Faculty of IT Safety Manual for Students
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1. Emergencies

Call SECURITY on 9905 3333 (333 from a campus phone) or use a red emergency phone – simply pick up the handset and it will connect automatically to security.

Make sure you state:

→ Nature of the emergency
→ Building number
→ Nearest room or lab number

If the situation is life threatening, call 000, and then inform security using the red emergency phone, or by dialling 9905 3333 (333 from a campus phone)

Remember, if calling from a campus phone, dial 0 first to reach an outside line.

Security will coordinate the emergency response.

If hazardous substances, radiation or biological materials are involved during normal working hours, also contact the relevant Safety Officer and Security on 333.

Fire: activate the nearest fire alarm.

If a serious accident occurs involving fire, toxic gas or chemicals, it is important to activate the nearest fire alarm immediately.

After activating the fire alarm, close the door and evacuate. If possible, notify the building warden or Security on 333.

Injury: contact your supervisor and/or the nearest first aider. A list of first-aiders is located at the nearest First Aid kit.

Emergency procedures and plans are posted at the end of each corridor in every building.
1.1 Evacuation Procedures

On hearing:

BEEP-BEEP-BEEP

This is the ALERT tone – observe and stand by for instructions! A warden will instruct you.

You do not need to evacuate yet – if you do, you might be running straight into the danger!

You should:

- LISTEN for announcements over the P.A. system or from your building warden.
- OPEN your office/lab/room door
- PREPARE to leave (save files, turn off equipment, secure your personal items, etc)

Then, when you hear:

WHOOP-WHOOP-WHOOP

This is the EVACUATE tone.

Time to get out!

FOLLOW all instructions given by Floor Wardens (Yellow Hats)

You should:

1. LEAVE the building by the nearest safe/emergency exit.
2. WALK, do not run
3. DO NOT use the lift!!
4. PROCEED to the designated Assembly Area (AA)

STAY in the Assembly Area until a warden gives the all-clear, even if the alarm has stopped sounding.

A full list of Building/Floor Wardens can be found in the first section 1 of this manual.

You will also find information about designated Assembly Areas (AA’s) at the end of each corridor.
After hours evacuation

If the emergency evacuation system is activated outside normal working hours, an ALERT tone is sounded.

If no intervention occurs within 2 minutes the evacuation signal is automatically activated and Security is alerted. If this should occur, you should follow normal evacuation procedures and evacuate to the Assembly Area.

1.2 Safety Aids

When working in an area, ensure that you are aware of the nearest:

- Fire extinguisher.
- First Aid box.
- Building exits and congregation areas outside.
- The closest First Aid officers.

If you are not conversant with all these locations then check with your supervisor.

First aid kits, are placed throughout the buildings, generally in the tea rooms. As soon as possible, find a first aid officer. You can find a full list of first aid trained staff, or at the nearest First Aid station. Ensure that you report the incident to your supervisor or the Safety Officer as soon as possible after it occurs.

Fire extinguishers can be found throughout the campus. Please see below for a reference guide for which extinguisher to use for which situation.
## Portable Fire Extinguisher guide

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Pre 1997</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extinguishing Agent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires</td>
</tr>
<tr>
<td>Wet Chemical</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Dangerous if used on energised electrical equipment</td>
</tr>
<tr>
<td>Foam*</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>Limited if used on energised electrical equipment</td>
</tr>
<tr>
<td>Powder</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>Limited if used on energised electrical equipment. Look carefully at the extinguisher to determine if it is a B or ABE unit as the capability is different</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>LIMITED</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>Not suitable for outdoor use or smouldering deep seated A Class Fires</td>
</tr>
<tr>
<td>Vaporising Liquid</td>
<td>LIMITED</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>Check the characteristics of the specific extinguishing agent. Yearly servicing must be done by ODS 555G licenced persons.</td>
</tr>
<tr>
<td>Fire Blanket</td>
<td>LIMITED*</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>* Fire Blankets may be used as a thermal barrier against radiant heat and to control a fire in clothes being worn by a person.</td>
</tr>
</tbody>
</table>

**Legend:**
- ✓: The classes of fire in which the agent is most effective
- ✗: The classes of fire in which the agent is not effective
- /: Indicates that the extinguisher is not the agent of choice for the class of fire, but it may have a limited extinguishing capability

