

Monash University Procedure

Procedure Title	Student Safety in Laboratories, Studios & Workshops Procedure
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Procedure Owner	Manager, OH&S
Category	Operational
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Scope	<p>This procedure applies to Undergraduate, Honours and Postgraduate students undertaking studies in laboratories (includes clinical skills laboratories), studios, workshops or Maker spaces, and staff who supervise these activities, at Monash University.</p> <p>Australian campuses only are covered by the certification to OHS AS 18001 and AS 4801.</p>
Purpose	This document sets out the requirements to ensure a high level of care is directed towards students in laboratories, studios, workshops or clinical skills activities by minimising the risks associated with these activities as far as reasonably practicable.

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1. Abbreviations

MTLD	Monash Talent & Leadership Development
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
SWI	Safe Work Instructions
PPE	Personal Protective Equipment

2. Definitions

A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

Laboratory: A laboratory is a specifically designed area that is used to carry out scientific research and teaching of these practices. For the purpose of this document this includes clinical skills laboratories.

Maker Space: A place where staff and students can come together to learn, invent, and build creative projects. These spaces may often have 3D printers, laser cutters, software, electronics, workshop tools, craft and hardware supplies.

Undergraduate Students: Undergraduate students are defined as students undertaking course work to complete a degree or who are enrolled in non-award units or short courses that are offered and controlled by the University. For the purpose of this document, this does not include students undertaking research towards an Honours degree.

Supervisor: For the purpose of this document, this is the academic supervisor of Honours or Postgraduate students.

Student Unit /Discipline Coordinator/Convener: A member of academic staff appointed to oversee the academic administration of a subject.

Tutors/Demonstrators/Teaching Staff: A staff member or postgraduate student appointed to impart specific skills and knowledge to undergraduate students during teaching.

3. Risk Management Process

Risk assessments must be completed for all processes/procedures/activities that involve hazards in accordance with the [OHS Risk Management Procedure](#).

Teaching staff must be familiar with the risk assessment and ensure appropriate controls are implemented before activities commence and made available to all personnel present.

3.1. Student Participation in Risk Management

- Student participation in risk management exercises should be included in the curriculum.
- In their final years, students should be expected to conduct risk assessments on the work that they are undertaking.
- The risk assessment must be documented as per the document [OHS Risk Management Procedure](#).
- Risk management training is available through the [Monash Talent & Leadership Development \(MTLD\)](#).

4. Undergraduate Course Work

Occupational Health and Safety (OHS) must be integrated in all levels of education and training in laboratories, studios and workshop activities.

4.1. Introductory Safety Briefing to be Conducted

- An introductory safety briefing must be given at the beginning of each semester. This should be scheduled before the practical component of the course commences.
- Section 7: Tools provides guidance for the Introductory Safety Briefing content.
- Emergency evacuation information that may be useful for inclusion in the Introductory Safety Briefing has been included in Appendix 1.
- Specific health and safety issues that relate to practices, procedures or substances must be brought to the attention of students by the Lecturer, Demonstrator-in-charge or the Technical Coordinator.

4.2. Notes/Manuals

- A section on safety must be included in all notes or manuals for Undergraduate laboratory, clinical skills laboratory, studio and workshop classes.
- The safety section must include:
 - An overview of OHS responsibilities;
 - General safety information and instructions, e.g.
 - Wearing of Personal Protective Equipment (PPE);
 - No food or drink in laboratories/studios/workshops; and
 - [Emergency procedures](#);
 - [First Aid procedure](#); and
 - Safe work instructions relevant to the activity.
- Evidence that the students have read the safety section must be obtained. For example, completion of a hardcopy or online safety quiz or sign-off from the students.

4.3. Additional Considerations for Laboratory, Studio and Workshop Classes

- Students must be informed that any existing medical conditions or allergies that could put them at risk should be reported to the Student Unit/Discipline Coordinator/Convener.
- The Student Unit/Discipline Coordinator/Convener must ensure that this information is communicated to relevant staff, e.g. First Aid Coordinator, Building Warden and/or teaching staff to ensure resources are in place to provide additional assistance to the student(s). This may include but is not limited to:
 - Additional First Aid provisions;
 - Completion of the [Personal Emergency Evacuation Plan \(PEEP\)](#) by the affected person in consultation with the Building Warden of the area.

5. Honours and Postgraduate Students

5.1. Local Induction Program Requirements

- Each department/school/unit must ensure that Honours and Postgraduate students complete a local area OHS induction as soon as possible after the commencement of their studies in accordance with section 10 of the [OHS Induction and Training Procedure](#).

5.2. Competency Requirements

- The local OHS induction program should be the first step in the development of skills by the student. Following this, the supervisor must ensure that the student demonstrates proficiency at the skill(s) required before allowing them to carry out tasks without supervision.
- Students who are deemed not yet competent, by the staff member providing the training, must undergo further training until deemed competent. Students who are not deemed competent must not be allowed to use the equipment or perform the specific task.
- In addition, students must adhere to local area access and supervision requirements. This is based on the assessed level of risk for the particular facility and may exclude some students from accessing these high risk areas.
- 3rd and 4th year Undergraduate students may perform research based activities without direct supervision if it can be demonstrated that they have been trained to the same level as an Honours/Postgraduate student.

