlet tap at bottom of primer box</td>
</tr>
<tr>
<td>13. Close primer Box lid (leave lid loose to bleed system)</td>
</tr>
<tr>
<td>14. Prime with water. (when water is running freely from primer box and no air pockets remain secure the primer box lid)</td>
</tr>
<tr>
<td>15. Seal primer box</td>
</tr>
<tr>
<td>16. Open #3</td>
</tr>
<tr>
<td>17. Open #4</td>
</tr>
<tr>
<td>18. Open #2</td>
</tr>
<tr>
<td>19. Close #7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHEN YOU FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Only after all valves used are returned to their original positions and primer box is sealed do you then turn both power sources on</td>
</tr>
<tr>
<td>• You should notice a marked reduction in pump motor noise</td>
</tr>
</tbody>
</table>

Approved by: ......................................................... Date: .......................
# STANDARD OPERATING PROCEDURE

## TASK: Cleaning Pool Scupper Filters

**SOP No:** | **Version:** 1.2 | **Date:** 24 February 2007
---|---|---
**Dept/Div/School:** | Division of Facilities Management
**Supervisor/Manager:** | Sports Complex Supervisors
**Other Contacts:** | Lee Mottee, Barry Peel

### Description
- The Scupper filters are located at either side of the pool at the deep end.

### Hazards
- Potential manual handling risks when removing covers.

### Protective Equipment & Emergency Equipment
- Hat and sunscreen
- Gloves

### Before You Start

### Always ..................
- Fully open covers before cleaning.

*SOP continued next page*
<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>1. Lift heavy steel cover using tool from shed. Use correct lifting technique and lifting tool. Do not injure back or drop cover on toes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Before you remove the dirty filter, ensure the finer Scupper filters stored in the pump shed have been placed behind the larger gauge scupper filters to catch any debris that falls loose during the removal process</td>
</tr>
<tr>
<td></td>
<td>3. Remove filter shake off debris leaves in bin then hose filter.</td>
</tr>
<tr>
<td></td>
<td>4. Replace filter</td>
</tr>
<tr>
<td></td>
<td>5. Clean up the filter box of all foreign objects. Be careful of spiders and other stinging insects.</td>
</tr>
<tr>
<td></td>
<td>6. Remove the fine Scupper filter and clean it then replace it in the pump shed for tomorrow. If you leave the second finer gauge filter in place it will block the system and cause overflows. So only use it as a backup when cleaning</td>
</tr>
<tr>
<td></td>
<td>7. Replace covers carefully.</td>
</tr>
<tr>
<td></td>
<td>8. Replace tool in pump shed.</td>
</tr>
</tbody>
</table>

| WHEN YOU FINISH | ● Ensure covers are fully in place. |

Approved by: .................................................. Date: ......................
Manual handling program
(see the Division of Human Resources – EHS unit for the further information and materials http://www.csu.edu.au/division/healsafe/ )

The purpose of a Manual Handling Program is to provide a coordinated and structured approach to systematically identifying, assessing and controlling risks associated with manual handling activities.

As an employee of the University you are required to complete the online manual handling program. It can be found under the “M” tab on the EHS website http://www.csu.edu.au/division/humres/online/ehs/documents/elmo.htm

What is Manual Handling?
Manual handling is described by the National Occupational Health and Safety Commission's draft National Code of Practice for the Prevention of Musculoskeletal Disorders from Manual Handling at Work as "any activity requiring a person to use any part of their muscular or skeletal system in their interactions with their work environment." Manual handling includes, but is not restricted to:

* lifting or lowering
* pushing or pulling
* holding or restraining
* carrying or otherwise handling
* throwing or rolling
* grasping or manipulating; and
* striking an object, with or without a tool.

Manual handling also describes tasks involving:
* repetitive actions, with or without force;
* sustained work postures; and
* exposure to whole body or hand-arm vibration

Everybody who works performs some form of manual handling, however not all manual handling tasks are hazardous. Manual handling involves more than just remembering to "bend your knees" when lifting heavy objects and affects more than just the back.
The term 'Ergonomics' is often associated with manual handling. Ergonomics is the interaction of people, equipment and the working environment and therefore involves designing or arranging workplaces, workstations, equipment or systems so that they fit the people who use them and reduce pain, fatigue and injury. Many risk control measures are based on ergonomic principles.

