

# Shenton Park Field Station Site Safety Induction

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# Introduction

## The induction will cover

- The site
- Visiting the Site
- Emergency Response
- Site Requirements



# The Site

The University field station, located only 15 minutes from campus, covers 67 hectares and has facilities for various areas of study.

## Location

- The Field Station is located at 1 Underwood Ave Shenton Park with the main entrance leading off Underwood (entry opposite Grovedale Rd).

## Site Access

- Cardex site access will be granted upon completion of this induction.
- Visitors will need to be escorted at all times while on site.



## Organisations On Site

- The site is managed by UWA Faculty of Science
- Field Station Staff
  - Senior Technician -Michael Blair
  - Field Station Assistant/ Quarantine Technician- Rohan Hungerford
- Other site Organisations/Groups:
  - Animal Care Services-BRF
  - UWA Civil, Environmental and Mining Engineering
  - Dreamfit Foundation
  - Greening Australia
  - Western Australian Fisheries/UWA Aquaculture
  - NPZ Australia



## Site Induction

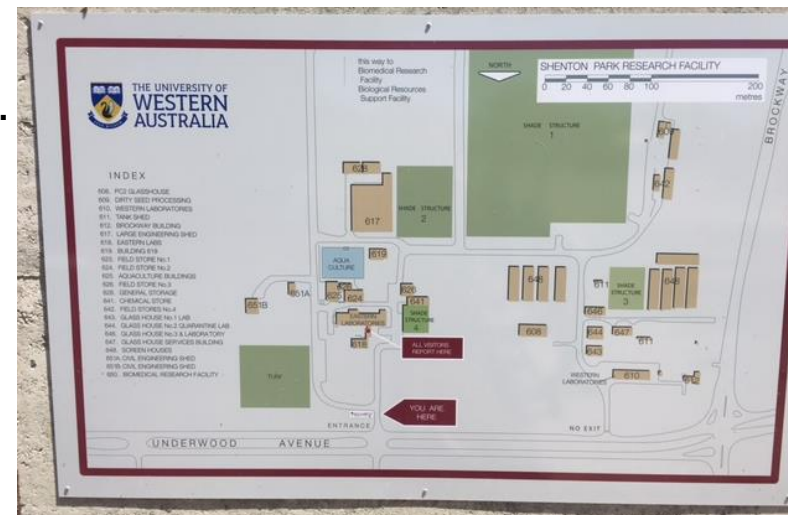
- All staff working under the directive of the Faculty of Science are required to complete this induction prior to starting work.
- Any visitor's, external institution's and contractor groups who work unsupervised and are card holders are required to complete this induction or a similar relevant induction prior to working on site.
- Supervisors must ensure that anyone who is working at the Shenton Park Field Station under the Faculty of Science completes this induction.



# Site Inductions

## Site Orientation

- After this induction is completed a site walk around is required to provide orientation and familiarisation of the site.
  - For staff/site users of the general field station facilities the site walk around is to be arranged through the site Chief Technician prior to working on site.
  - For staff/site users of other field station organisation/group areas which are not managed by the Field Station Staff (Faculty of Science) then the site orientation will be provide and managed by the organisation or group.
- If you are unsure check with your Supervisor.



## On Arrival

- Follow the signs and make your way to the relevant reception
- **All** visitors who visit the site and who will be fully supervised are required to sign in and sign out.
  - For users and visitors of the general field station facilities a sign in book is located in the foyer area of the Western Labs (618).
  - Visitors for other Field Station organisations/groups which are not managed by the Field Station Staff (Faculty of Science) are required to sign in or report directly to that organisation/group.
- All visitors must be fully supervised during the site visit.

# Site Requirements

## General

- Do not interfere with projects.
- Smoking is **PROHIBITED** on the site.
- Always sign-in and sign-out.
- Smoking is prohibited on site. Smoking bins are provided outside the front gate.



## Vehicles

- 25 km/h is the maximum speed on the field station and **MUST** be adhered to.
- Parking is available onsite.



# Site Requirements

## Personal Protective Equipment (PPE)

- Appropriate PPE must be worn for the specific task or activity you are doing.
- There are no mandatory PPE requirements for general access the field station, although appropriate footwear and clothing should be worn.
- Suitable PPE is provided for visitors who may be exposed to hazards.



