Occupational Health and Safety Induction Program

Short term appointments only – Casual and Sessional staff without Authcate access
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1. DOCUMENT PURPOSE

This booklet serves as a formal OHS induction process for employees of Monash University who, for contractual reasons, will not be receiving a Monash Authcate username and password, therefore not being able to complete the induction online.

Employees will need to complete the required elements of this induction and the acknowledgment of completion form must be sent to Staff Development Unit, Monash HR, Building 223 for processing.

It is a requirement of Monash University that this induction is completed within four (4) weeks of commencing work.

2. INTRODUCTION

2.1. About this program

Welcome to the Monash Occupational Health, Safety and Environment Induction program. This program covers the most common areas of concern in relation to occupational health, safety and the environment. If you work or undertake postgraduate studies at Monash University, you are required to complete this program before you start work or study activities.

During this induction program, you will learn about:

- The University and its activities during a welcome message from the Vice-Chancellor
- How occupational health, safety and the environment are managed at Monash
- What to do if you have a concern relating to occupational, health and safety or the environment
- When and how to report an occupational, health and safety incident
- What to do in an emergency
- The initiatives in place to help you stay fit, safe and well
- The different restricted areas and hazards to be aware of around the University
- The different support services available to staff and students
- How to create a more sustainable environment by reducing, reusing and recycling

The Resources section, accessed via the top menu bar, contains an Induction Reference booklet, which lists important phone numbers, email addresses and websites referred to within this training. It also contains a space for you to record other important information. You may like to print it out and keep it as a reference.

2.2. Welcome by Vice Chancellor

Welcome to Monash University. You have joined a young, dynamic university that has gained an international reputation for excellence in teaching and research.

Monash has more than 56,000 students and over 7,000 professional and academic staff who work and study at its six (6) Victorian and two (2) international campuses.
Monash University has grown significantly since it began in 1961 with its first enrolment of 363 students at the Clayton campus.

At Monash, we hold the health and safety of our staff and students in the highest regard. Our diversity of people and activity adds a level of complexity to the range of hazards and risks confronting our staff and students. Therefore, I would ask that you do not undertake any activity unless you feel it safe to do so and understand how to manage the risks you and your colleagues are exposed to.

At Monash University, we respect the natural environment and its life supporting ecosystems and we recognise our duty to the wider community and the need to minimise our environmental impact. So it is essential that we have a culture whereby staff and students are aware of the impacts their activities will have on the environment and that we promote and practice sustainable use of resources.

High standards for health, safety and the environment are a very important part of productive work, study and research. Thus, it is vitally important that you understand and abide by Monash’s health, safety and environment requirements.

The University also has many programs aimed at improving your health and wellbeing, which we encourage you to take part in.

This induction program contains valuable information about health, safety and environmental management at Monash University and I encourage you to engage in our programs, understand your responsibilities and be aware of the resources available to you in order to get the most out of your time at Monash.

3. MANAGING HEALTH, SAFETY AND THE ENVIRONMENT AT MONASH

3.1. Our Occupational Health and Safety Management System

Monash has an Occupational Health and Safety Management System, also known as the OH&S Management System, which is certified to Australian and International Standards. Our OH&S Management System is made up of an OH&S policy, underpinned by procedures, guidelines and general safety information designed to reduce the level of risk to staff and students working within the University.

This diagram shows the different groups involved in health, safety and environment at Monash University.

Responsibility for health, safety and environmental issues rests with the University’s most senior management and ultimately, the Vice-Chancellor. Senior management are responsible for allocating adequate resources and for planning, implementing, promoting and maintaining good health, safety and environmental practices.

The Occupational Health and Safety Policy Committee, and in the case of the environment, the Senior Management Team (Environment), are responsible for reviewing the University’s health,
safety and environmental performance as well as promoting and facilitating the implementation of the University’s OHS management system and environmental initiatives and programs.

