

## **Health and Safety Team Profile:**

The role of and services provided by the Health and Safety Team include:

**ChemWatch:** Administrator for the ChemWatch Chemical Management database.

**Committee support:** Provide advice and reports to the University and, Faculty and Divisional Health and Safety Committees.

**Early Intervention Physio Programme (EIP):** Oversee the UON EIP Programme to facilitate the early treatment of musculoskeletal injuries.

**Employee Assistance Program (EAP):** Oversee UON EAP, including compliance with contract agreement and assistance with resolving staff concerns.

**Ergonomic Assessment:** Undertake work place assessments in order to reduce the chance of injury.

**First Aid Coordination:** Facilitation of First Aid Risk Assessments to determine facilities requirements, training and education of the University's First Aid Officers.

**Health & Safety Responsibilities:** Provide advice on H&S responsibilities and how these apply to positions and activities within the University, including risk assessment and control, regulatory requirements, SafeWork NSW notifications and high risk work.

**Health Surveillance:** Provide support to the University Health Service, review Health and Hazard Questionnaires (HHAQ), undertake health surveillance screening and maintain records of ongoing health monitoring where required by WHS Legislation.

**Historion:** manage the Historion Radiation Management database.

**Incident Management:** Coordination of the University's online injury/incident/hazard/near miss reporting system (AIMS) for staff/students/visitors. Assist Supervisors with follow up on incident management and investigation.

**Inspections & assessments:** undertake inspections and assessments of the various areas to identify potential health and safety improvements.

**Safety Clearance Applications:** Facilitate the assessment of safety clearance for research projects and teaching activities.

**Reporting:** Manage health and safety performance data, and generate reports for University stakeholders and where applicable external regulatory bodies.

**Risk Management:** Assistance with accurate identification and evaluation of workplace hazards and how to minimise risk through hazard controls and advice on the development of risk registers for each School and Unit.

**Training and Development:** Develop, coordinate and promote health, safety and wellbeing related training programmes.

**Technical Support:** Service the Chemical and Radiation Technical Committee (CRTC) and Institutional Biosafety Committee (IBC), including applications, notifications, inspections and reporting to the Office of the Gene Technology Regulator and Environment Protection Agency NSW. Manage compliance for the Radiation Management Licence and Gene Technology and coordinate the Radiation Safety Officer.

**Wellbeing:** Coordinate and engage in Wellbeing initiatives, activities and events to support and promote positive physical, spiritual and mental health for all staff.

**Work Health & Safety (WHS) Legislation:** Advice and support on WHS legislation and how it applies to the activities of the University, and communication of legislative changes.

**Worker's Compensation, Return to Work & Well to Work:** Support workers with both work related and non-work related injuries/illness and their supervisors. Provide case management and liaise with all stakeholders to ensure a safe and sustainable return to the workplace and ensure compliance with regulatory requirements.