For more information go to: www.fpas.com.au

*Solvents such as alcohol or acetone mix with water and therefore require special treatment.
2. Safety Guidelines and Procedures

2.1 Electrical Safety

- Switch off all electrical equipment when not in use.
- Do not attempt to do any electrical repairs or investigations - refer your problem to the appropriate qualified staff.
- If equipment is to be left on for a specific reason then a ‘LEAVE ON’ sign needs to be displayed, with name and date.
- In case of an electrical fire, if safe to do so, ensure that power to the unit is isolated immediately and if a fire extinguisher is to be used, then ensure that it is the correct type that is for electrical fires. (See images below)

![Fire Extinguishers](image1.png)

- All Monash equipment should undergo regular electrical testing as per the University’s TESTING AND TAGGING requirements.
- Ensure only tested and tagged equipment is used in any work that you undertake. Report to the Safety Officer any untagged items for appropriate action to be undertaken.

More information on the University’s testing and tagging policies can be found here:


Never touch equipment isolated with a black and yellow ‘CAUTION’ tag, or a red and white ‘DANGER’ tag – and don’t remove the tag either!
2.2 Computer Use and Ergonomics

To avoid aching muscles and tired eyes while working at a desk or a computer, try the following:

- Check your posture.
- Take short breaks regularly – try the exercises on the next page.
- Adjust the chair height so that your arms are approximately parallel with the floor.
- If the front of the chair is causing pressure on the back of your thighs or behind your knees, readjust the chair.
- Adjust the chair backrest to support the lower back while you sit in the typing posture.
- Locate the computer screen approximately one full arms length away and position it so that your line of sight to the screen is slightly below horizontal.
- Relax those muscles!
- As muscles tire from holding the keying posture they need to relax regularly during the day. A 2-3 minute break is recommended every 15-20 minutes.
- A total of 4 hours (not including breaks) of intensive keyboard work is the maximum time recommended each day.

Are your eyes tired?

The eyes need to relax from working at a fixed focal length hence look away during the day. A 2-3 minute break is recommended every 15-20 minutes.

2.3 Goods Handling

Manual Handling

The term ‘manual handling’ is used to describe a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. It also covers activities which require the use of force or effort such as pulling a lever, or operating power tools.

Up to one third of all work injuries in Australia occur during manual handling. Manual handling injuries including sprains and strains are the modal type of recordable injury (recordable injuries include LTI – lost time injuries, MTI – medical treatment injuries).
Most of the reported accidents involving manual handling tasks cause back injury although hands, arms and feet are also vulnerable. Sometimes the person injured never fully recovers or requires a long period of rehabilitation before they are able to work again.

Some examples of actions that may cause manual handling injuries are:

- work involving sudden, jerky, or hard to control movements or which causes discomfort and pain;
- work involving too much bending, reaching or twisting;
- work where a long time is spent holding the same posture or position;
- work that is fast and repetitious;
- heavy weights which have to be lifted and carried manually;
- work where force is needed to carry out a task;
Almost all work activities at Monash University will include some component of manual handling.

It is important that prior to undertaking manual handling tasks, the associated risk(s) are subjected to assessment via the Risk Control Program, and if necessary Safe Work Instructions must be developed.

2.4 Out of Hours Activity

After hours work is defined as any work or study undertaken on campus outside the normal working hours of 8.00 am to 6.00 pm and at any time on weekends or general staff university holidays (e.g. Easter, Christmas).

Please see the following link for the Monash University OHS guidelines for after hours work:

http://www.monash.edu/__data/assets/pdf_file/0005/147065/after-hours.pdf

If you are working alone, there are specific procedures that must be followed – please refer to the above document.

2.5 Off-Campus Activity

Please see the following link for university policies on off-campus activity. This page covers both rural and urban safety.

http://www.monash.edu/ohs/information-and-documents/off-campus-activities

Field Trip Safety

Field trips may be part of your degree program. Your supervisor will supply you with instructions, equipment and any documentation required. It is essential that you follow your supervisor’s instructions, and that you behave appropriately.
3. Risk Management Program

Can anything dangerous really happen to me?