The Occupational Health and Safety Policy Committee and the Senior Management Team – Environment are supported by the OH&S Branch and The Office of Environmental Sustainability as well as local OHS&E committees and a network of safety and environmental personnel, including supervisors, staff and students.

3.2. The OH&S Branch
The OH&S Branch is responsible for providing specialised expertise, technical resources and support for health and safety initiatives.

The branch provides a pool of resources to manage dangerous goods, biological and radiation hazards, machinery and equipment, manual handling and ergonomics as well as general safety inquiries. Resources in occupational health, hygiene as well as co-ordination of workplace wellbeing programs are also offered through the branch.

3.3. The Office of Environmental Sustainability (TOES)
The Office of Environmental Sustainability, also known as TOES, is responsible for the implementation of the University’s environmental programs and initiatives.

TOES bring together expertise in environmental planning, engineering, compliance and behavioural change. It focuses on improving the built environment in combination with extensive behavioural change programs to engage the Monash community to work and study in a more sustainable manner.

3.4. OHS&E committees
OHS&E committees represent the health, safety and environmental interests of Faculty and Divisional areas or campuses throughout the University.

These committees include management and employee representatives including Safety Officers, Health and Safety Representatives and Environmental Officers, and their role is to ensure implementation of Health, Safety & Environmental policies and procedures at a local level.

3.5. Health and Safety Representatives
Health and Safety Representatives are employee representatives who are elected by their fellow employees in a Designated Work Group, or a DWG.

There may be several DWG’s in a Faculty, Division or geographical area. Health and Safety Representatives have specific roles and functions under the Occupational Health and Safety Act and play an important role in representing the interests of their DWG.

3.6. Local Safety Personnel
The University’s management delegates specific responsibilities for health, safety and environment management to Supervisors and to people who fill special roles including; Safety Advisors, Safety Officers, Environmental Officers and other Specialty Officers include Bio-safety, Radiation or Laser safety officers.
People in these specific roles liaise with the OH&S branch as well as The Office of Environmental Sustainability to promote good practices, provide advice, assist in risk management, monitor health, safety and environmental issues in their local area and assist in the investigation of hazards and incidents.

Supervisors are responsible for liaising with those in OHS and Environment roles as well as their local OHS&E Committee to facilitate health, safety and environmental goals in their area.

3.7. **Staff and Students**
The OHS Act requires that staff and students take reasonable care of their own health and safety and that of others. All individuals within the University have formal responsibilities for health, safety and environment.

This is achieved through:

- Complying with all instructions regarding health, safety and environment
- Using all safety devices and equipment correctly
- Communicating and consulting on health, safety and environmental issues
- Controlling hazards and risks for which they are responsible, and
- Ensuring new staff and students are inducted and given opportunities to participate in training

3.8. **Question**
This is question 1. Please refer to the questions on pages 15 and 16.

4. **RAISING ISSUES AND REPORTING OHS RELATED INCIDENTS**

4.1. **Raising an OHS or Environment Issue**
If you have a concern regarding health, safety or environment, contact your immediate Supervisor as they have direct responsibility to assist you with any health, safety or environmental enquiry.

If you are not able to contact your Supervisor, you may raise the issue with your Health and Safety Representative, Safety Officer, or any of the other Specialty Officers. All of these people have a responsibility to assist in resolving the issue and liaise with senior management as well as the OH&S branch or Office of Environmental Sustainability.

4.2. **Question**
This is question 2. Please refer to the questions on pages 15 and 16.

4.3. **Reporting OHS related incidents**
All OHS related incidents such as injuries, hazards and near misses that occur at Monash University must be reported. This includes any incident that results in:

- Injury or illness to a person
- Instances of unsafe work practice
- Hazardous situations or near misses
- Damage to property and the environment
• Allegations of unacceptable behaviour

All events must be reported to your Supervisor, Safety Officer or Environmental Officer as soon as possible. Note that this applies not only to incidents that have occurred, but also to near misses or non-immediate health, safety or environmental hazards.

