

Undergraduate Student Course Work

Introductory Safety Briefing Tool

Teaching staff, tutors and demonstrators are required to inform students that they must take reasonable care of their own and others' health and safety by:

- Not wilfully placing others at risk;
- Complying with all OHS instructions; and
- Seeking further information, advice or training where necessary

This tool provides guidance on the key aspects that must be covered during the Introductory Safety Briefing. The content listed below should be included as applicable to the specific Undergraduate education and training activities.

- 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 in the laboratory/studio/workshop or maker space;
- Policies and procedures relevant to the course;
- Local emergency evacuation procedures;
- Introductions to personnel who can assist with First Aid and emergencies;
- Procedure for the reporting of hazards, 'near misses' and incidents which occur during the activity; and
- Disciplinary procedures for failure to comply with OHS instructions.