

Monash University Procedure

Procedure Title	Staff Requirements for Student Safety in Laboratories, Studios & Workshops Procedure
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Scope	This procedure applies to Undergraduate, Honours and Postgraduate students undertaking studies in laboratories, studios, workshops or clinical skills laboratories, and staff who supervise these activities, at the Australian campuses of Monash University.
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

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.

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 Subject Coordinator: 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.

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 all clinical skills laboratories.

3. Competency Requirements

- The local OHS induction program should be seen as 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 complete tasks without supervision.
- Students that are not deemed competent by the staff member who is providing the training, must undergo further training until deemed competent. Students that 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.

4. 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.

4.1. **Student Participation in Risk Management**

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

5. Undergraduate Course Work

OHS must be integrated in all levels of education and training in laboratories, studios and workshop activities.

5.1. **Introductory Safety Lecture Series to be Conducted**

- 5.1.1. An introductory lecture must be given at the beginning of each semester.
- 5.1.2. Any new students that miss the introductory lecture must complete a relevant local safety induction.
- 5.1.3. An introductory talk must be scheduled before the practical component of the course commences.
- 5.1.4. The talk must include:
 - A general introduction to the topic of health and safety outlining the departmental/school/unit safety procedure;
 - A summary of health and safety responsibilities with respect to students and staff;
 - A general introduction to the hazards that students are likely to encounter;
 - Policies and procedures relevant to the course;
 - Emergency procedures in the laboratory, studio or workshop;
 - Introductions to personnel who assist with emergencies, First Aid and safety procedures;
 - Procedures for the reporting of hazards, incidents and 'near miss' incidents which occur in practical classes; and
 - Disciplinary procedures due to failure to comply with OHS instructions.
- 5.1.5. Emergency evacuation information that may be useful for inclusion in such an introductory lecture has been included in Appendix 1.
- 5.1.6. Before each class that includes practices, procedures or substances that may present a risk to students the specific issues relating to health and safety must be brought to the attention of students by the Lecturer, Demonstrator-in-charge or the Technical Coordinator.

5.2. **Notes/Manuals**

- 5.2.1. A section on safety must be included in all notes or manuals for Undergraduate laboratory, studio and workshop classes.
- 5.2.2. The safety section must include:
 - An overview of safety responsibilities, e.g. departmental/school/unit safety policy;

- General safety information and instructions, e.g.:
 - Wearing of PPE;
 - No food or drink in laboratories/studios/workshops; and
 - Safe use of equipment, etc.
 - [Emergency procedures](#);
 - [First aid procedure](#); and
 - Safe work practices.
- 5.2.3. Evidence that the students have read the safety section must be obtained by requesting that students:
- Submit a hardcopy safety quiz; or
 - Complete an interactive computer quiz; or
 - Sign a tear-off section and return it to the Practical Class Coordinator.

5.3. **Additional Considerations for Laboratory, Studio and Workshop Classes**

- 5.3.1. Students must be informed that any existing medical conditions or allergies that could put them at risk should be reported to the staff in charge.
- 5.3.2. 3rd and 4th Year undergraduates 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; as per section 6.

6. Honours and Postgraduate Students

6.1. **Local Induction Program Requirements**

- Each department/school/unit must ensure that Honours and Postgraduate students attend an OHS induction program on commencement of their studies, in addition to the requirements outlined by the [OHS Training at Monash University guide](#).
- The induction program must be carried out as soon as possible after the student commences their studies and attendance must be compulsory. A record of attendance must be kept by the department/school/unit as outlined in Section 6.2.
- The induction program should contain the relevant information found in the [Local OHS induction checklists](#). This information should be used as a guide to induct Honours and Postgraduate students.
- It is essential that the induction also includes the safe work practices for any practical skills required for their studies.
- Students whose research and/or course work is solely computer and office-based may only need to complete a general local OHS induction.
- The local induction program and training can be provided by the Honours or Postgraduate coordinator, supervisor or Safety Officer.

6.2. **Local and External OHS Training**

The supervisor of each student is responsible for ensuring that the student receives specific internal and external training as appropriate for the research to be undertaken. The training may include attendance at:

- Internal Monash University courses provided by the [Staff Development Unit](#), [Monash Animal Ethics Office](#) and local area courses provided by outside organisations.
- Each Honours and Postgraduate student must participate in [Student project safety: Risk](#)

[Management](#) to ensure they are able to assess risks associated with their projects and manage them.