A Monash University Incident Report must be lodged and you may be required to assist in an investigation of the incident. Information about how to lodge an Incident Report can be found on the OH&S website.

If you are unable to obtain assistance from within your area, contact the OHS&E Consultant for your area or the OH&S Branch.

5. WHAT TO DO IN AN EMERGENCY

5.1. Be prepared before an emergency

Emergency Procedures, or 333 booklets, outline what to do in a variety of emergencies, as well as providing emergency contact numbers. These booklets can be found next to every desk phone and it is important that you familiarise yourself with the information they contain. If you do not have one, contact your Safety Officer.

Evacuation plans are located on each floor of all buildings near the entry and exit. Please familiarise yourself with the location of your local assembly area, emergency exits and emergency equipment.

5.2. What to do if you are first on the scene of an emergency

In the event that you are involved in or first on the scene of an emergency, you should raise the alarm and seek assistance.

You can obtain assistance for emergencies such as fires, chemical spills or medical incidents by dialling 333 using any internal telephone in most areas, or 9905 3333 from your mobile phone.

However, if you are located off-campus then you should check the local emergency procedures for the appropriate number and mobile phone option.

5.3. Question

This is question 3. Please refer to the questions on pages 15 and 16.

5.4. Question

This is question 4. Please refer to the questions on pages 15 and 16.

5.5. What to do if you hear an alarm

In the event of an emergency such as a fire, serious incident, explosion or bomb threat you may hear either the alert alarm or the evacuation alarm. In some Monash buildings, you may hear a fire alarm bell.

The alert alarm is a beeping sound like this (pause to listen).

If you hear the alert alarm – wait for further directions.
The evacuation alarm is a whooping sound like this (pause to listen).

And the fire alarm bell is a sound like this (pause to listen)

If you hear the evacuation alarm or the fire alarm bell, or you are directed to evacuate by a Monash University Emergency Warden or emergency services personnel, you must do so without delay and go to the assembly area until the all clear is given.

You must not use lifts during an emergency evacuation. Instead, use the closest designated exit stairs.

You may not re-enter the building until authorised to do so by the Monash University Emergency Wardens or emergency services.

Even if a trial evacuation exercise is occurring, you must follow emergency procedures as if it were a real emergency.

All Monash buildings are equipped with a variety of fire fighting equipment such as hose reels, fire blankets and fire extinguishers.

You may use this equipment to fight a fire if you have been trained and you are confident in its use and judge it is safe to do so.

Report all used or damaged fire equipment to your Supervisor or Safety Officer so that it can be fixed or replaced.

5.6. Question
This is question 5. Please refer to the questions on pages 15 and 16.

5.7. First aid
All Monash University campuses have trained First Aiders who are equipped to assist with medical incidents.

The names and contact details for First Aid personnel are listed on or near local emergency plans or on first aid kits.

First aid and medical treatment is also available from medical centres located on the Clayton, Caulfield, Peninsula and Gippsland campuses during office hours.

After hours, you should phone security on 333 or attend the nearest hospital or emergency centre.

If you believe that you have become ill or injured as a result of your work or study at Monash University, then you must inform your Supervisor and contact your doctor. An incident report must also be lodged.

5.8. Question
This is question 6. Please refer to the questions on pages 15 and 16.
6. **KEEPING SAFE, FIT AND WELL**

6.1. **Wellbeing initiatives**
Monash aims to assist staff in achieving a healthy work/life balance focusing on four (4) key themes: physical activity, mental health, nutrition and general health.

A range of programs and services are available for staff including the Staff Wellbeing & Activity Program, the GLOBAL walk/run, walking buddy program, the annual 10,000 Steps Challenge, a variety of mental health programs and resources, the Health Smart healthy eating and food labelling program and a variety of discounts for staff and their families.