5.3. OHS Training

- The supervisor of each student is responsible for ensuring that all relevant training, as identified in the [OHS Training Requirements Matrix](#), is completed prior to the commencement of any research activities.

5.4. Local Training records

- Local areas are responsible for maintaining their own training records.
- OH&S has developed a simple [proforma](#) to use to record attendance at local OHS training in each academic/administrative unit.

6. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). Responsibilities specific to this procedure are as follows:

All Staff Must:

- Actively promote positive attitudes towards OHS;
- Ensure students understand the risks involved in their activities;
- Understand their responsibilities with regard to the health and safety of students and staff;
- Ensure housekeeping strategies are developed and maintained in the areas under their control; and
- Ensure all hazards, incidents and 'near miss' incidents are reported in accordance with the [OHS Hazard and Incident, Investigation and Recording Procedure](#).

Heads of Academic/Administrative Units: Heads of academic/administrative units have an overall responsibility to ensure that their respective supervisory staff have implemented and maintained OHS standards and practices in teaching facilities, laboratories, studios and workshops under their control. To achieve compliance, Heads of academic/administrative units must:

- Ensure staff in their academic/administrative unit are informed about, and follow this procedure;
- Ensure students receive information, instruction and training necessary for them to perform classes safely;
- Ensure local OHS procedures are developed, documented and shown/issued/displayed for students to view;
- Ensure facilities and equipment provided are safe and suitable for the types of activities to be carried out; and
- Develop disciplinary procedures for students who do not comply with OHS instructions, policies and procedures.

Student Unit/Discipline Coordinators/Conveners must:

- Ensure risk assessments are developed, documented, maintained and implemented;
- Ensure Safe Work Instructions (SWI) and safe work practices are developed and maintained;
- Ensure students receive the appropriate OHS information, instruction and supervision to safely conduct work;
- Ensure a suitably qualified and/or experienced person is present in the class at all times; and
- Ensure students understand disciplinary procedures that will be invoked for non-compliance with OHS instructions, policies and procedures.

Teaching Staff/Tutors/Demonstrators must:

- Ensure students receive the appropriate information, instruction and supervision necessary for them to safely carry out their activities;
- Ensure students under their control use safety equipment provided in the correct manner; and
- Ensure SWIs for high risk equipment are available and followed.

Supervisors and Unit/Discipline Coordinators of Honours and Postgraduate Students must:

- Ensure their staff and students are appropriately trained in all activities prior to commencement of unsupervised work;
- Ensure students under their control use safety equipment provided in a correct manner;
- Maintain local training [records](#); and
- Assist with disciplinary procedures under instruction from the Head of academic/administrative unit for students who do not comply with OHS instructions, policies and procedures; and
- Delegate supervision or training of a student to a suitably qualified and/or experienced person.

Note: The academic supervisor of the student(s) remains responsible for ensuring the student has received training and has gained agreed competence to undertake the task/s.

7. Tools

The following tools are associated with this procedure:

Introductory Safety Briefing Tool (hyperlink to be added)

[Local Training Records proforma](#)

[Local Induction checklist: Staff, Honours, Postgraduate](#)

[Local Induction checklist: Laboratory, Studio, Workshop](#)

[Local Induction checklist: Animal research](#)

[Local Induction checklist: Cryogenic facility](#)

[Local Induction checklist: Radiation](#)

[Risk Management Program](#)

8. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Related Policies	OHS Policy
Related Documents	<p>Australian and International Standards</p> <p>AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.</p> <p>OHSAS 18001:2007 Occupational Health and Safety Management Systems-Requirements</p> <p>Monash University OHS Documents</p> <p>Development of Safe Work Instructions Guidelines</p> <p>First Aid Procedure</p> <p>Hazard & Incident reporting, investigation & recording procedure</p> <p>Machinery and equipment safety</p> <p>Occupational Health & Safety Policy</p> <p>OHS Induction and Training Procedure</p> <p>OHS Training Requirements matrix</p> <p>OHS Off-Campus Activities and Travel Procedure</p> <p>Risk Management Program</p>

9. Document History

Version	Date of Issue	Changes made to document
3	March, 2013	<ol style="list-style-type: none"> 1. Hyperlinks added throughout document. 2. Document title changed to reflect staff requirements. 3. Purpose and scope refined 4. Updated section 4: Definitions included: <ul style="list-style-type: none"> • Student subject coordinators • Tutors/Demonstrators • Teaching staff • Laboratory • OHS risk

