



THE UNIVERSITY OF
MELBOURNE

Health, Safety & Wellbeing

Endeavour

v2 February 2021





Topics

1. What is Health, Safety & Wellbeing (HSW)

- Introduction
- Roles and responsibilities

2. Risk Management

- Hazard Identification
- Hierarchy of Control
- Line of fire & tools to assist risk management
- Work from home / COVIDSafe / Other risks

3. Finding HSW Information

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- Training Resources: Hazard based training
- Wellbeing Resources

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- Reporting Incidents, Hazards & Maintenance Requests
- Personal Protective Equipment (PPE)
- HSW Takeaways

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What is Health Safety & Wellbeing (HSW)

Topic 1

What is HSW?

The Health Safety & Wellbeing of our whole Community is a cornerstone of what we do within FEIT.

- **Health** – management of risk associated with occupational exposure to health hazards such as *stress, workload, fatigue, noise, radiation, lasers, asbestos* etc. Health hazards are usually cumulative and impact occurs over time.
- **Safety** – management of risks associated with occupational exposure to safety hazards such as *plant and equipment, electricity, chemicals, slips trips and falls* etc. Safety hazards are usually acute and impact can be seen immediately.
- **Wellbeing** – FEIT endeavors to create an environment of teaching, learning and research, within which every member of our community is afforded the opportunity to:
 - realise their own potential;
 - cope with the normal stresses of life;
 - work productively and fruitfully; and
 - make a contribution to FEIT and UOM community.

What is HSW?

Scope of this presentation:

- **Applicable to all Students in FEIT:**
 - Bachelors, Masters, PhD
 - All Schools & Depts

- **Includes all FEIT work areas:**
 - Wet & dry labs
 - Computer labs
 - Work from Home (WFH)



This induction is just the start of your HSW journey



Roles and Responsibilities

Role	Health & Safety Responsibilities	Note
Student	<i>Must take reasonable care of own health and safety and that of other personnel who may be affected by their conduct.</i>	<i>Must follow instructions as outlined below.</i>
Supervisor/Co-Supervisor or Subject Coordinator	Responsible for health and safety of student & project works. This includes providing appropriate information, instruction, training or supervision of students work on and off campus.	Responsibility cannot be delegated, but others ('Nominated Representative') can be asked to provide support/ monitoring of student works on campus.
Supervisor/Co-Supervisor's 'nominated representative' or Demonstrator	To assist Supervisor / Subject Coordinator with teaching, support of student works. Provision of information, instruction, training or supervision as directed by Supervisor. Maintain a duty of care to intervene, if necessary, to correct unsafe acts or behaviours.	Supervisor/Subject Coordinator remains responsible for health and safety of student & project works. Arrangements are to be documented e.g. Position description of Demonstrator, or risk assessment etc. Safety instruction from nominated representative must be adhered to by all Students.
Local Facility Supervisors e.g. Workshop, Technical, Lab, Warehouse Staff etc.	To ensure the safe operations of the facility they manage. Managing the scheduling and approval of access to the space. Maintain a duty of care to intervene, if necessary, to correct unsafe acts or behaviours.	Safety instruction from Local Facility Managers must be adhered to by all Students.