Monash Sport provides a number of facilities and services available across campuses tailored to different fitness levels. Services vary between campuses and include group fitness, gym, fit camp, social sport, swimming pool, sporting clubs as well as community fitness events.

6.2. **Working out of hours**
As much as possible, Monash University prefers all work or study to occur within normal business hours.

If you must work or study out of hours at Monash University, then please follow local procedures and arrange it through your Supervisor.

6.3. **Smoking**
Smoking is not permitted in any building or Monash vehicle. Smokers must ensure that their smoke does not enter any building via doors or windows. This can normally be achieved by standing at least ten (10) metres away from any air intake, open window or entrance door.

Monash University supports a healthy lifestyle and encourages staff to participate in programs to stop smoking.

6.4. **Question**
This is question 7. Please refer to the questions on pages 15 and 16.

6.5. **Drugs and alcohol**
Monash University expects that its staff and students will not be impaired by the effects of drugs and or alcohol while representing the University.

Although alcohol may be part of social activities and sometimes even research at university campuses, we expect that the conduct of staff and students does not put people, property or the reputation of Monash University at risk.

There are specific policies governing the use of Alcohol at Monash University. These can be found on the OH&S website.

6.6. **Unacceptable behaviour**
Employees, students, contractors and visitors working or studying at the University are entitled to be treated with dignity and respect.
Bullying or occupational violence is unacceptable and is not tolerated at Monash. Instances of unacceptable behaviour should be reported through the incident reporting system.

If you are affected by other forms of inappropriate or concerning behaviour, you are encouraged to seek advice through the Safer Community Unit’s helpline.

6.7. **Mental health first aid**

As part of Monash’s Mental Health Strategy, Mental health first aiders have been trained to recognise the signs and symptoms of mental health problems, be able to assist and refer to the University’s wellbeing support systems.

6.8. **Restricted areas**

There are some restricted access areas on each of the campuses. For example high voltage switch rooms, plant rooms, most laboratories or roof areas.

These will be sign-posted because of the hazards they contain.

You should not go into these areas unless you are appropriately trained or have authorisation from your Supervisor to do so.

As there is often building works on many of the campuses always follow instructions and signage around these locations.

6.9. **Question**

This is question 8. Please refer to the questions on pages 15 and 16.

6.10. **General hazards**

Hazards are often inherent in many of the activities across the University including teaching and research, and support areas such as, administration, building maintenance, catering, gardening and construction.

The most common hazards across Monash are manual handling, ergonomic issues and slips, trips and falls.

In order to avoid injury, it is important to stop and consider the hazards associated with the activities that you perform.

Manual handling is almost certain to be a part of any role. To reduce the risks consider if the job or work environment can be modified to reduce the risk or where possible, eliminate the need to perform the manual handling task.

Computer based work is responsible for a majority of ergonomic related issues. It is therefore important that your workstation is adjusted to suit the tasks you undertake and that activities are varied throughout the day.

Slips, trips and falls may be the result of slippery surfaces, stairs or uneven ground. Ensure you wear appropriate footwear for the task, take care carrying loads over uneven surfaces, and be vigilant and use the handrail on stairs.
6.11. **High risk hazards**
At Monash, there are high-risk hazards such as chemical, physical, biological or radiation that you may come in contact with during your work or study.

You should not enter areas containing these types of hazards unless you are trained and authorised to do so.

These hazards are mostly found in laboratories, workshops and art studios, as well as specific hazard and restricted areas.

If your work or study involves high-risk hazards, you must consult with your Safety Officer before you commence work or study to ensure that your work complies with local procedures and legislative requirements.

You will find specific procedures and guidelines outlining how best to manage these hazards on the OHS Website.

6.12. **Question**
This is question 9. Please refer to the questions on pages 15 and 16.

7. **SUPPORT SERVICES**

7.1. **OH&S Branch and the Office of Environmental Sustainability**
If you are unable to obtain assistance from within your area, you should contact the OH&S branch. For environmental issues, contact The Office of Environmental Sustainability.