		<ol style="list-style-type: none"> 5. Updated section 5: Responsibilities. <ul style="list-style-type: none"> • Added all staff responsibilities. • Refined specific staff responsibilities. 6. Added section 6 : Competency requirements 7. Updated section 7: Risk management. <ul style="list-style-type: none"> • Refinement of criteria • Removal of example control measures • 7.2.2 removed due to duplication 8. Updated section 8: Undergraduate students. <ul style="list-style-type: none"> • Addition of 8.1.2, 8.1.3 • 8.1.5 addition of disciplinary information for students • Section 8.2 incorporated into entire document • Examples removed from 8.3 9. Updated section 9: Honors and postgraduate students <ul style="list-style-type: none"> • 9.1.2 updated • Should replace with must • 9.1.2 Referral to staff induction as a guide for students. Induction descriptors removed • Mandatory Student Risk Management introduced • Referral to staff development unit for training • Examples removed • 9.1.3 criteria for documentation recording provided • 9.1.3.1 added 10. Updated section 9: References <ul style="list-style-type: none"> • Additional Australian standard included
3.1	June 2013	Added exception to supervision requirements for 3 rd and 4 th undergraduates to allow them to perform research type activities without direct supervision if it can be demonstrated that they have been trained to the same level as an Honours/postgraduate student.
3.2	July 2015	Updated hyperlinks throughout to new OH&S website.
4	August 2016	<ol style="list-style-type: none"> 1. Refined Purpose and Scope to be worded more concisely. 2. Added link to Definitions Tool. 3. Updated section 9.2 to outline additional student training requirements based on activity. 4. Added Tools and Records sections. 5. Changed definition of undergraduate student so that it encompassed students doing non-award subjects and short courses.

		6. Included note in the appendix for when staff are delivering courses at external venues.
4.1	August 2017	<ol style="list-style-type: none"> 1. Updated logos in headers 2. Updated OHS Regulations to 2017
5.0	September 2019	<ol style="list-style-type: none"> 1. Updated Scope to include 'Maker space' and added this to the Definitions section. 2. Moved section 3. Competency requirements to section 5: Honours and Postgraduate students, as this applies to these cohorts. 3. Condensed sections 5.1-5.3 and referred to OHS Induction and Training procedure. 4. Removed points to be included in introductory safety briefing from section 4 and created briefing tool to be linked to procedure. 5. Clarified communication requirements with regards to additional considerations and added link to PEEP form in section 4.3.

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Appendix 1: Emergency Evacuation Information for Lecturers, Tutors and Demonstrators

Please read and familiarise yourself with this information and check the locations of emergency exits and assembly areas before commencing your class.

The building you are in is fitted with an emergency warning and intercommunication system (EWIS). The system is intended to give occupants early warning that an emergency exists, thereby enabling them to leave the building and go to a safe area.

When the emergency warning system is activated, an **ALERT** signal (a BEEP BEEP tone) is broadcast over speakers throughout the whole building. After a preset time, the alert signal will be replaced by an **EVACUATE** signal (a WHOOPING tone). The same speakers are also used for public address announcements.

If the ALERT tone sounds

- Stop the class and tell students to prepare to leave the building.
- Switch off equipment and secure materials and valuables.
- Listen for announcements over the Public Address System.

If the EVACUATE tone sounds

- Tell the students to gather personal belongings.
- Announce the need to evacuate and ask them to follow you out.
- Leave the building by the nearest available **EXIT**, usually indicated by a **GREEN** light.
- Go to the assembly area designated for the building. For the locations of exits and the assembly areas, refer to the Emergency Floor Plans and the Emergency Procedures Notices which are posted on the walls of most buildings
- **Do not leave the assembly area or try to re-enter the building until the all clear has been given.**

It is the responsibility of the lecturer/tutor to ensure that their class is evacuated and to maintain control of the students during the emergency until released by the emergency personnel.

Emergency wardens

A number of University staff have been trained as emergency wardens. They can be identified by their high-visibility vests. If wardens are present, follow their instructions. Similarly, follow any instructions from Emergency Services personnel who may be in attendance, e.g. Fire Brigade or the Police.

On becoming aware of an emergency

If you become aware of an emergency but the building's warning system is not sounding:

- For fire, activate the nearest red break glass alarm. This will initiate the building's emergency warning system and automatically call the Fire Brigade.
- If there is no break glass alarm nearby, use an internal telephone to **dial 333**. This will put you in contact with Security staff. **Dial 333 for any emergency.**
- Red emergency hot-line telephones (**Red-E-Phones**)

If the building you are in (at Clayton or Caulfield) is fitted with Red-E-Phones, lift any Red-E-Phone handset to call Security for assistance or to report an emergency. Give details of the type of emergency and your location, then follow the procedures outlined in *If the Alert tone sounds* and *If the Evacuate tone sounds*.

Routine tests at Monash controlled sites

Contractors and University emergency staff test the EWIS systems at least monthly. All tests are preceded by an announcement over the public address system. The alarm tones will sound briefly and the tests will conclude with an announcement. Please continue with normal activities during these tests.

Note: Staff who deliver courses at sites not controlled by Monash University, e.g. Monash Health, Eastern Health, Alfred Health must familiarise themselves with the relevant local procedures.