YES!

3.1 Risk Assessments

Monash University's Victorian campuses are all covered by the Victorian OHS Act 2004 and its subordinate regulations and codes of practice.

An essential part of all of this modern OHS legislation is the requirement for workplaces to undertake risk assessments on all of its activities which may impact the health and safety of the employees, visitors, contractors and students.

All staff and students are expected to play a role in this. In particular:
All staff and research students must undergo a formal induction process when they first join the Faculty.

All Honours and postgraduate students must complete a written risk assessment and ensure it is approved by the Safety Officer before they begin work on their project.

When performing a risk assessment, the major hazard groups you will need to consider are:

- Manual Handling Hazards
- Equipment & Process Hazards
- Chemical Exposure Hazards
- Environmental Hazards

The risk assessment process of Identification, Assessment and Control for all potentially hazardous activities is essential to maintain a safe environment. All supervisors should do a formal risk assessment before any potentially hazardous activities for students. More information about risk assessments and risk management can be found on the Monash website or by contacting the OHS department.

By reviewing your work area and activities against each of the major hazard groups, a comprehensive assessment will be produced that incorporates all of the OHS legislative requirements and University standards.

It is important to maintain any OHS procedures that are being used.

3.2 Hazard & Incident Reporting

It is essential to report all accidents, incidents and hazards to your supervisors so the Faculty and the University can take action! The Faculty asks all staff and students to be proactive in this.

**No matter how insignificant it seems to you**, please report all incidents. Instead, please think of it as a way of fixing a hazard or a problem BEFORE anyone gets hurt!

The University have implemented the Safety And Risk Analysis Hub (S.A.R.A.H.), an online reporting tool that provides staff, students, contractors and visitors with a user-friendly way to report occupational health and safety (OHS) related hazards, incidents and allegations of unacceptable behaviour. The online system can be accessed via my.monash portal or the OHS website:

http://www.monash.edu/ohs

All follow-up procedures are confidential and anonymous.
4. Health and Welfare

4.1 Wellbeing

Monash University and the Faculty of Information Technology are committed to providing a safe environment for all students and staff – and that does not just mean a physically safe environment. The health and wellbeing of everyone is just as important.

Health & Wellbeing

A comprehensive Wellbeing website can help you with everything from counselling, physical health, accommodation, to financial aid. If you feel like you need help and support, ask for it. It is never a matter of just needing to ‘toughen up’. Everybody needs help sometimes.

If you are experiencing a welfare crisis or emergency, you can contact the After Hours emergency counselling service on 1800 350 359, or Campus Security on 9905 3333.

Remember to dial 0 first for outside numbers if calling from a Monash campus phone.

<table>
<thead>
<tr>
<th>Monash contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield Health &amp; Wellbeing</td>
</tr>
<tr>
<td>Clayton Health &amp; Wellbeing</td>
</tr>
<tr>
<td>After Hours Emergency Counselling service</td>
</tr>
<tr>
<td>Campus Security – General Enquiries</td>
</tr>
<tr>
<td>Campus Security - Emergencies</td>
</tr>
<tr>
<td>(or 333 from any Monash phone)</td>
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</table>

24 hour emergency contacts

<table>
<thead>
<tr>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
</tr>
<tr>
<td>Lifeline</td>
</tr>
<tr>
<td>13 11 14</td>
</tr>
<tr>
<td>Monash Medical Centre</td>
</tr>
<tr>
<td>9594 6666</td>
</tr>
<tr>
<td>Sexual Assault Crisis Line</td>
</tr>
<tr>
<td>1800 806 292</td>
</tr>
<tr>
<td>Victorian Poisons Information Centre</td>
</tr>
<tr>
<td>13 11 26</td>
</tr>
<tr>
<td>MensLine</td>
</tr>
<tr>
<td>1300 789 978</td>
</tr>
</tbody>
</table>

4.2 Bullying and Unacceptable Behaviour

The University does not condone bullying, discrimination, harassment, sexual harassment, victimisation, vilification or violence under any circumstances. You are required to behave appropriately and treat other staff and students with respect.