Both the OH&S Branch and The Office of Environmental Sustainability have web pages, which contain:

- Contact details for persons with specialist knowledge in occupational health, safety and environment
- Details of resources such as the Occupational Health Team, OHS&E consultant contacts, Environmental Officers and other useful websites
- A training schedule of OHS and environmental courses provided to staff and students, and
- Policies, procedures, guidelines, information sheets and hazard alerts on a range of health, safety and environment topics

The OH&S Branch and The Office of Environmental Sustainability are both part of the ask.monash database of frequently asked questions.

7.2. **Security**
Security and personal safety is of course very important to everyone at Monash, and whilst Facilities and Services provide a dedicated professional security service team, the responsibility for security and safety does not rest solely with the University’s security personnel.

If you become aware of anything, which could affect the safety and security at Monash, contact your local campus security office.
You can obtain assistance for emergencies by dialling 333 using any internal telephone in most areas, or by calling 9905 3333 from your mobile phone.

If you are in a building with a red emergency telephone, simply lift the handset.

If you are located off-campus, check the local emergency procedures for the appropriate number and mobile phone option. Record this number in your mobile phone.

7.3. **Safer Community Unit**
Trained staff are available to provide advice and assistance to staff if they are feeling threatened, unsafe or are concerned about someone else’s behaviour. You can contact the Safer Community Unit via phone or email using the details listed in your Induction Reference Booklet.

7.4. **Health Services**
Health Services provides medical services, health education, information and advice to staff, students and the general population.

Health Services are available on the Clayton, Caulfield, Peninsula and Gippsland campuses.

On the Parkville Campus, medical assistance is available at the Royal Melbourne Hospital located in Royal Parade, Melbourne.

7.5. **Employee Assistance Program (EAP) and Monash counselling services**
If you are experiencing work-related, personal or health problems, it may affect your work performance as well as your quality of life and general sense of wellbeing.

Monash offers a combined external/internal Employee Assistance Program, also known as E A P. Both services are a professional, confidential service available free of charge to all Monash employees and their immediate family members. The current provider of this service can be found on the health and wellbeing website.

An internal counselling service is also available to students and staff, and is provided by the University counselling service. Locations and contacts can be found on the wellbeing website.

7.6. **Return to work/Occupational rehabilitation**
Monash University is committed to supporting staff with a work related injury or illness to either remain at work or return to work as soon as practicable in accordance with medical advice. Early intervention strategies are available for those experiencing early symptoms of work related injury. Rehabilitation advice and support is also available for those returning to work following a non-work related injury or condition.

All injuries should be reported immediately to your Supervisor, the Occupational Health and Safety branch and to Monash University’s Work Cover Unit, which are part of the HR division.
8. ENVIRONMENT

8.1. Creating a more sustainable environment by reducing, reusing and recycling

Monash is committed to reducing its impact on the environment and has a number of initiatives and programs in place to facilitate these changes. However, we also recognise that the actions of our staff and students play a vital role in minimising our environmental impact. With more than 60,000 people in the Monash community, individual actions en masse can have an enormous combined impact.

You can play your part by:

- Minimising paper use
- Considering environmental impacts of your purchases and reducing the number of purchases you make
- Switching off lights and equipment when you no longer need to use them
- Taking public transport, cycling or walking to campus where possible or using the Monash carpooling service
- Using the intercampus bus between campuses for meetings and lectures
- Bringing your own water bottle to campus and using the water refill stations rather than buying bottled water
- Choosing sustainable food options such as Earth Smart, and Health Smart which are available at campus vendors, and
- Recycling paper, bottles and cans, food containers, milk and juice containers, newspapers, coffee cups, printer cartridges, cardboard and other materials where possible.

The University’s Green Representatives and Environmental Officers also play a key role in the implementation of these changes. If you would like to become a Green Representative or Environmental Officer, or you would like more information about the Monash environmental initiatives and programs, please visit the environmental website.