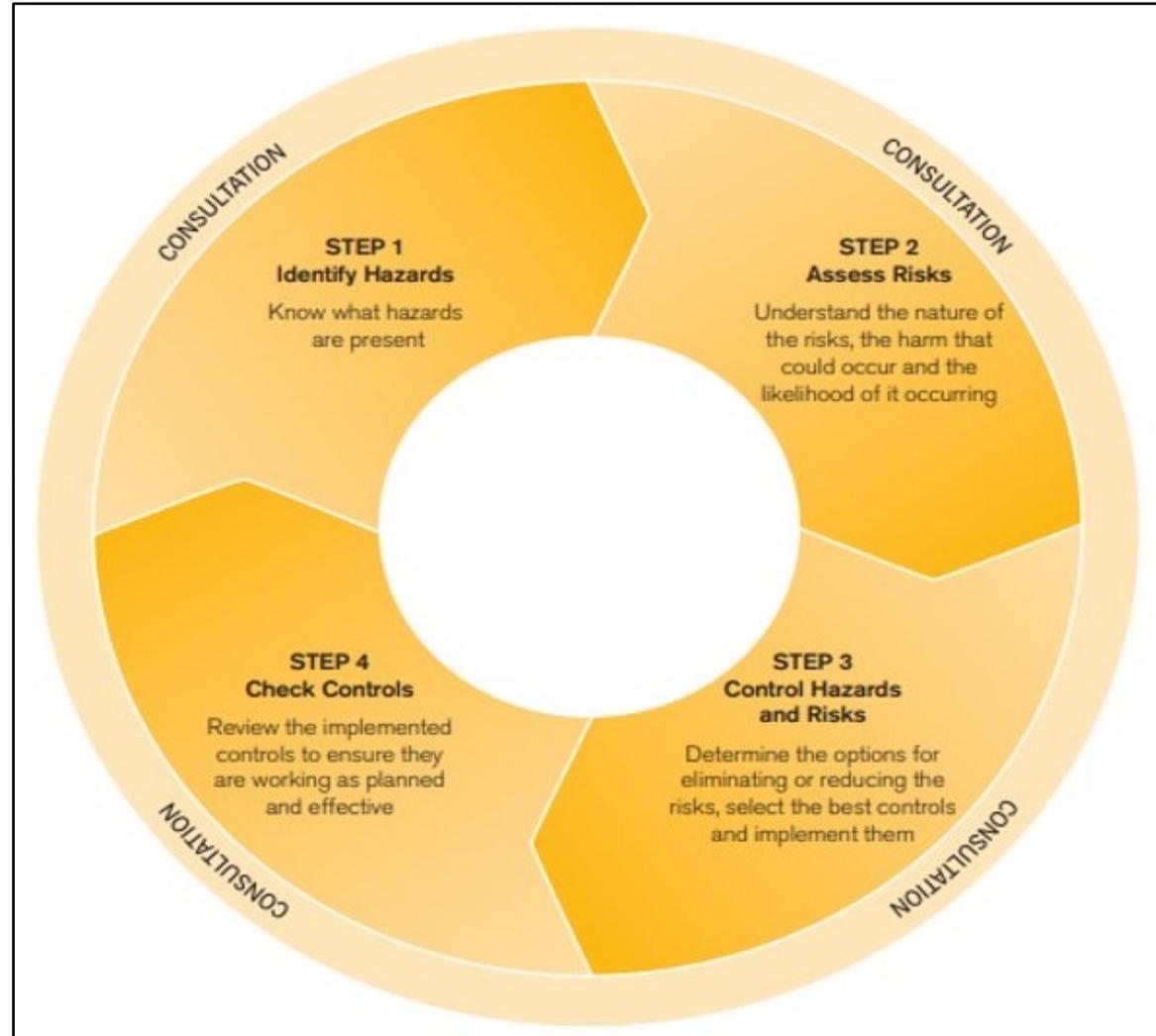
Note: The same person may fulfil multiple roles e.g. Local Facility Manager & 'nominated representative'



Risk Management

Topic 2

Risk Management Process





Hazard Identification

Hazard:

A situation or thing that has the **potential to harm** a person

A hazard is something **currently**, or may in **future** be, in the work environment that has the **potential to cause harm** to people.

Risk:

The **possibility** that harm (death, injury or illness) might occur when exposed to a hazard

Chance (or **likelihood**) that a hazard will cause harm to people.