# Site Requirements

## Security

- To ensure site security you must:

- The front gate required Card access and will lock automatically once you enter.
- Lock all gates and doors when you leave the Field Station.
- Put all machinery and tools back in their appropriate places when you have finished with them. If they were from locked up areas put them back where you got them from and ensure the area is secure before leaving.
- Report any unusual activities to the Field Station Staff or UWA Security if you see anything that is out of the norm.



# Emergency Response

## Emergencies

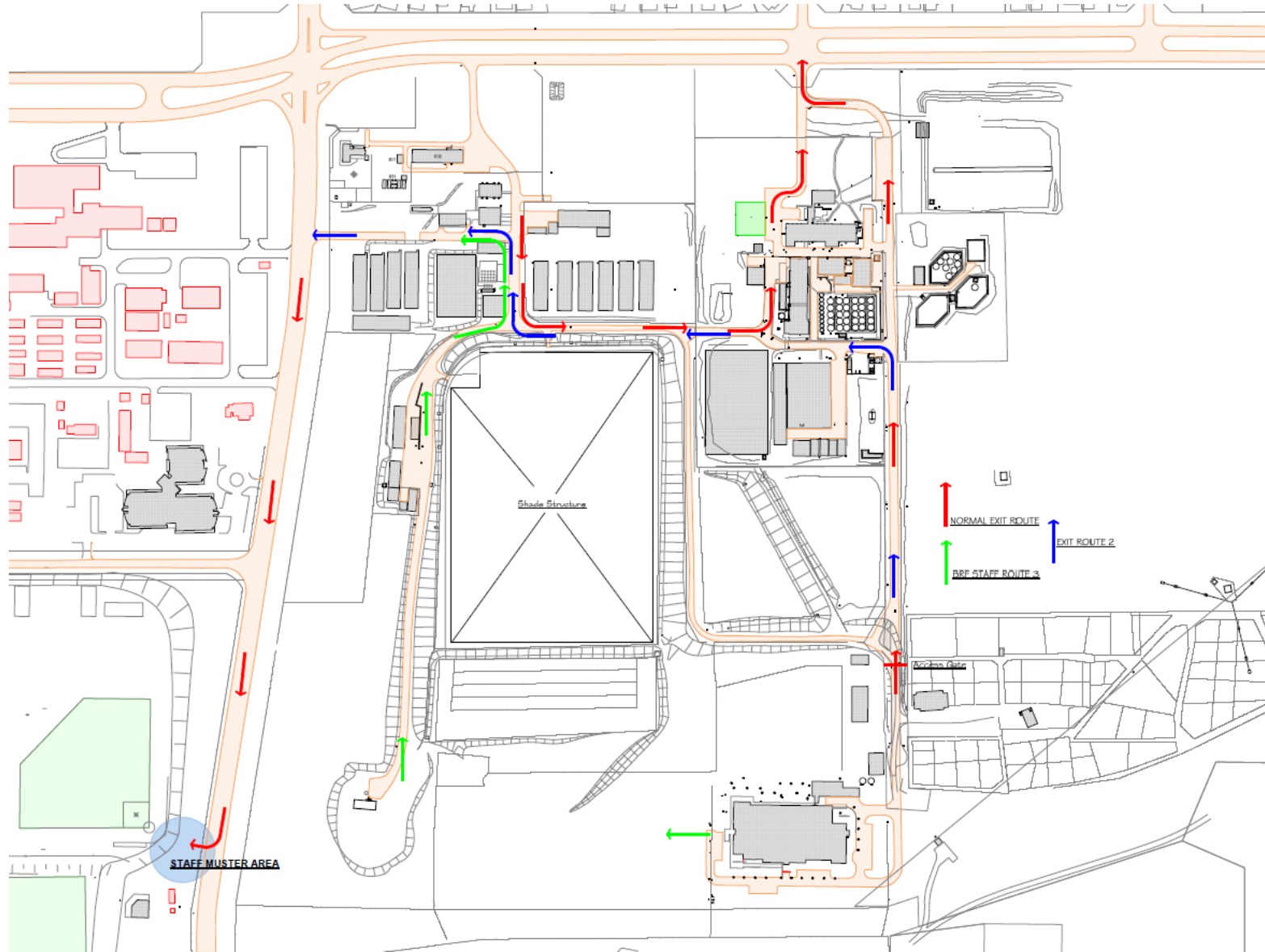
- In case of emergencies call the appropriate service on 000 (fire, ambulance, police) and then the University Emergency number which is 6488 2222.
- Follow the UWA Emergency Procedures or local area procedures for response and evacuation.
- Details on the site specific emergency response will be provided during the site orientation (ie, location of fire equipment, first aid, escape routes and assembly areas)