If the manual handling risk cannot be eliminated and it is not practicable to use mechanical aids use the correct safe lifting technique to help prevent injury.

**Plan the Lift**
- Try to break down the loan into smaller parts.
- Check the pathway for any obstacles and clear these. Check if any doors need to be opened.
- Test the weight of the load by lifting one corner. If it is too heavy or awkward, stop and request help.

**Performing the Lift**
- Stand with feet shoulder width apart and in a staggered stance.
- Move in close to the load.
- Bend your knees, keep your head upright and maintain the spine’s natural curves.
- Pull the load close to your body.
- Secure your grip.
- Use a smooth controlled motion to lift the load.
- Avoid twisting or turning your body when lifting and be sure to use your feet to change direction.

**Setting the Load Down**
- Stand with your feet apart and in a staggered stance.
- Get as close as possible to the area you will place the load.
- Bend your knees, keep your head upright and maintain the spine’s natural curves.
- Keep the load close.
- Once the load is where you want it release your grip. Always ensure that the load is secured before you release your grip.

**Team Lifting**
- Before undertaking a team lift it is important to establish emergency commands should one of you experience difficulty during the exercise.
- If you are lifting a load with a team member(s) it is vital to keep communicating with that person(s) and tell them of any action you are about to take such as lowering or adjusting the load.

**Remember to ‘Keep the Load Close’ and ‘Keep the Natural Curves of your Spine’ to help prevent injury**
### TASK: Nightly closure of sports complex

**Description**
- Describes the nightly closure of the sports complex.

**HAZARDS:**
- Working alone.
- Locking patrons in the facility.

**PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT**
- 
- 

**BEFORE YOU START**
- 

**Always ................**
- Turn off all air conditioners and evap cooler water pumps

*SOP continued next page*
<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>Supervisors are expected to secure (ensuring no one is in the area) and then lock the following areas:</th>
</tr>
</thead>
</table>
| 1. Recreation Centre | - Lock both toilet/change room doors leading out to Beres Ellwood Oval. During Football season ensure door leading from toilet/change room into Rec Centre is locked also.  
                          - Lock swivel door that comes off wooden dance floor.  
                          - Lock chair and table storage room.  
                        - Turn off air conditioner  
                        - Turn off all lights  
                        - Lock door that leads to pool area.  
                        - Close windows |
| 2. Squash courts  | - Turn off male and female toilet lights.  
                        - Turn of viewing gallery and hall lights.  
                        - Make sure no one else arrives as you leave  
                        - Do not lock doors in squash courts |
| 3. Pool toilets/change room | - Ensure area is free on people.  
                        - Turn off lights in male toilet  
                        - Turn off floodlights over pool  
                        - Turn off pump room lights  
                        - Lock pool gate |
| 4. Table tennis area | - Lock gate |
| 5. Basket ball court | - Lock rear emergency exit doors (both sets)  
                        - Lock side emergency exit doors  
                        - Turn off air conditioner  
                        - Turn off heaters/coolers  
                        - Lock main door |
| 6. Weight room | - Turn off heaters/coolers  
                        - Turn off air conditioner  
                        - Close all windows  
                        - Lock up free weights.  
                        - Turn TV off  
                        - Close windows |
| 7. Office | - Turn stereo off.  
                        - Lock shutter doors  
                        - Lock Complex Supervisor’s door. (If not already locked)  
                        - Turn off all 12 lights in light panel.  
                        - Close window |
### 8. Cardio room
- Turn music off
- Turn off air conditioner
- Close window
- Lock door

### 9. Other areas
- Lock emergency exit doors in foyer
- Lock outward opening exit door in foyer
- Lock ‘staff only’ store room (where badminton nets are kept)
- You can leave ‘staff only’ storeroom door into basketball court unlocked.
- Turn lights, cooler/heater off in stretching room.

| WHEN YOU FINISH | Use outside security phone call security inform them the gym is secure except for the main entrance door and you are leaving the building. |

*Approved by: ......................................................... Date: .....................*
STANDARD OPERATING PROCEDURE

TASK: Pool vacuuming

SOP No: Version: 1.2 Date: 24 February 2007

Dept/Div/School: Division of Facilities Management

Supervisor/Manager: Sports Complex Supervisors

Other Contacts: Lee Mottee, Barry Peel

HAZARDS:
- Electrical hazards (electricity & water).
- UV radiation from the sun.

PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT
- UV protection from the sun
- Broad brimmed hat.
- Long sleeves.
- Sunscreen.

BEFORE YOU START
- Assemble all necessary equipment.
  - Trolley mounted vacuum
  - Long vacuum hose
  - Vacuum head
  - Long vacuum pole
- Check all equipment is in good working order
- Don your sun protection equipment
- Close pool to patrons

ALWAYS .........
- Ensure power leads are kept well clear of water.

SOP continued next page
<table>
<thead>
<tr>
<th>JOB STEPS</th>
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</thead>
<tbody>
<tr>
<td>1. There are two power sources that fit the pool vacuum, one on the wall of the pump room and the second on the pool lights pole at the far end of the pool. This is a three phase power outlet and will only fit the pool vacuum cleaner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Unwind vacuum cleaner hose before usage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. There are three on/off switches that must be engaged before the vacuum will operate.</td>
<td></td>
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<tr>
<td>4. Loosen wing nut on top of vacuum remove and empty mesh bucket in pump clean out rubbish then replace and seal tight.</td>
<td></td>
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<tr>
<td>5. The pump has one 50mm outlet hose coming off the side and 50mm outlet coming off the front. The side outlet is to be placed over a drain to allow water to run down. The front 500mm is the intake for the vacuum. Place the vacuum hose firmly over the 50mm copper pipe then place the vacuum head on the hose and the pole.</td>
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</tr>
<tr>
<td>6. Prime 50mm hose with water (remove air locks). Turn pump on and quickly submerge vacuum head to prevent air locks. It should take a few minutes but gradually the water flow will increase. This is evident by looking at the 50mm outlet hose.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Now system is operating you can begin to vacuum the pool floor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Keep power lead out of water at all times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Make sure pool is closed to patrons swimming. Ripples in the surface make it extremely difficult to see what you are sucking up.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. You will need to move the pump several times during vacuuming to allow all the pool to be reached.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>WHEN YOU FINISH</th>
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<tbody>
<tr>
<td>• Disconnect equipment and pack up.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Re open the pool to patrons</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved by: .......................................................... Date: .......................
GUIDELINE

TASK: Protection from Solar UV Radiation

SOP No:      Version : 1.0      Date: 4 January 2007
Dept/Div/School: Division of Facilities Management
Supervisor/Manager: Sports Complex Supervisors
Other Contacts: Lee Mottee, Barry Peel

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>HAZARDS:</td>
<td></td>
</tr>
<tr>
<td>• Describes the steps required to protect staff who work outside from solar UV radiation exposure.</td>
<td></td>
</tr>
<tr>
<td>• Zum UV radiation</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PROTECTIVE EQUIPMENT &amp; EMERGENCY EQUIPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Broad brimmed hat</td>
<td></td>
</tr>
<tr>
<td>• Sunglasses</td>
<td></td>
</tr>
<tr>
<td>• Sunscreen</td>
<td></td>
</tr>
<tr>
<td>• Long sleeved shirt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BEFORE YOU START</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Don PPE</td>
<td></td>
</tr>
<tr>
<td>• Apply sunscreen 15 minutes prior and at regular intervals</td>
<td></td>
</tr>
</tbody>
</table>

Introduction

The Radiation Safety Committee has developed and manages the Policy for the Protection of Staff and Students from Solar Ultraviolet Radiation. A copy of the complete document and supplementary resources are available at http://www.csu.edu.au/acad_sec/safety/rad_manual_sections.htm

Contained below is a summary of the key issues contained within the above policy. This summary is not intended to replace the policy but to aid its facilitation by providing information in a summarised form.
Policy for the Protection of Staff and Students from Solar Ultraviolet Radiation

Definitions
Outdoor workers: For the purposes of this policy, outdoor workers are those who in the course of their normal duties spend a significant amount of their time in the open (outside of enclosures). It includes staff and students conducting practical work in the field.