Consider the potential (hypothetical) hazards an operator or service technician of your design might be exposed to;

Pinch Points Can a person pinch, cut or shear a body part or piece of clothing in any moving part? <input type="checkbox"/>	Entanglement Points Can a person become entangled in any moving part? <input type="checkbox"/>	Sharp Edges Can a person cut themselves on any sharp edges? <input type="checkbox"/>	Striking Can any part of the design strike a person? <input type="checkbox"/>
Chemical Hazards Will the design use Hazardous or Dangerous chemicals? <input type="checkbox"/>	Ergonomics Can the design cause a person muscle stress? <input type="checkbox"/>	Biological Hazards Are human or animal tissues handled or processed by the design? <input type="checkbox"/>	Electrical Hazards Can a person touch live electrical parts? Is electrical certification needed? <input type="checkbox"/>
Noise Will a person have to yell around the equipment? Will it exceed 85dBA from 1 metre? <input type="checkbox"/>	Fumes Will the design emit potentially dangerous fumes? <input type="checkbox"/>	Dusts Will the design create or cause potentially dangerous dusts or amounts of dusts? <input type="checkbox"/>	Gases Will the design create or cause potentially dangerous gases or amounts of gas? <input type="checkbox"/>
Hydraulics Can a person be injured by pressurised oil? Are suspected failure points near a person? <input type="checkbox"/>	Pneumatics Can a person be injured by pressurised air? Are suspected failure points near a person? <input type="checkbox"/>	Potential energy systems Can a person be injured from release of potential energy sources (ie: springs)? <input type="checkbox"/>	Falls Hazards Can a person fall from your design? <input type="checkbox"/>
Heat Will the operator be exposed to hot components or high thermal energy produced? <input type="checkbox"/>	Cold Will the operator be exposed to extremely cold components or temperatures produced? <input type="checkbox"/>	Radiation Will the design emit UV, microwave, IR? Does the design use lasers? <input type="checkbox"/>	Weight Is a person expected to carry or support more than 10kgs? <input type="checkbox"/>
Vibration Could a person suffer injury from exposure to vibration caused by the equipment? <input type="checkbox"/>	Controls Will a person have to reach or strain for controls? <input type="checkbox"/>	Emergency shut off Could a lack of emergency shut off device cause an injury? <input type="checkbox"/>	Instructions Will a person require instructions to assemble, maintain or use the design? <input type="checkbox"/>

FIG 1: Prompts to conduct hazard identification

Hierarchy of Control

Control:

An action taken to **eliminate** or **minimise** health and safety risks so far as is reasonably practicable. A hierarchy of control measures is set out in the OHS Regulations to assist duty holders to **select the highest control measures reasonably practicable**.

A thing, work process or system of work that **eliminates** an OHS hazard or risk or, if this is not reasonably practicable, **reduces** the risk so far as reasonably practicable.



FIG 2: Hierarchy of control, showing controls relative to COVID-19 transmission, as an example

Hierarchy of Control



- The **Hierarchy of Control** should always be followed when creating / implementing risk controls.
- **Elimination** – If an employee must work at heights, the hazard (working at heights is high risk) can be eliminated if the piece they are working on is moved to ground level, therefore eliminating the need to work at heights.
- **Substitution** – Substituting a dangerous chemical in an experiment with another chemical that is less dangerous, but will give you the same end result.
- **Engineering controls** – Machine guarding, fume cupboards, barriers and interlocks, lifting devices, trolley to move heavy items.
- **Administrative controls** – Signage, procedures / processes, training.
- **Personal Protective Equipment (PPE)** – Safety boots, lab coats, gloves, safety glasses, masks.