There are issue resolution procedures in place, so if you feel you have been subject to bullying or other incidents, please directly inform the Director of OHS.
In cases where it is alleged that a staff member in the course of their employment by the University, has been subjected to unwarranted, unjustifiable or inappropriate behaviour by another staff member and when local resolution has not been successful, the University’s conduct and compliance policy will be implemented. Details can be found here:


4.3 Alcohol and Drugs Use

Monash University has developed an Alcohol and Drugs Policy, which can be found here:


All laboratories are alcohol-free.

If any student or staff member has a drug or alcohol problem or believes a co-worker to have a drug or alcohol problem, they should seek assistance from either their supervisor or the Safety Officer.

Where any uncertainty exists regarding the safety of undertaking laboratory or workshop activities while under a course of therapeutic medication that may affect coordination, cause drowsiness or other effects, consult with your doctor and safety officer to determine activities that are compatible with your medication program.

4.4 Children on Campus

Monash University has arrangements with a number of childcare centres to provide low-cost childcare to students and staff. Please see the following link for more information:

http://www.monash.edu/childcare

Monash University recognises that despite the range of child care options available to staff and students through the University and the wider community, there may be, on occasion, the need to bring their children into classrooms, lecture theatres or offices.

To find out more about responsibilities of parents and other students and employees with regards to children on campus, please see the following link:

http://www.monash.edu/ohs/information-and-documents/all-information-sheets/children-on-campus

4.5 Medical Service

The Monash Medical Service provides low-cost or free medical service to all staff and students. The Medical clinics at Clayton and Caulfield campuses are open **9am-5pm** every weekday.

You can contact the Caulfield clinic on **9903 1177** – located on Level 1, Building B or the Clayton clinic on **9905 3175** – it is located on the ground floor of the Campus Centre (building 10) next to STA travel. A full list of medical services on other campuses can be found on the Monash website.
If you are a student or staff member, **bring** your:

- Monash ID card
- Medicare, OSHC or Health Care card with you.

If you are having a medical emergency on campus, please call Security on **9905 3333** (or 333 from an internal phone). They will arrange an ambulance and direct it to you.

### 4.6 Insurance Cover

All staff and enrolled students are covered by the Monash University Personal Accident Insurance Policy as arranged by the Sports and Recreation Association.

In addition, students involved in fieldwork or other activities as an approved part of their studies are covered by the University’s public liability and general indemnity insurance policies.

Students travelling overseas as a part of their studies must ensure they are adequately insured as some exclusions apply to the standard policy.

To find out more about the insurance cover, please see the following link:

## 5. Directory of Faculty Safety Personnel

<table>
<thead>
<tr>
<th>OHS Role</th>
<th>Caulfield</th>
<th>Clayton</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety Officer</strong></td>
<td>Christina Branton 32704</td>
<td>Kerry McManus 59089</td>
</tr>
<tr>
<td></td>
<td>Aleisha Kinross 31972</td>
<td></td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td>Tim Dwyer 52034</td>
<td></td>
</tr>
<tr>
<td><strong>Building/Floor Wardens</strong></td>
<td>Kate Jackson (FW lvl 6) 31982</td>
<td>Kerry McManus (BW) 59089</td>
</tr>
<tr>
<td></td>
<td>Katherine Knight (FW lvl 6) 32344</td>
<td>Paul van Haaster (Deputy BW) 53415</td>
</tr>
<tr>
<td></td>
<td>Rob Meredith (FW lvl 7) 32396</td>
<td></td>
</tr>
<tr>
<td><strong>H&amp;S Representative</strong></td>
<td>Jeanette Niehus 34767</td>
<td></td>
</tr>
<tr>
<td><strong>Head of School</strong></td>
<td>Judy Sheard 32701</td>
<td>Alan Dorin 55201</td>
</tr>
<tr>
<td><strong>Environmental Officer</strong></td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Faculty OHS Committee Chair</strong></td>
<td>Warren Batchelor 53452</td>
<td></td>
</tr>
<tr>
<td><strong>FIT OHS Advisor</strong></td>
<td>Margaret Rendell 51060</td>
<td></td>
</tr>
</tbody>
</table>

For a list of First Aiders, please either contact your Safety Officer or at the nearest First Aid station.

You can find information about Monash OH&S policies at: