

STUDENT SAFETY IN LABORATORIES, STUDIOS, WORKSHOPS & MAKER SPACES STANDARD

SCOPE

This standard applies to Undergraduate, Honours and Postgraduate students undertaking studies in laboratories (includes clinical skills laboratories), studios, workshops and maker spaces and for workers who supervise these activities at Monash University.

For the purpose of this Standard, references to 'the University' include activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre, Monash College Pty Ltd and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

This document sets out the requirements to ensure a high level of care is directed towards students in laboratories, studios, workshops, maker spaces or clinical skills activities by minimising the risks associated with these activities as far as reasonably practicable.

1. Risk Management Process

Risk assessments must be completed for all activities that involve hazards in accordance with the Health, safety and Wellbeing (HSW) [Risk Management Standard](#).

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.

Student Participation in Risk Management

- Student participation in risk management exercises should be included in the curriculum.
- Final year students should be expected to conduct risk assessments on the activities that they are undertaking.
- The risk assessment must be documented as per the HSW Risk Management Standard.
- Student risk management training for Honours and Postgraduate Students is facilitated by the relevant School/Faculty/Division. Refer to [HSW Training Requirements Matrix](#).

2. Undergraduate Students - Course Work

Health, Safety and Wellbeing (HSW) must be integrated at all levels of education and training in laboratory, studio, workshop and maker space activities.

2.1 Introductory Safety Briefing

- 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 6 provides guidance on the Introductory Safety Briefing content.

- Ensure emergency evacuation information (Appendix 1) is included.
- Health and safety issues specific to the practical, standard or substances must be brought to the attention of students by the Teaching Staff, Demonstrator-in-charge or the Technical Coordinator/Officer as appropriate. For example, handling of a substance and related emergency requirements.

2.2 Student Manuals

A section on safety must be included in all manual/practical session notes for Undergraduate laboratory, clinical skills laboratory, studio, workshop and maker space classes.

The safety section must include:

- General safety information and instructions;
- Safe work instructions relevant to the activity;
 - No food or drink in laboratories/studios/workshops/maker space;
 - Personal Protective Equipment (PPE) requirements;
- Local [Emergency evacuation procedure](#); and
- Local [First Aid contacts](#).

Evidence that students have read the safety section of the student manual/practical session notes must be obtained. For example, completion of a hardcopy quiz or online safety quiz in Moodle.

2.3 Additional Considerations for Laboratory, Studio, Workshop and Maker spaces

Students should be made aware if they have any existing medical conditions or allergies that could put them at risk, they should notify the Unit Coordinator/Convener.

The Unit Coordinator/Convener must ensure that information is communicated to relevant teaching staff/tutors/demonstrators. Teaching staff must ensure adequate resources are in place to provide assistance to the student(s). This may include but is not limited to:

- Additional First Aid provisions; and
- Completion of a Personal Emergency Evacuation Plan (PEEP) by the affected student as per the [Emergency Management Standard](#).

3. Honours and Postgraduate Students – Research Projects

3.1 Local HSW Induction

Each department/school/unit must ensure that Honours and Postgraduate students complete a local area HSW induction prior to the commencement of their studies (activities or practical work) in accordance with the [HSW Induction and Training Standard](#).

3.2 HSW Training and Competency Requirements

- The supervisor of each student is responsible for ensuring that all relevant training required by the student is identified using the [Training Needs Analysis Checklist](#) (TNA), and is completed prior to the commencement of any research activities.
- The local HSW induction 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 worker providing 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/work space or area and may include the exclusion of a student(s) from accessing high-risk areas.
- In faculties where, final year (3rd and 4th year) Undergraduate students are required to perform research-based activities without direct supervision, the faculty must demonstrate that they have been trained to the same level of competency as an Honours/Postgraduate research student.

3.3 Local HSW Training Records

- Local areas are responsible for maintaining their own training records.
- HSW has developed a [proforma](#) to record locally delivered HSW training.

3.4 HSW Exit Requirements

Students must ensure that all applicable exit requirements have been met prior to leaving the University. The 'Staff/Student Exit Checklist' provides guidance for HSW exit requirements.

4. Responsibility for Implementation

A comprehensive list of HSW responsibilities is provided in the document [HSW Roles and Responsibilities Standard](#). Responsibilities specific to this standard are as follows:

4.1 Heads of Units

- Have an overall responsibility to ensure that their respective supervisory workers have implemented and maintained HSW standards in teaching facilities, laboratories, studios, workshops and maker spaces under their control.
- Must ensure facilities and equipment provided are safe and suitable for the types of activities to be carried out; and
- Must implement disciplinary procedures for students who do not comply with HSW instructions, policies and standards.

4.2 Unit Coordinator/Convener must:

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

4.3 Teaching Staff/Tutors/Demonstrators must:

- Develop, document, maintain and implement risk assessments;
- Develop and maintain Safe Work Instructions (SWI);
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 equipment are available and followed.

4.4 Supervisors for Undergraduate, Honours and Postgraduate students conducting research activities must:

- Ensure workers and students are appropriately trained in all activities prior to commencement of unsupervised work;
- Ensure Risk Assessment(s) and SWI(s) are available or developed for the research activities that the student will be conducting;
- Ensure students use safety equipment provided in the correct manner;
- Maintain local HSW training [records](#); and
- Delegate* supervision or training of a student to a suitably qualified and/or experienced worker.

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

4.5 Students must:

- Ensure their conduct, whilst participating in Monash University related activities, protects their own health and safety together with the health and safety of any other persons;
- Comply with any reasonable health and safety related direction given by someone with the appropriate authority to do so; and
- Use safety equipment provided in the correct manner.

5. Tools

The following tools are associated with this standard:

Undergraduate Coursework- Introductory Safety Briefing Tool

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

Training Needs Analysis (TNA) Checklist

Local HSW Training Records proforma

Staff/Student Exit Checklist

6. Records

For HSW Records document retention please refer to the University's: [Information Governance and Recordkeeping Procedure](#)

DEFINITIONS

Key word	Definition
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 workers 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.
Unit Coordinator/Convener	A member of academic staff appointed to oversee the academic administration of a subject.
Teaching Staff/Tutors/Demonstrators	A worker or postgraduate student appointed to impart specific skills and knowledge to undergraduate students during teaching.

GOVERNANCE

Parent policy	HS&W Policy
Supporting documents	Monash University HSW Documents Development of Safe Work Instructions Guidelines First Aid Standard Managing HSW Hazards and Incidents Standard Machinery and equipment safety HSW Induction and Training Standard HSW Training Requirements matrix Risk Management Guidance
Supporting schedules	N/A
Associated documents	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems
Related legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Endorsement	Monash University HSW Committee 9 June 2022
Document owner	Director, Health Safety & Wellbeing
Date effective	2022
Status	Current and in effect
Version	1.0
Content enquiries	hsw@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	2026	Administrative changes due to: • Conversion of Procedure to a HSW Standard • Transition Procedure out of University Policy Bank on to HSW website

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.
- Tell the students to gather personal belongings.

If the EVACUATE tone sounds

- 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 EXIT** illuminated sign.
- 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 phones/Warden Intercom Phone (WIP)

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.