## Bush Fire Safety

- During the summer there is a high fire risk at the field station and care should be exercised.
  - If you see smoke (or other threats) in the bushland near the Field Station contact UWA Security on 6488 2222 and Police/Fire/ Ambulance on 000.
  - Do not attempt to fight a fire unless you are competent to do so.
  - Contact your supervisor or Building Warden and call other groups' emergency numbers to inform them.
  - The trigger to leave for bush fires will be signs of bushland fire on days with fire danger ratings of catastrophic, extreme or severe. Signs of fire on lower fire danger rated days will need to be monitored.
  - Each section on the Field Station should assemble all personnel at the Building Assembly area, or alternate area if it is not safe to do so. Ensure all personnel are accounted for. (If the situation is to be monitored then the meeting area may be in the building and after briefing the personnel can return to work).

# Bush Fire Evacuation Routes



## Fire Safety- Total Fire Ban

- When a Total Fire Ban (TFB) is declared it is illegal to do anything that is likely to start a fire.
  - Some of the activities that are not allowed on TFB days include, but are not limited to:
    - No grinding, welding or other forms of 'hot works' are allowed unless you have an exemption
    - No barbeques that use solid fuel or have an open flame.
    - No burning of leaves, rubbish or an incinerator
    - No camp fires, no cooking outdoors
- Evacuation and Bushfire Emergency response is detailed in the University Field Station Site Evacuation and Bushfire Plan



# Site Requirements

## Plant and Equipment

- Various items of machinery and equipment are available for general field station use
- Hazardous equipment may only be used by competent operators and you must be inducted to use the equipment prior to starting work.
- Equipment specific induction requirements will be identified during the Site Orientation.

## Damaged Equipment/Machinery/Tools

- If a machine/equipment is damaged or malfunctions whilst in use:
  - Turn it off (if required)
  - Make it safe ( i.e. apply the handbrake, tag the steering wheel or other visible area with a FAULTY /OUT OF SERVICE TAG)
  - Report it to the Field Station Staff /or appropriate supervisor



## Hazardous Chemicals or Substances

- NO Agricultural chemicals, i.e. pesticides, herbicides, fungicides, growth regulators, should be used without giving adequate prior notice to the Field Station Staff.
- Permission for spraying will only be granted where the user can demonstrate that they are cognisant of all the safety and health procedures and are competent in the use of equipment to be used.
- If the user is unsure of the correct way of applying a chemical then the Field Station Staff will assist with training.

# Site Requirements

## General Field station Facilities

- During use the responsibly for maintenance of allocated areas, rests with the user. The field station staff may ask users of areas which are poorly maintained to clean up their area.
- You must report any general field station facility issues or hazards to the field station staff.



# Site Requirements

## Risk Assessments

- All tasks and activities with unassessed hazards must be risk assessed as per the [UWA Task and activity planning toolkit](#).
- Risk assessments of planned activities using general field station facilities or land must be completed with your supervisor and submit to the Head of School and field station staff.

# Site Requirements

## Reporting

- You must follow the UWA reporting process and report all hazards, near misses and incidents <http://www.safety.uwa.edu.au/incidents-injuries-emergency>
- All hazards, incidents and near misses **MUST** be reported your supervisor and if related to the field station facilities or equipment it must be reported to field station staff.

# Further Information

- Each organisation/group will also have further safety and health information/guidance and procedures relating to the area you work in.
- For further information you can contact the Field Station Staff or your supervisor.
- For specific guidance on Safety and Health matters you can also contact [UWA Safety, Health and Wellbeing.](#)