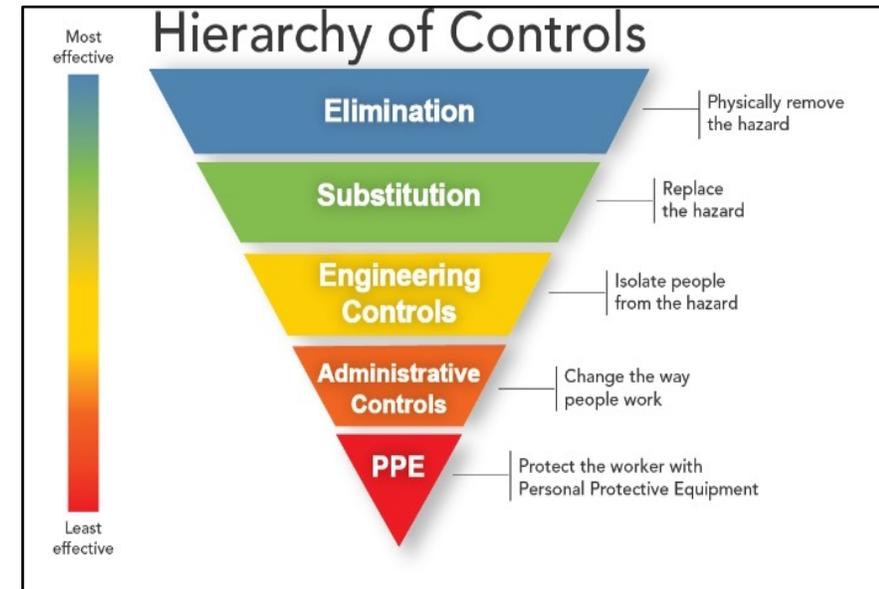
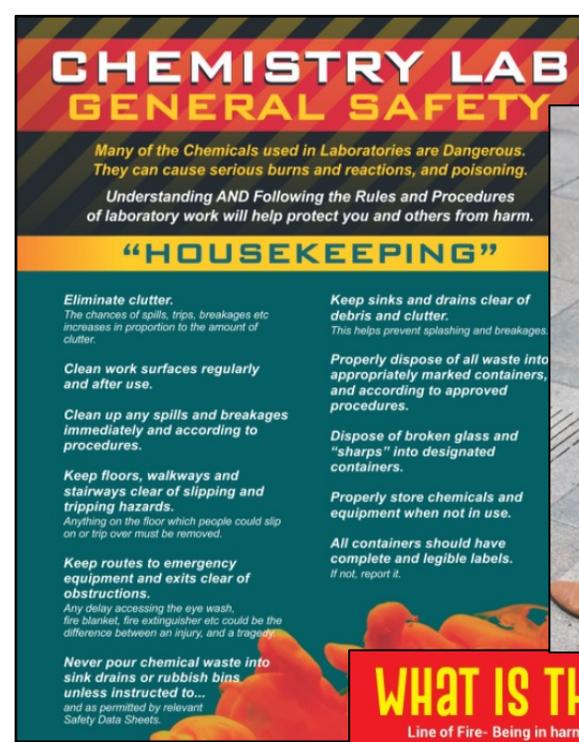


FIG 3: Hierarchy of control

Line of Fire

- Across FEIT persons being in the ‘line of fire’ is one of our main causes of injuries
- ‘Line of fire’ refers to being in harm’s way
- Before beginning any task complete the **STAR** process:
 - **Stop** – pause and focus on the task you are about to complete
 - **Think** – what are you about to do? What are the alternative choices? What is the behaviour that you will choose? What are the consequences of the actions you’re about to take?
 - **Act** – Complete the task as planned.
 - **Review** – after the activity and consider any learning points. Did your actions get you closer or further from your goal? Did everything go as planned? Did an unplanned event or incident occur? How can this task be completed better next time?



**CHEMISTRY LAB
GENERAL SAFETY**

Many of the Chemicals used in Laboratories are Dangerous. They can cause serious burns and reactions, and poisoning. Understanding AND Following the Rules and Procedures of laboratory work will help protect you and others from harm.

“HOUSEKEEPING”

Eliminate clutter.
The chances of spills, trips, breakages etc increases in proportion to the amount of clutter.

Clean work surfaces regularly and after use.

Clean up any spills and breakages immediately and according to procedures.

Keep floors, walkways and stairways clear of slipping and tripping hazards.
Anything on the floor which people could slip on or trip over must be removed.

Keep routes to emergency equipment and exits clear of obstructions.
Any delay accessing the eye wash, fire blanket, fire extinguisher etc could be the difference between an injury, and a tragedy.

Never pour chemical waste into sink drains or rubbish bins, unless instructed to...
and as permitted by relevant Safety Data Sheets.

Keep sinks and drains clear of debris and clutter.
This helps prevent splashing and breakages.

Properly dispose of all waste into appropriately marked containers, and according to approved procedures.

Dispose of broken glass and “sharps” into designated containers.

Properly store chemicals and equipment when not in use.

All containers should have complete and legible labels.
If not, report it.



WHAT IS THE LINE OF FIRE?