9. SUMMARY

9.1. Complete

In summary, Monash University regards occupational health, safety and environment as a shared responsibility between the staff and students and the University.

In practical terms, this means that Staff and students must familiarise themselves with their area, emergency procedures, location of emergency equipment and any other local safety rules and procedures.

If you are involved in a health, safety or environment issue, then you should raise it with your Supervisor in the first instance. They can then assist you by involving other parties such as management, special officers and the OH&S Branch or Office of Environmental Sustainability.
Further information can be found on the OHS and Environmental websites or by using the ask.monash database.

And, if you are involved in an incident then you should obtain assistance, report the incident via the incident reporting system and assist in any investigation.

Congratulations. You have now completed the Monash University Health, Safety and Environment Induction program.

If you have not already printed out the Induction Reference Booklet in the Resources section, please take the time to print it out before exiting this session.

Thank you for taking the time to complete this induction program. We hope that you have found it useful. If you have any further questions, please discuss these with your Supervisor, or contact the OH&S Branch or The Office of Environmental Sustainability.
## 10. QUESTIONS

### 1. Who is considered responsible for Health and Safety in the workplace?

*There is one correct answer*

- The Vice-Chancellor
- The OHS branch
- Supervisors
- Everyone has a role to play

### 2. Upon seeing a hazardous situation, who would you report it to?

*There is one correct answer*

- Supervisor
- Safety Officer
- Environmental Officer
- Any of the above

### 3. Where would you expect to find an emergency ‘333’ booklet

*There is one correct answer*

- In the bathroom
- Beside every desk phone
- In the corridor
- On a noticeboard

### 4. What should you do if you are first on the scene of an emergency

*There is one correct answer*

- Tell my head of department
- Raise the alarm and seek assistance by calling 333
- Complete a hazard and incident report
- Call switchboard

### 5. Under what circumstances should you evacuate the building

*There is one correct answer*

- (a) When the alert alarm is beeping
- (b) When directed by emergency warden
- (c) Upon hearing the evacuate alarm
- (d) b and c
### 6 Where could you find the contact details of first aiders?

*There is one correct answer*

- a) On or near local emergency plans
- b) From the security office
- c) On first aid kits
- d) a and c

### 7 How far from an air intake, open window or entrance door must you stand when smoking?

*There is one correct answer*

- 50 meters
- 10 meters
- 4 meters
- 1 meter

### 8 Who may enter a restricted area e.g. high voltage switch room, plant room, laboratories or roof areas?

*There is one correct answer*

- Those that are appropriately trained and authorised
- People with authorisation to do so
- Anyone
- Only staff from Facilities and Services

### 9 Who should you consult before undertaking a hazardous task?

*There is one correct answer*

- Local Safety Officer
- Occupational Health and Safety Branch
- WorkSafe Victoria
- Head of Department
11. ACKNOWLEDGEMENT OF COMPLETION OF INDUCTION

This booklet should be completed with the Head of academic/administrative unit or their nominated delegate prior to commencing work.

A copy of this booklet can be kept as a reference, however the original versions of both the questions with your responses and this acknowledgment of completion form must be sent to Staff Development Unit Monash HR Building 223 Wellington Road Clayton.

First Name: ___________________________ Last Name: ___________________________

Personnel Number: ___________________________

Contract Type:

Casual [ ]

Sessional [ ]

I, ___________________________, certify that as an employee of Monash University without Authcate access, I have read and completed the following Monash University Safety Induction.

Signature: ________________________________________________

Date: ______________________________________________________

Supervisor (Delegate) Name: ___________________________

Supervisor (Delegate) Signature: ___________________________

The information on this form is collected for the primary purpose of enabling you to undertake normal employment duties. Your personal information may be disclosed to a third party. You have a right to access personal information that Monash holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash University Privacy Officer on 9902 9589.