Protective Clothing: Clothing designed to protect other clothing, such as dust coats, overalls, aprons, wet weather gear, etc, or clothing that provides direct protection to the wearer, such as UV protection by way of material selection, design or both, cold weather protection, such as thermal underwear, duffle coats, etc. Hats with broad brims or panels that protect neck, ears and face would also be seen as protective clothing.

Protective Equipment: Items designed to protect the wearer from specific hazards, eg. safety glasses, goggles, face shields, ear muffs, ear plugs, sunglasses in UV environments, chainsaw chaps, a range of specific gloves, hard-hats or sunscreen.

UV Radiation: Ultraviolet radiation is classified as a non-ionising form of radiation, and is a component of the Electromagnetic Radiation (EMR) spectrum emitted by the sun. It is comprised of wavelengths (unit for characterising EMR) from 100 – 400 nanometres. White light consists of wavelengths in the 400 – 700 nanometre part of the spectrum.

Workplace: The area or place where a staff member is required to work, to undertake his/her normal duties.

UV Radiation
The sun is the major source of UV radiation. Other sources include welding, gas/vapour discharge lamps, UV lasers, bactericidal lamps or black light lamps. Ultraviolet radiation is a component of the electromagnetic radiation (EMR) spectrum emitted by the sun. Although UV radiation makes up only 5% of the sunlight that reaches the earth, these shorter wavelength, higher energy photons have sufficient energy to initiate undesirable biological effects. UV radiation can be broken into a number of components. The two that have most impact on the skin are the UV-A and UV-B portions. UV-A is characterised by the 315-400 nm wavelengths and UV-B by the 280-315 nm wavelengths of the spectrum. Sunlight contains more UV-A than UV-B, but UV-B is much more active in causing skin and eye damage.

Effects of Exposure
Short term exposure to the sun can result in sunburn. Untanned skin will show mild sunburn within 12 minutes when exposed to summer sunlight between 11 am and 3 pm (daylight saving time). Permanent damage will occur after two hours of exposure. Effects of long term exposure or prolonged or repeated exposure to the sun can result in premature skin aging, eye damage, skin keratoses and/or skin cancers.

Factors which Affect the Intensity of Solar UV Radiation
Some factors which can affect the intensity of solar UV radiation include:

The time of day:
UVR is most intense during the middle of the day (11 am and 3 pm daylight saving time) when the sun is more directly overhead;

Cloud cover:
Although cloud cover can attenuate the amount UVR, it does NOT eliminate it. You still receive UV radiation on a cloudy day;

The presence of shade:
Shade can dramatically reduce the amount of direct UVR received, but UVR can still be present from scattered sources;
The extent of reflection in the workplace:
UVR is not only received directly from the sun. A large component of UVR can be
received from scattered sources, such as reflection from water or shiny surfaces eg
roofs, white surfaces or concrete; and

The time of the year:
The sun is more directly overhead during the summer months and as such the
intensity of UVR is greater.

Responsibilities
Staff and students shall comply with all instructions given by their supervisor for
reasons of health and safety and take reasonable precautions to protect themselves
and others at work.

Staff and students shall:
- comply with this policy in order to achieve a safer workplace;
- report any problems in achieving compliance to their supervisor immediately;
- provide feedback on training or education requirements to permit compliance
  with the policy;
- ensure that personal protective equipment and the use of other control
  measures as outlined in the policy are utilised when working outdoors;
- not intentionally misuse PPCE or other safety items provided in the
  workplace;
- maintain personal protective clothing in a clean and tidy condition;
- not substitute any of the issued personal protective clothing with garments
  that expose them to increased levels of UV, ie short sleeve shirts, shorts, etc;
- be aware that failure to comply with this policy may result in disciplinary
  action.