Line of Fire- Being in harm's way. Line of fire injuries occur when the path of a moving object and an individual's body intersect.

Five Examples of Being in the Line of Fire

- 01** In the path of moving equipment.
- 02** Underneath lifted load or static objects that could fall.
- 03** Working next to unstable materials that could shift.
- 04** Working next to objects under tension.
- 05** Placing hands or body in equipment that can rotate.

WWW.SAFETYIDEAS.COM

Line of Fire



April 2020: WorkSafe Victoria invited a group of people from 18yrs – 25yrs to a series of 'industry information sessions' where we outlined some of the unsafe conditions they could face. Each participant was asked whether they would be willing to work in these conditions. Sadly, 91% said they would.

<https://www.worksafe.vic.gov.au/unsafe-always-unacceptable>

Who are young workers?

Young workers are aged 15-24. They are often part-time and casual workers. They may be apprentices and trainees.

High-risk industries for young workers

- construction
- retail
- hospitality
- manufacturing

Making work safer for young workers

- Consider your young workers' age and experience as a risk factor when identifying hazards and risks in your workplace.
- Make sure they get a proper induction.
- Give them information, instruction and training to be able to do their work safely.
- Make sure they are properly supervised.
- Encourage them to speak up. Listen to and act on their health and safety concerns.
- Promote a culture of safety.

<https://www.worksafe.vic.gov.au/young-workers-safety-basics>

Other Considerations

- **COVIDSafe Requirements**

- Stay home if sick, get tested
- Physical distancing
- Good hand hygiene
- Wear a mask as required

- **Fatigue**

- Workload
- Long hours
- Timezone

- **Psychosocial**

- Stress
- Worry
- Anxiety

- **Working from home**

- Just because you're working from home doesn't mean there are no hazards!
- Home office set-up – make as comfortable as possible
- Duration of work activities – take regular breaks
- Laptop safety
 - obstructing the laptop's ventilation e.g. leaving on sofa, bed or working from legs, may lead to, fire risk or 'toasted skin syndrome'





Finding Health Safety & Wellbeing Information

Topic 3

Finding HSW Information – People

People can provide HSW information:

- Consult your Research/Project Team, other lab users and your academic Supervisor
- You are working with a group who are subject matter experts in their field
- Industry partners and supervisors are also a great resource
- You can also always contact feit-hsw@unimelb.edu.au with any health safety or wellbeing questions, comments or observations

There is no such thing as a silly question!

Finding HSW Information – Documentation

- **Safety Data Sheets** (SDS's) contain important information relating to the potential health effects of using a chemical / substance, and guidelines for safe work practices that must be followed.
- All FEIT chemical labs have access to **ChemWatch**, where SDS's can be found electronically.
- Always read the SDS of any chemical before you use it to ensure you have the correct safety processes in place.
- Each wet & dry lab in FEIT will maintain a record of safety information – this may be a hardcopy 'yellow folder' or an online local area SharePoint. Speak with your Supervisor about your labs storage of safety information.
- FEIT maintains a **Health Safety & Wellbeing (HSW) SharePoint** site which contains helpful resources and information regarding our Faculty, including wellbeing resources.
- **UOM Health & Safety website** contains lots of information on University Guidelines, Requirements and Safety Topics.

Finding HSW Information – Signage

- Safety signage must always be followed when on campus and especially when working in high hazard area, such as a lab
- Signage alerts you to local hazards and controls specific to a work area.
- Safety Signs (as shown below) are located at lab entrances and indicate the type of precautions that are required, including common examples of:

- ***no food or drink allowed***
- ***requirement to keep hair secure or tied back (task specific)***
- ***personal protective equipment (PPE) which must be worn (task specific)***

