



## Faculty Student Induction 2008/9

## EMERGENCY PROCEDURES

### Evacuation

- Alert tone (Beep, Beep) - Prepare to evacuate
- Evacuate tone (Whooping) - Evacuate the building
- Leave via nearest safe exit
- Walk - Do not run
- Do not use a lift

### Emergency Contact

Ext. 333

From a mobile: 9905 3333

Security

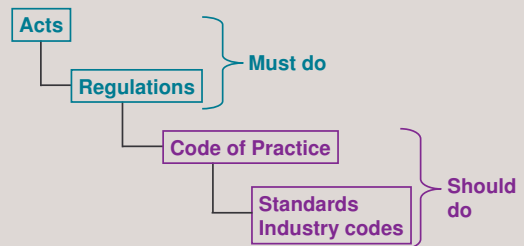


## What is an Induction

The level 1 induction will cover the following areas:

- OHS Legislation
- Responsibilities
- Information on OHS procedures
- Emergency procedures
- Typical Hazards in laboratory areas
- Minimum attire for laboratories
- Environment

## Hierarchy of OHS legislation



## 2004 OHS Act Objectives

- The importance of health and safety requires that **employees, other persons** at work and **members of the public** be given the **highest level of protection** against risks to their health and safety that is **reasonably practicable** in the circumstances.
- **Persons who control or manage** matters that give rise or may give rise to risks to health or safety are **responsible for eliminating or reducing those risks** so far as is reasonably practicable.
- **Employers** and **employees & Students** should **exchange information** and **ideas** about risks to health and safety and measures that can be taken to eliminate or reduce those risks.
- **Employees are entitled**, and should be encouraged, **to be represented** in relation to health and safety issues.

## Responsibilities

- **Organisational responsibilities**
- **Line management or employer responsibilities**
- **Staff responsibilities**
- **Student & Visitor responsibilities**
- **Working safely**

## Student and Visitor Guidelines

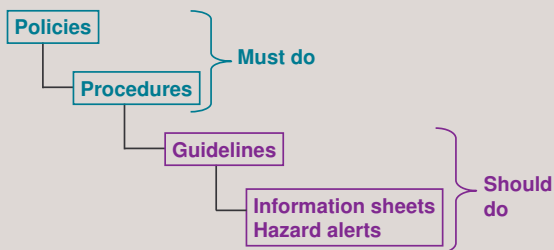
- In principle with the OHS Act Students and visitors are required to:
  - (a) take reasonable **care for his or her own health and safety**;
  - (b) take reasonable care for the health and safety **of persons who may be affected by** the employee's **acts or omissions** at a workplace;
  - (c) **co-operate with** respect to any action taken by **the employer to comply** with a requirement imposed by or under this Act or the regulations. “
- and
- Follow Departmental requirements for laboratory attire, protocols and rules.

## Organisational Responsibilities

### Monash Provides a Safe Workplace through:

- **Creating & implementing policy**
  - > i.e. Bullying, Hazardous Substances etc.
- **Providing training**
  - > i.e. Induction, Supervisor training etc.
- **Providing levels of communication for OH&S**
  - > OHS committees, Web pages, Email
- **Providing Facilities**
  - > First aid, Building code, OHS&E Department etc.

## Hierarchy of policies and procedures



## General Procedures (refer handout)

- **Hazard and Incident reporting**
- **Emergency procedures - 333**
- **Hours of operation**
- **Risk Assessment**
- **Isolation of equipment**
- **Smoking policy**
  - No within 10 meters of the building
  - Building includes undercover areas

## OHS&E Contacts

- **Supervisor:**
  - Line Management first point of call for concerns or reporting.
- **Safety Officer:**
  - Appointed by the Dept to implement safety strategies, policy & procedure
- **OHS Rep:**
  - Staff Representative, has specialised powers under the OHS Act
- **OHS&E Consultant:**
  - Facilitate OHS direction & strategies, co-ordination of safety in Faculties, expert advise.
- **OHS Zone committee members:**
  - Form of communication within the structure of the organisation, make recommendations and investigate strategies for OHS improvements

## Typical Hazards in the Laboratory

- **Chemicals** – Fume extraction/hoods, PPE
- **Debris** – Shields, barriers, PPE
- **Machinery** – Guarding, interlocks, barriers
- **Radiation** – Shielding, interlocks, isolation PPE
- **Biological** – Biochambers, PPE, high level practices
- **Electrical** – Isolation, interlocks, barriers

### Other Hazards around the University

## Minimum attire for Labs

- Closed flat soled footwear
- Safety Glasses
- Appropriate style of clothing for laboratory

AS/NZS 2243.1: 2005 Safety in Laboratories

### May require:

- Goggles or specialty eye protection
- Lab Coat
- Hearing Protection
- Hair net / tied back
- Long Pants

## OHS & Environment

- **20% Reduction in energy consumption by 2010**
  - Switch off when not in use – i.e. PC's in labs
  - If you see wasted energy & cant switch off  
> [www.monash.edu.au/green](http://www.monash.edu.au/green) (or link on portal)
- **Make sure you rethink, reduce, reuse & recycle around the campus and at home**
- **Engineers without Borders – great projects that make a difference.**
  - Recycling PC's
  - Biofuel