Protective Equipment
The protective equipment referred to in this policy is designed to provide protection to
workers from the hazards presented by UV radiation and/or other specific workplace
hazards. It may include clothing, eye/face protection and hats. It is important to bear
in mind that in providing protection from one hazard, another is not created, ie a hat
that may provide protection from the sun could create poor vision. Protective
equipment and personal protective items must be chosen to comply with the relevant
Australian Standards. The relevant Standards are listed at clause 8 of this policy.

Clothing: To provide an adequate level of protection from UVR, it is necessary to
wear long sleeved shirts with collars that are loose-fitting to allow air to circulate, to
reduce heat stress. Long-legged trousers provide protection to the legs. Cuffs, ankles
and waistbands should be loose providing they do not create a “catch” hazard. Light
coloured clothes are cooler and reflect the heat away. Natural fibres such as cotton
permit better sweat evaporation than synthetic fibres.

Eye Protection: Eye protection glasses and/or sunglasses must conform to the
Australian Standards for protection against the sun and also, if relevant, against
impact hazards. An assessment must be made to determine the most appropriate
type of eye protection required for the duties undertaken. Glasses that provide
protection from the side are recommended.

Hats: Hats provide shade and the broader the brim, the greater the amount of shade
that is provided. Hats with a brim of 8-12cm and neck flap (if bending) are
recommended. The duties performed may have to be taken into account when
recommending the construction, size and shape of the hat required. If hard hats are
required, attachable brims and neck flap protectors can be used to provide greater
protection from the sun. Care must be taken to ensure that their inclusion will not
create further hazards to the user.
Personal protection or the use of protective equipment are not to be used as the sole means of reducing exposure to UV radiation. These items provide a valuable aid when used in conjunction with other control strategies.

**Sunscreen:** Sunscreen should be applied at least 15 minutes before exposure to the sun and at approximately 2 hourly intervals thereafter. More frequent applications may be required depending on the individual, the type of work being performed and environmental factors, i.e. during excessive sweating. Sunscreens should be broad-spectrum and selected in accordance with the skin type, working conditions and must meet or exceed Australian Standard requirements (SPF 30+).

Some individuals may be hypersensitive to certain sunscreens. Any history of an individual's reaction to sunscreen products should be taken into account with sunscreen selection. Rather than not wearing a sunscreen under such circumstances, another sunscreen type should be used. Individuals who may suffer from allergies should apply a small portion of the sunscreen to their forearm to test for any reaction before applying liberal amounts. Adequate supplies of sunscreen should be maintained at all convenient work locations.

**Lip protection:** Lip protection is a very important part of sun protection. The lips do not contain melanin, which provides natural protection. Lip cancer from prolonged exposure to sunlight is common in outdoor workers. To avoid damage by solar UV radiation, lips should be protected with sunscreen or a lipstick, which has an Australian Standard approved rating. Shading from broad brimmed hats may also contribute to some protection to the lips. Lip balms must not be shared between individuals for health reasons.

**UV RISK ASSESSMENT**

As solar UV radiation exposure in outdoor environments may vary depending on where and the type of work, an exposure assessment should identify:

- all jobs or tasks, including breaks, which may involve solar UV radiation exposure;
- the time of day when the tasks are carried out and the frequency with which the tasks are performed;
- what shade the physical environment in which the work is to be carried out could provide;
- the presence of surfaces or objects which may reflect or cause scattering of UVR, for example, water, reflective building glass, white surfaces, rock, cement, and corrugated steel or aluminium roofing.

A Risk Assessment should be repeated whenever there are changes in work procedures which might lead to a change in exposure to UVR. A review should also be conducted on the receipt of advice or further information relating to exposure limits, prevention strategies or other health related information.

A “SunSmart” Risk Assessment Checklist and Risk Control Worksheet developed by the Anti-Cancer Council of Victoria are located in the Appendix (clause 9) to this policy for the convenience of supervisors.