GENERAL SAFETY RULES REQUIRED IN THIS AREA CNST Lab			
MANDATORY AT ALL TIMES		REQUIRED FOR SPECIFIC TASKS AS DEFINED BY TASK RISK ASSESSMENTS OR LABORATORY MANAGER	
	SAFETY GLASSES <small>No! including general prescription glasses</small>		Wear a Face Shield when working with vacuum lines
	WITHIN AREAS DEFINED BY BLUE FLOOR LINES		Wear Gloves when handling chemicals, as per MSDS
	SOLID, CLOSED TOED FOOTWEAR <small>No thongs, sandals, open toes, backless or 'ballerina' shoes</small>		Keep Hair secure or tied back in all areas of lab
	LONG SLEEVE, LONG LEG CLOTHING (ie: LAB COATS)		Wear a Dust Mask while weighing dusty compounds
	NO FOOD OR DRINK	HAZARDS EXISTING IN THIS LAB	
			Biological Hazards
			Class 3 Laser Hazards
MAINTENANCE CONTRACTORS MUST CONTACT <i>Prof Frank Caruso – 8344 3461</i> <small>Before entering this area to ensure area is safe for non-inducted persons</small>		ALWAYS refer to Risk Assessments, MSDS's, Work Instructions, and/or Standard Operating Procedures for detailed safety instructions of individual tasks	
ALL PERSONS ENTERING THIS LABORATORY MUST ABIDE BY THESE SAFETY RULES OR FACE DISCIPLINARY ACTION <small>Last updated August 2009</small>			

Finding HSW Information – Signage

HSW information can be found via:

- HSW noticeboards
- Posters
- Signs, symbols & pictograms
- Labels
- Emails
- Safe work procedures and instructions
- Training programs

EMERGENCY CONTACTS LIST			
Doug McDonell (Building 168)			
AMBULANCE			0 000
FIRE BRIGADE			0 000
POLICE			0 000
UNIVERSITY SECURITY			46666
POISONS INFORMATION CENTRE			0 131126
24 HOUR TRANSLATING & INTERPRETING SERVICE			0 131450
Occupational Health Nurse			48554
Student Health			48904
University OHS Unit			98926
Engineering OHS Unit			42400
University Chemical Information			42207
Crisis Counseling Service			46927
FIRST AIDERS			
Koula Tsiaplias	Level 2		45074
Sean Crosby	Level 2		48093
Graham Sadler	Level 4		40750
Richard Todd	Level 4		44307
Tim Miller	Level 6		41318
Annaliese McPharlin	Level 8		46355
FIRST AID KIT LOCATIONS			
Level 2	Tea Room	Level 6	Tea Room 627
Level 3	Print Room 321	Level 8	Tea Room 824
Level 4	Tea Room	Level 10	Tea Room 1023
EMERGENCY WARDENS			
Chief Warden	Deanna Strangis		53487
Deputy Chief Warden	Sarah Erfani		58156
FLOOR WARDENS			
Level 1	Vacant		0
Level 2	Sean Crosby		48093
Level 3	Ziad Al Bkhetan		0490 801 285
Level 4	Georgy Fedorov / Nivin Mathew		56016 / 49218
Level 5	Nicole Barbee		49118
Level 6	Michelle Blom / Nic Geard		41531 / 56216
Level 7	Aaron Harwood / Sadia Nawaz		41351
Level 8	Laura Juffit / Madalain Dolic		41505 / 41300
Level 9	Alistair Moffat / Phillip Dart		41525 / 40015
Level 10	Subramaniam Ramasubramanian / Sean Maynard		0469038300 / 41573
Level 10	Han Liu / Stella Yuan		0417 211 201 / 0472797767

EMERGENCY CONTACTS

Emergency Services (Ambulance, Fire or Police)	000
UoM Security (available 24/7)	03 8344 6666 or 1800 246 066
UoM CAPS Crisis Support Service (business hours)	03 8344 6927
UoM CAPS Crisis Support Service (after hours)	Phone: 1300 219 459 Text: 0480 079 188
Employee Assistance Program (available to staff and immediate family members)	1300 360 364
UoM Safer Community	03 9035 8675
Poisons Information Centre	131 126
24 Hour Translating & Interpreting Service	131 450
UoM Health Service	03 8344 6904
FEIT Facilities Team	03 8344 2400
FEIT Health Safety & Wellbeing Volunteers (Health & Safety Reps HSRs, Wardens, First Aid Officers etc)	
FEIT Health, Safety & Wellbeing SharePoint	