- Additional training requirements are dependent upon the activities being carried out and must be completed if students are using Biologicals, Cryogenics, Hydrofluoric acid or Radiation.
- [Biosafety Module 1](#)
- [Biosafety Module 2](#)
- [Gas cylinders and Cryogenics](#)
- [Student Project Safety: Hydrofluoric acid Safety](#)
- [Principles of Ionising Radiation e-learning courses \(Moodle\)](#)

Examples of additional types of specialised training that may be required include:

- Internal:
 - Animal handling
 - Use of specialised equipment, e.g. centrifuges, autoclaves, High Performance Liquid Chromatography, workshop/studio machinery
 - Use of personal protective equipment and clothing Specific procedures and techniques for hazardous activities/reaction/processes
 - Waste management Field safety
- External:
 - Vehicle safety
 - Water and boat safety 4 wheel drive training Diving safety
 - Forklift and crane use & licensing

6.3. Documentation of Induction Program

Each department must maintain records of the induction program attended by each student. This record should include:

- Courses attended;
- Summary of the content of the courses or training;
- Confirmation of the attendance of the student;
- Date of training; and
- Trainer's details and relevant qualifications, including signature.

Each department must also maintain records of the in-house training given to each student in specific laboratory skills and in the use of specialised equipment.

OH&S has developed a proforma to record attendance at OHS training in each academic/administrative unit, which is available at the OH&S web site under [Training Records](#).

7. 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 risk assessments are developed, documented, maintained and implemented ;

- Ensure students understand the risks involved in their activities;
- Understand their responsibilities with regard to the health and safety of students and staff;
- Ensure Safe Work Instructions (SWI) and safe work practices are developed and maintained;
- 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 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 in accordance with AS2243.1:2005;
- Ensure sufficient financial provisions are made to ensure equipment and machinery are maintained to AS 4024.1:2006; and
- Develop disciplinary procedures for students who do not comply with OHS instructions, policies and procedures.

Student Subject Coordinators Of Undergraduate Students must:

- 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 carry out their activities safely;
- Ensure students under their control use safety equipment provided in the correct manner; and
- Ensure documentation for high risk (as identified in a risk assessment) equipment is developed and maintained during classes.

Supervisors and Subject 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 records for high risk (as identified in a risk assessment) equipment training;

- 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.

Informing Students of their OHS Requirements: Staff are required to inform students that they must take reasonable care of their own and others' health and safety by:

- Not willfully placing others at risk;
- Complying with all OHS instructions, policies, and procedures including departmental safety manuals;
- Ensuring correct use of all safety devices and Personal Protective Equipment (PPE) as signed;
- Ensuring fully enclosed footwear is worn at all times;
- Complying with the instructions given by emergency response personnel such as emergency wardens and First Aiders;
- Being familiar with emergency and evacuation procedures and the location of emergency response equipment (use only if appropriate training has been received) ;
- Not consuming food or drink in laboratories, studios or workshops; reporting all hazards, incidents and "near miss" incidents using [Hazard and Incident, Investigation and Recording Procedure](#); and
- Seeking information, advice and training where necessary before carrying out new or unfamiliar work.

8. Tools

The following tools are associated with this procedure:

[Risk Management Program](#)

[Training Records](#)

[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](#)

9. 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>AS/NZS 2243.1:2005 Safety in laboratories – Planning and operational aspects AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines</p> <p>AS 4024.2601-2008 : Safety of machinery - Design of controls, interlocks and guarding - Two-hand control devices - Functional aspects and design principles</p> <p>AS 4024.1:2006 Series. Safety of Machinery</p> <p>Monash University OHS Documents</p> <p>Hazard & Incident reporting, investigation & recording</p> <p>Occupational Health & Safety Policy</p> <p>OHS induction & training at Monash University</p> <p>Risk Management Program</p> <p>Safe Work Instructions</p> <p>Training at Monash University guide</p> <p>First Aid procedure</p> <p>Guarding of Machinery and equipment</p> <p>Machine and equipment safety</p> <p>Off campus activities</p> <p>Student Safety</p>

10. 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 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

Monash University Procedure

Emergency Evacuation Information for Lecturers, Tutors and Demonstrators

Please read and familiarise yourself with this information Check the locations of exits 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 occupant's 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, (3 to 5 minutes in most buildings) 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 employees 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, must familiarise themselves with the relevant local procedures.