## Health and Safety Team Profile

### Health and Safety Contacts

<p><b>Mark Wylie, Assoc. Director, Employee Relations and Health &amp; Safety</b>  <a href="mailto:Mark.wylie@newcastle.edu.au">Mark.wylie@newcastle.edu.au</a> Ph: 4921 5399</p> <ul style="list-style-type: none"> <li>• Strategic direction of Health and Safety (H&amp;S), including legislation, policies and procedures.</li> <li>• Lead the H&amp;S Team to provide professional support and advice to the University Community</li> </ul>	<p><b>Neill Bourne, Senior Health &amp; Safety Advisor</b>  <a href="mailto:Neill.Bourne@newcastle.edu.au">Neill.Bourne@newcastle.edu.au</a> Ph: 4921 7330</p> <ul style="list-style-type: none"> <li>• Plant, equipment and high risk hazards</li> <li>• Hazardous materials and dangerous goods</li> <li>• Business Partner for Faculty of Engineering &amp; Built Environment, NIER, Newcastle Innovation, VC Division, Resources Division &amp; Ourimbah Campus</li> </ul>
<p><b>Melissa Musicka, Senior Health &amp; Safety Advisor</b>  <a href="mailto:Melissa.Musicka@newcastle.edu.au">Melissa.Musicka@newcastle.edu.au</a> Ph: 4921 6846</p> <ul style="list-style-type: none"> <li>• Technical / Laboratory / Research</li> <li>• Research/teaching Safety &amp; Risk assessment review</li> <li>• Hazardous materials, dangerous goods, radiation and gene technology compliance</li> <li>• Business Partner for Faculty of Health &amp; Medicine, HMRI, HNEAH, Research &amp; Innovation Division</li> </ul>	<p><b>Sarah Williamson, Health &amp; Safety Advisor, Injury Management</b>  <a href="mailto:sarah.williamson@newcastle.edu.au">sarah.williamson@newcastle.edu.au</a> Ph: 4921 7720</p> <ul style="list-style-type: none"> <li>• Workers Compensation, Return to Work Coordinator and case management for non-work related injuries and illnesses</li> <li>• Employee Assistance Program and Early Intervention Physio Programme</li> <li>• Ergonomic and workplace assessments</li> </ul>
<p><b>Amy Stowe, Senior Health &amp; Safety Advisor</b>  <a href="mailto:amy.stowe@newcastle.edu.au">amy.stowe@newcastle.edu.au</a> Ph:            On parental leave 2020</p>	<p><b>Jodie Higginson, Senior Health &amp; Safety Advisor</b>  <a href="mailto:Jodie.higginson@newcastle.edu.au">Jodie.higginson@newcastle.edu.au</a></p> <ul style="list-style-type: none"> <li>• System, policies &amp; procedures development, review, and maintenance</li> <li>• Return to Work Coordinator, workers compensation and case management</li> <li>• Business Partner for Academic Division, Faculty of Education &amp; Arts, Faculty of Science, Faculty of Business &amp; Law, Global Engagement &amp; Partnerships Division &amp; City Precinct</li> </ul>
<p><b>Liz Pilgrim, Health &amp; Safety Technical Advisor</b>  <a href="mailto:Liz.Pilgrim@newcastle.edu.au">Liz.Pilgrim@newcastle.edu.au</a> Ph:4921 6542</p> <ul style="list-style-type: none"> <li>• Research/teaching Safety and Risk assessment advice, review and process management</li> <li>• Genetically Modified Dealings - Office of the Gene Technology Regulator process management and reporting</li> <li>• Secretary for the Institutional Biosafety Committee and the Chemical/Radiation Technical Committee.</li> </ul>	<p><b>Sharon Stow, Health &amp; Safety Systems Coordinator</b>  <a href="mailto:Sharon.Stow@newcastle.edu.au">Sharon.Stow@newcastle.edu.au</a> Ph:4985 4579</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety systems maintenance/support</li> <li>• Workers Compensation support &amp; advice</li> <li>• Report generation &amp; Web publishing</li> <li>• Health and Safety Administration</li> <li>• Fitness Passport facilitator</li> </ul>
<p><b>Roanne Morris, Occupational Health Nurse</b>  <a href="mailto:roanne.morris@newcastle.edu.au">roanne.morris@newcastle.edu.au</a> Ph:4921 6000</p> <ul style="list-style-type: none"> <li>• Health Surveillance &amp; promotion</li> <li>• Review Health &amp; Hazard Assessment Questionnaires</li> </ul>	<p><b>Leah Pringle Health &amp; Safety Advisor</b>  <a href="mailto:Leah.Pringle@newcastle.edu.au">Leah.Pringle@newcastle.edu.au</a> Ph: 4921 8847</p> <ul style="list-style-type: none"> <li>• First Aid facilities &amp; training and Ergonomics</li> <li>• Wellbeing training</li> <li>• Ergonomic and workplace assessments</li> <li>• Systems maintenance\Web publishing</li> </ul>
<p><b>Paula Orlandi, Wellbeing Coordinator</b>  <a href="mailto:paula.orlandi@newcastle.edu.au">paula.orlandi@newcastle.edu.au</a> Ph: 4921 5345</p> <ul style="list-style-type: none"> <li>• Wellbeing initiatives, activities and events</li> </ul>	