Legislative framework

- **Acts**
  - Overarching framework

- **Regulations**
  - Impose particular duties relating to specific hazards

- **Codes of Practice/Compliance codes**
  - Practical solutions to comply with Acts/Regulations

- **Standards**
  - Provide information on minimum requirements
OHS Policy

Monash University is committed to providing staff, students, contractors and visitors with a healthy and safe environment.

The university strives, through a process of continuous improvement, to fully integrate health and safety into all aspects of its activities.

Our principal goal is to improve health and safety and to eliminate workplace injuries and illnesses at the university.

The university promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation.
OHS management structure at Monash

VC

OHS Policy Committee

OHS&É Committees

Safety Officer

Health & Safety Representative

Specialty officers
- Biosafety Officers
- Radiation Safety Officers
- First Aid Coordinators
- Emergency wardens

Head of Unit Managers Supervisors All employees

OHS

All employees
Roles and Responsibilities

Head of School/Dept/Centre/Supervisor

– control the risks
– instruction and information
– safe work practices
– safety equipment
– good housekeeping standards
– OHS knowledge
Roles and Responsibilities

**Individuals**

- Take action to avoid, eliminate or minimise hazards
- Comply with all safety instructions, policies and procedures
- Use safety devices and PPE
- Seek information or advice before carrying out new work
- Be familiar with emergency and evacuation procedures
- Not wilfully place at risk the health and safety of any person in the workplace
Hazards

- Biological exposure hazards
  - E.g. needlestick injury, aerosols, clinical samples
- Chemical exposure hazards
  - E.g. via skin, inhalation, ingestion
- Radiation exposure hazards
  - E.g. radioisotopes, X-rays
- Equipment and processes
- Ergonomic and manual handling hazards
The good news!

Safe workplaces are achievable by:
- Respecting the hazards
- Informing yourself about the hazards
- Asking questions
- Using risk controls

Don’t start until you have planned what you are doing and are confident that you know what you are doing!!
OHS documents at Monash

Policies → Procedures → Guidelines

Information sheets & Hazard alerts

OHS Procedures and Guidelines

• Hazard & Incident reporting procedure
• First aid procedure
• Students undertaking studies in laboratories, studios, workshops or clinical activities
• Using biologicals and animals at Monash
• Using chemicals at Monash
• Immunisation procedures
• Work & study during times when emergency response is limited
• Ergonomics – computer user guidelines
OHS Information Sheets

- Dust allergies & laboratory animal allergy at Monash
- Fume cupboards
- Insurance cover for students on Australian campuses/sites
- Pregnancy & work
- Syringes, needles & syringe barrels-use & disposal
- Thermal comfort
Hazard Alerts

- Emergency release devices for door latches on cold rooms, walk-in freezers, strong rooms & similar rooms
- Glass pipettes – a source of common laboratory injuries
- Heating of magnetic stirrers/hotplates
- Liquid nitrogen: risk of asphyxiation
Induction

• Online OHS induction

The primary aim of the induction is to provide a brief overview of occupational health and safety policies, procedures and practices at Monash and to provide a basic understanding of occupational health and safety responsibilities.
# Local Induction

## LABORATORY/WORKSHOP/STUDIO EMPLOYEE OHSE INDUCTION CHECKLIST

<table>
<thead>
<tr>
<th>Resources Manager/Executive Officer/ Designated Representative</th>
<th>Initials: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss after hours security and access to the department</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Offer a workstation assessment with the OHSE Consultant</td>
<td>Yes ☐ N/A ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Initials: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruct employee on appropriate PPE (minimum – closed footwear, lab coat, long hair tied back and safety glasses)</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Explain how to access to MSDS locally</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Direct to the locations of Risk Assessments for all laboratory activities, equipment or processes and/or field trips</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Explain how chemical storage guidelines are met within work area</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Direct to the location of safe work instructions for all laboratory activities, equipment or processes and/or field trips</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Direct staff to nearest safety shower, eyewash station, spill kit fire extinguisher, and emergency power and gas shut off</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Identify need for training on specific equipment and complete training records.</td>
<td>Yes ☐ N/A ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Officer –</th>
<th>Initials: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise employee as to function of OHSE branch, zone committee &amp; safety officer</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Ensure employee has competed the online safety induction ([<a href="http://www.adm.monash.edu.au/ohse/">http://www.adm.monash.edu.au/ohse/</a>](<a href="http://www.adm.monash.edu.au/ohse/">http://www.adm.monash.edu.au/ohse/</a> requires authicate account))</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Highlight employee responsibilities under Monash University OHS policy and direct staff to where to access all OHS policies and procedures. (<a href="http://www.adm.monash.edu.au/ohse/documents/#policies">http://www.adm.monash.edu.au/ohse/documents/#policies</a>)</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Advise of the location of fire extinguishers, emergency procedures and assembly areas?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Explain the process and importance of incident and hazard reporting within 24 hours.</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Explain how to access MSDS electronically (<a href="http://full.chemwatch.net/integ/">http://full.chemwatch.net/integ/</a>)</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Ensure employee is aware of the importance of completing risk assessments prior to commencing work or referring to existing RA’s</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Inform employee about OHS immediate hazard and non immediate hazard issue resolution procedures</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Inform employee in regard to the use of animals in research and ethics and the approval processes</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Provide copy/access to departmental safety manual</td>
<td>Yes ☐ N/A ☐</td>
</tr>
<tr>
<td>Assess employees’ OHS training needs, appropriate to their work</td>
<td>Yes ☐ N/A ☐</td>
</tr>
</tbody>
</table>

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This form is to be issued to new employees, who will be working in laboratories, workshops or studios, by the Resources Manager/Executive Officer or designated representative. It should be taken to the appropriate staff member holding an OHS role within the department and to the new employee’s supervisor for signoff. Once completed it should be returned to the Resources Manager and kept on file as a record of the new employee’s induction.
The following courses are essential where the work/study area includes exposure to the hazard:

- ChemWatch MSDS
- Hazardous Substances & Dangerous Goods
- Biosafety
- Cryogenics
- Gas cylinder safety
- Laser safety
- Radiation safety
Specialised Training Courses

• **Hazardous Substances/Dangerous Goods**
  Gain an understanding of regulatory and university requirements for using chemicals, which includes safe use, storage and handling of chemicals as well as waste disposal and hazard control methods.

• **Biosafety**
  Gain an understanding of the requirements of AS2243.3, the Gene Technology Act and the Quarantine Act as well as Monash's policies and procedures for using biologicals.
Training Information & Bookings

• All information regarding Occupational Health and Safety training courses can be obtained from Staff Development on ext.29888/ 29889 or e-mail staff.development@adm.monash.edu.au

• Course calendar available online at http://www.adm.monash.edu.au/staff-development/ws/ohs/2010-ohs-course-calendar.pdf
Additional Information

• Occupational Health & Safety  
  www.adm.monash.edu.au/ohse/

• Faculty OHS&E consultant
  Dr Bernadette Hayman  
  Ext.: 55739  
  E-mail: bernadette.hayman@med.monash.edu.au  
  Building 64, Room 108