Further information can be found at the Cancer Council Victoria Web-site at the following address:

## STANDARD PROCEDURE

### TASK: Reporting Accidents or Incidents

<table>
<thead>
<tr>
<th>SOP No:</th>
<th>Version: 1.2</th>
<th>Date: 24 February 2007</th>
</tr>
</thead>
</table>

**Dept/Div/School:** Division of Facilities Management  
**Supervisor/Manager:** Sports Complex Supervisors  
**Other Contacts:** Lee Mottee, Barry Peel

### REFERENCE:
- CSU Accident Incident Guidelines – EHS unit, Division of Human Resources

### DEFINITIONS:
- The term incident, refers to an accident, incident or a near miss.

### RESPONSIBILITIES
1. Employees and students must:
   - (a) Report all incidents to their direct supervisor and/or manager.
   - (b) Ensure the completion of the CSU Accident/Incident Report Form.
   - (c) Forward completed forms direct to the Division of Human Resources or through your supervisor.

2. First-aid officers and security officers must:
   - (a) Report all incidents requiring first-aid or near-miss incidents that they attend, including those to visitors (including contractors).
   - (b) Ensure the completion of the CSU Accident/Incident Report Form.
   - (c) Forward completed forms direct to the Division of Human Resources.

### CONTACTS:
- Copies are held in the forms draw.
- Completed forms must be faxed to 02 693 34005 (EHS) or 02 693 32886 (HR) within 24 hours of an accident/ incident or near miss occurring.
PROCEDURE:

1. In the first instance staff shall, where it is safe to do so, take appropriate immediate action to minimise the risk of further injury or damage (for example, provide first aid, fight any fire, contain spills, contact emergency services) before reporting incidents.

   (a) Reporting of incidents is essential for the identification of hazards in the workplace.

   (b) All near-miss incidents should be reported.

   (c) The person directly involved in the incident or, if unable, another person (staff member, first aid officer) shall complete the Accident/Incident Report Form. This form should be completed and forwarded to the Division of Human Resources within 48 hours of the incident occurring.

   (d) For incidents which constitute an emergency, refer also to the Site Emergency Plans.

   (e) Serious incidents and hazards must be immediately reported to the Manager, Environment, Health and Safety Systems. This will include any accidents or incidents, which are WorkCover reportable.

   (f) In addition, the responsible Manager or the Manager, Environment, Health and Safety Systems, has the authority to suspend work in the area where the incident has occurred, or to suspend similar work, until the investigation has been completed and/or corrective action taken, if there is a risk of a similar incident occurring.

2. All workplace incidents that result in a staff member sustaining injury must be reported to the Human Resources Office at Wagga Campus within 24 hours of occurrence. Environment Health and Safety Staff are responsible for notifying incidents that result in injury or illness to staff, to the Workers Compensation Insurer in the following circumstances:

   (a) All injuries or illnesses where workers compensation is payable (i.e. an expense has been incurred for treatment or lost time). Notification is required by the insurer within 48 hours of the incident occurring or of the University receiving notification.

   (b) Environment Health and Safety staff will notify the insurer of incidents electronically by completing the Insurer’s First Injury Notice form.

3. The WorkCover Authority must be notified as soon as is practicable, but no later than 7 days, of any of the following situations occurring, through the Manager, Environment, Health and Safety Systems:

   (a) When, as a result of an incident at your workplace, a person dies or is injured so that he or she cannot carry out their usual duties for at least 7 days after the incident.

   (b) The WorkCover Authority must be notified even if the person injured or killed is not an employee.
4. Photocopy the original and file in office under “First Aid”.
5. Inform the complex supervisor of the accident / incident.
6. Complex supervisor is to inform Janitors supervisor and confirm report has been forwarded to HR (EHS).

Approved by: ...................................................... Date: .........................
<table>
<thead>
<tr>
<th>Policy/ Procedure/ Task</th>
<th>Staff member (Signature)</th>
<th>Date</th>
<th>Status</th>
<th>Instructor or Supervisor (Signature &amp; Title)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td>- Competent</td>
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<td>- Not Yet Competent</td>
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Page