Like all other members of Australian society, you have the right to a healthy and safe environment in which to work and study. Monash University has an extensive network of Occupational Health and Safety staff and facilities, whose purpose is to ensure that this goal is achieved.

As a student at Monash University you also have certain roles and responsibilities in relation to Occupational Health and Safety, in order to help ensure your own health and safety and that of other students, staff, visitors to the University and the general public. These are given in detail in the School's Safety Manual (web address overleaf) and summarised below.

A wide range of OHS resources are available to you, some of which are listed below, but you are also encouraged to seek out further information in this area. If you have any questions or concerns about any of this, or about any other OHS issues, please discuss them with any of the contact people listed below.

**Your roles and responsibilities**

**General**
- You must read and understand this information sheet before undertaking any practical classes.
- The School's academic and technical staff will give you specific information relating to the location of OHS facilities in your lecture theatre or laboratory, and details of practical classes in which you are involved. You must listen to this information and comply with any health and safety instructions.
- If you are ever unsure of the correct and safe procedure to be followed, ask one of the technical or academic staff. Do not rely on information from other students.

**Evacuations**
- You should ensure you are aware of the location of fire exits, extinguishers and other emergency facilities in your laboratory or lecture theatre, and also of the point at which you should assemble after an evacuation. This information is available from the academic or technical staff in the area, and is also clearly signposted.
- You should also ensure that you are aware of the meaning of the different tones produced by the alarm system. Drills will be held regularly to assist with this.
- You also have a responsibility to ensure that if an alarm sounds you behave sensibly and do not panic. This includes heeding the alarms tones, listening carefully to all voice announcements, complying with instructions from Wardens, and if necessary evacuating in a calm and orderly fashion and proceeding directly to the nominated assembly point.

**First aid**
- You should not provide first aid or emergency medical assistance to any person unless you have received formal First Aid training.
• However, you should be aware that most of the technical staff in your laboratory have been
formally trained in First Aid, Asthma Management, etc.
• You should also make sure that you are aware of the location of all emergency facilities in your
laboratory (eye-washers, safety showers, etc). The technical staff will give you this information at
your first laboratory session, and facilities are also clearly signposted.

Incident reporting
• In the past, some people have been reluctant to report incidents because they feel they might get
someone else into trouble. However, the reporting process is not intended for that purpose! We
would prefer you to think of it as a way of letting us know about an issue so we can make sure it
is resolved before anyone gets into trouble.
• So, if you witness or are involved in an incident which you feel may have safety or security
implications, whether or not anyone was hurt, please report it as soon as practical to one of the
contact people listed below.

Key OHS contact people
• Any of the School's technical staff.
• Leesa Hughes, Safety & Animal Ethics Compliance Officer  (room 18/104A or 9902 0384)
• Jodie Weller,  School Manager, School of Biological Sciences (room 18/106 or 9905-5648)
• John Arvanitakis, H&S Representative, Zone 14 (room 18/104A or 9905-3877)
• Prof Steven Chown, Head, School of Biological Sciences (room 18/101 or 9905-5650).

Useful OHS resources
• The OHSE website at http://www.adm.monash.edu.au/ohse/for/students.html has a range of
information and links to other sites which you may find useful. This includes a number of policy
documents, information sheets, hazard alerts, procedures and guidelines which you are strongly
advised to look through.
  • Information on safety in the School of Biological Sciences, including detailed information on
relevant procedures, is available in the School’s Safety Manual. This is available in hard copy
from the Office (room 18/104) or on the website at:
  http://monash.edu/science/about/schools/biological-sciences/undergrad/

    Sections which you may find particularly useful are:
    First aiders in the school .................................................................page 3
    Hazard and incident reporting and investigation .................................11
    General laboratory safety ..............................................................16
    Personal protective equipment ......................................................17
    Department hazards, risk areas......................................................30
    Biosafety ....................................................................................33
    Appendix 1 - Emergency response procedures, business hours.............49