OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT
Following is a summary of the generic OHS information relevant to this unit of study which will commence in the first week of classes. Monash University is committed to providing a healthy and safe environment for students, staff, visitors and the general public.

**Student Responsibilities**
Each student must take reasonable care of their own health and safety and the health and safety of others by:
- taking action to avoid, eliminate or minimise hazards of which they are aware;
- complying with all occupational health and safety instructions, policies, and procedures as directed by staff;
- adhering to all signage regarding safety requirements complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- not wilfully placing at risk the health and safety of any other person; seeking information or advice where necessary before carrying out new or unfamiliar work;
- wearing appropriate clothing and footwear at all times;
- properly using all safety devices and personal protective equipment;
- being familiar with emergency and evacuation procedures;
- reporting all incidents, hazards and ‘near miss’ incidents to their supervisors/staff.

Students who do not comply with occupational health and safety instructions, policies, procedures and direction from staff will be reported to the either the Safety Officer of the Faculty of Art Design & Architecture, or the Associate Dean (Education) and may be subject to disciplinary actions.

**No Smoking**
Monash University is committed to providing a healthy and safe environment for students, staff and visitors. Its non-smoking environment means that smoking is not permitted in any building of the University. Smoking is not allowed within ten (10) metres of any air intake, open window or entrance door. Monash University supports a healthy lifestyle. Advice to QUIT and courses are available from the Occupational Health Nurses (ext. 51016) or the Caulfield Campus Health Services (ext. 31177). The Cancer Council of Victoria has a useful web site with information to assist you at http://www.quit.org.au/.

Monash’ guide to smoking can be viewed http://www.monash.edu.au/ohs/topics/info-sheets/smokefree.html

**Sorry, no Food or Drink (except water in bottle)** Within the Faculty of Art and Design’s buildings, the consumption of food and drink is banned from all lecture theatres, seminar rooms, workshops, studios, gallery and computer laboratories.

**Common rooms**
Students are allowed to eat in the following common rooms: MADSoC Café: D2.05 Student common room; C6.03 Student lounge; F2.24 Architecture Student Lounge, F3.10 Kitchen & outdoor on the lawn areas.

**No bare feet under any circumstances**

**Personal Visitors**
Students wishing to engage volunteers with their projects must seek prior permission from their Head of Department. There are occupational health and safety risk areas where personal visitors and children are not permitted to enter which requires prior permission.

**Areas with a Low Risk Rating:**
Children visiting these areas require prior permission from Head of Department

**Areas with a Medium Risk Rating:**
Authorised entry only, no personal visitors or children permitted in these areas. Child(ren) with or without an adult, will not be permitted to remain in areas where there are safety hazards. Hazardous areas include laboratories, dark rooms, workshops, plant rooms, areas where chemicals are stored, areas where machinery is used and any other areas designated by the Faculty’s Risk Register.

**Children on campus**
Children on campus must be under the direct supervision of an accompanying parent or caregiver at all times as per Monash’s children on campus policy: http://www.monash.edu.au/ohs/topics/info-sheets/children-on-campus.html

**No Animals**
Monash University prohibits staff, students, contractors and visitors, from taking pets into any Monash buildings. At all times, pets brought onto any Monash campus grounds must be restrained. Any pet that proves to be a nuisance or display aggressive behaviour will be prohibited from the campus. (Note: Guide dogs, animals used in approved research projects and animals used in theatrical performances are not included here). OHSE policy on pets on campus can be viewed at: http://www.monash.edu.au/ohs/topics/info-sheets/pets-on-campus.html

**Suspicious Persons**
The presence of suspicious persons at study sites should be reported immediately to lecturing staff or to heads of departments or by ringing security on 333 on an internal phone or 9903 2211 if using a mobile. Do not attempt to deal with the situation yourself.

**Fatigue**
Know your own limits. Driving home in an exhausted state is NOT good practice. Take care to avoid working excessive hours.

**Counselling Services**
The university is committed to promoting mental health & well being. Our counsellors can help with study or course...

No Alcohol or Drug Consumption
Alcohol and drugs are not permitted in studios, lecture theatres or computer labs. Where high risk activities have been identified in studios, a zero alcohol level will be required in order to safely perform these duties. Monash’s policy on alcohol and drugs can be viewed at: http://www.monash.edu.au/ohs/topics/guidelines/alcohol-drugs.pdf

Accidents, Reporting hazards and near miss incidents
All accidents, hazards, incidents or ‘near miss incidents’ must be reported to staff or the Faculty’s Safety Officer, Priscilla Chow, Faculty of Art and Design Safety Officer, Room G1.24, Ext: (990) 3 2186. A near miss is defined as any occurrence that might have led to injury or illness, danger to health and/or damage to property or the environment. All must be reported. A Hazard & Incident Form can be downloaded from: http://www.monash.edu.au/ohs/forms/hazard-incident-report.pdf

Students with Disabilities
Monash University is committed to being fair, equitable and sensitive to the diverse needs of its students and staff in all its policies and practices and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all stakeholders. Monash’s equity and diversity policy can be viewed at: http://monash.edu/equity-diversity/

Emergency Floor Plans and Emergency Procedures Notices
You are to become familiar with the notices located on the walls in each studio or lecture theatre. Check the locations near the exits. If the ALERT signal (a beep beep tone) sounds, prepare to leave the building and listen for announcements over the Public Address System. After 3-5 minutes the alert signal is replaced by an Evacuate signal. If the EVACUATE signal (a whooping tone) sounds, gather your personal belongings, follow staff, or leave the building by the nearest available EXIT, usually indicated by a GREEN light. Go to the emergency assembly area which is the central lawn area next to the Griff pub. Remember that an Evacuation is not necessarily a fire alarm, as there are many other reasons a building needs to be evacuated, e.g. chemical spill, bomb threat or dangerous person(s)

Do not re-enter the building until the all clear has been given by emergency personnel.

In the event of emergency evacuation students are at all times to follow the instructions from staff, Floor Wardens (identified by yellow or orange caps that feature the University logo) and Emergency Services personnel (Fire Brigade, Ambulance or Police officers). If you become aware of an emergency but the building’s warning system is not sounding Contact Monash security by: Dialing 333 from any internal phone in an emergency or use wall mounted red emergency phone positioned in passageways.

For fire:
Activate the nearest red Break Glass Alarm. This initiates the building’s emergency warning system and automatically calls the Fire Brigade.
For emergency services (fire, police or ambulance) Dial 0-000 from an internal phone or 000 from a public phone. If you call an emergency service, please contact Monash Security also, to assist in directing the service to the right location.

For Monash security dial 333 from any internal phone or use wall mounted red emergency phones positioned in passageways. Security services can also be found at the Security Gate in Queens Avenue.

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Excursions & Off-Campus Activities
At times students may be required to attend off-Campus activities. Most of these activities will require students to make their own way to the event. If a student is unable to make their own way, they are to inform the lecturer prior to the excursion and then look for an alternative method of transport. It is expected that a student will abide by the rules of behaviour outlined in the excursion briefing and/or guide and conduct themselves in a professional manner. As these events are organized in advance and a specific time is given to conduct the excursion, it is critical that students be punctual and bring the appropriate equipment to the event. For field activities or off-campus activities in urban, country or remote areas and international settings; there are specific guidelines for OHS&E; these activities must be authorized and documented by the staff in charge, prior to leaving.

For off Campus activities, please refer to http://www.monash.edu/ohs/info-docs/safety-topics/off-campus-activities-and-travel

For more information, please refer to: http://www.monash.edu/ohs