EMERGENCY PROCEDURES

EVACUATION

- Upon hearing BEEP, BEEP, BEEP prepare for emergency evacuation.
- If safe to do so:
 - Switch off or make safe equipment, chemicals and substances.
 - Secure valuables and personal belongings.
- Upon hearing WHOOP, WHOOP, WHOOP or instructed to evacuate, leave immediately via the nearest safe emergency exit.
- Assist occupants with disability or mobility impairment, if safe to do so.
- Assemble at designated assembly area and follow warden instructions.
- Remain at designated assembly area until all-clear is declared by emergency services, Security or Chief Warden.

SHELTER IN PLACE

- Upon it being unsafe to evacuate a building and/or instructed by wardens, Security or emergency services prepare to shelter in place.
- Maintain silence, when sheltering from violent acts.
- If safe to do so:
 - Call 000 for Police and 834 46666 for Security
 - Alert other occupants
 - Set mobile phones and other devices to silent
 - Lock or secure building entrances, access doors, individual rooms and offices. If appropriate, barricade entries and doors
 - Cover windows
 - Move to a secure area below the window line
- Maintain 'shelter in place' until confirmation of all-clear is declared by emergency services, Security or Chief Warden.

Building number and address: Building 173 – Old Engineering
Designated assembly area: Engineering Lawn

In a life-threatening emergency, call 000



Finding HSW Information – Signage

COVIDSafe Campus

If you're showing symptoms, don't show up

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

If you've got any symptoms, get tested.

Contact the University Health Service.

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Wipe down things you touch

And wipe to swipe COVID-19

Every time you hit the desk, use alcohol wipes to clean your keyboard, mouse, mobile phone and other personal possessions.

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Stay COVIDSafe on campus

If you haven't already, you must complete the COVIDSafe module and health declaration immediately:

students.unimelb.edu.au/COVIDSafe

Completing this module is a requirement for being on campus, and you must follow all COVIDSafe guidelines while you're here.

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Before you enter the building

Make sure you have:

- 1 Completed the Health Declaration*
- 2 Completed the COVIDSafe Campus online module*

*For approved building access, you must have completed these modules prior to entering campus.

Stay home if:

- 1 You are currently required to self-isolate (self-quarantine) for any reason
- 2 You are unwell with a new illness and are experiencing:
 - Fever
 - Cough or sneeze
 - Sore throat
 - Loss of taste or smell

COVID-19 testing

For students and staff available at the University Health Service

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Find out more

unimelb.edu.au/coronavirus

COVIDSafe Campus

Remember to wear your face mask

Face masks are now required at all times

For more detailed face mask advice see the Student or Staff pages at unimelb.edu.au/coronavirus

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Room number **100**

Check in: simply scan QR code with mobile phone camera or via vlt to go here

Check out: attendance.unimelb.edu.au

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Help keep our campus COVIDSafe

What you can do to protect yourself and others while on campus

- KEEP HOME IF UNWELL:** Fever, cough/sneezing, sore throat, loss of taste or smell, loss of sense of smell, any new onset of any of these symptoms.
- PERSONAL PROTECTION:** Maintain 1.5m between you and others in common areas and follow individual guidelines for your situation.
- WASH YOUR HANDS:** Wash hands often and for at least 20 seconds.
- COVIDSAFE 100:** Scan to check in.
- FACE YOUR TEP:** Stay in single direction.
- COVID-19 TESTING:** Available for students and staff at the University Health Service.
- RECORD YOUR CONTACTS:** Other through the COVIDSafe app.
- TEMPERATURE CHECK:** This may be required prior to entering some buildings.

WHAT WE DO NOW BECOMES WHAT HAPPENS NEXT

unimelb.edu.au/coronavirus

COVIDSafe Campus

Find out more

unimelb.edu.au/coronavirus



Finding HSW Information – Training

- This induction is just the start of your HSW journey
- The Health Safety & Wellbeing of our whole Community is a cornerstone of what we do within FEIT and should be a key consideration throughout your study, research & work
- Depending upon the areas and tasks you will be involved in, it is **very likely** that you will need to conduct **further more targeted HSW training**
- This will align you to UOM & FEIT expectations/requirements and give you the skills and competence to work safely, additional training will include:
 - Local area induction – Demonstrator/Supervisor
 - H&S Roles & Responsibilities – TrainMe
 - Hazard Based Training – TrainMe
 - COVIDSafe - TrainMe

6. STUDENTS				
	Local Induction	Health and Safety: Roles and Responsibilities	Hazard Based Training courses	COVIDSafe
Course work – accompanied ¹¹		R		C
Course work – not accompanied ¹²	C	C	C	C
Research Higher Degree (RHD) – accompanied		R		C
Research Higher Degree (RHD) – not accompanied	C	C	C	C

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R



Finding HSW Information – Training

- Speak with your Supervisor regarding which ‘Hazard Based Training’ you should complete, in order to undertake your work safely
- UOM Training Requirements Matrix which provides guidance on applicable training for Students and Staff
- Training may be via UOM TrainMe portal or external provider
- **You need to complete required ‘Hazard Based Training’ before you are issued with access to lab**
- You can also always contact feit-hsw@unimelb.edu.au with any health safety or wellbeing questions, comments or observations

2. HAZARD BASED TRAINING⁵

In TrainME, where a supervisor determines that hazard-based training is required, either the supervisor or the employee can enroll in the training.

Manual Handling	Boating Licensing	Diving and Boating
Office Ergonomics ⁶	Diving	
Deliver Workstation Assessments ⁷	Four Wheel Driving/Off Road Driving	Vehicle Safety
Gas Safety	Defensive Driver Safety	
Personal Protective Equipment	Quad Bike	
Chemical Management	Elevated Work Platform	Mobile Plant
GoldFFX Manifest/Chemical Inventories	Front End Loader	
Safe Radiation Practices: Ionising	Forklift truck	
Safe Radiation Practices: Laser	Scissor Lift	
Safe Radiation Practices: Iodine-131	Construction Industry Basic Induction	Building and Construction
Safe Radiation Practices: DXA	Working at Heights	
Laboratory Safety	Asbestos Awareness	
Biohazard Laboratory Practice	Asbestos Management	Confined Spaces
Plant Safety	Confined Space Entry	
Hot Work - includes Hot Work Authorizing Officer	Confined Space Authorizing Officer	Chainsaw Use
Handling Angry and Upset Customers	Chainsaw Training	
Suspicious Packages	Testing portable electrical appliances	Equipment Checking
Asbestos Awareness – includes Asbestos Management		

Finding HSW Information – Wellbeing

- FEIT endeavors to create an environment of teaching, learning and research, within which every member of our community is afforded the opportunity:
 - to realise their own potential;
 - can cope with the normal stresses of life;
 - can work productively and fruitfully; and
 - is able to make a contribution to FEIT and UOM community.

As a member of UOM & FEIT community you have access to wellbeing resources, including:

- [Virtual Campus](#)
- [CAPS \(Counselling and Psychological Services\)](#)
- [Student Support for Learning & Study](#)
- [UniMelb COVIDSafe](#)
- [FEIT Wellbeing Recourses](#)



EMERGENCY CONTACTS

Emergency Services (Ambulance, Fire or Police)	000
UoM Security (available 24/7)	03 8344 6666 or 1800 246 066
UoM CAPS Crisis Support Service (business hours)	03 8344 6927

After hours mental health crisis support

[Contact emergency crisis support now](#)

For support and advice outside of opening hours
(including weekends and public holidays):

Phone: [1300 219 459](tel:1300219459)
Text: [0480 079 188](tel:0480079188)



Counselling & Psychological Services

Counselling & Psychological Services

[Home](#) [Appointments](#) [Student workshops](#) [Resources](#) [Services for staff](#) [Emergency & crisis support](#)



Key HSW Information

Topic 4

Risk Assessments



- General risk assessment template:

- https://safety.unimelb.edu.au/_data/assets/word_doc/0007/1716730/general-risk-assessment-form.docx

		HEALTH & SAFETY GENERAL RISK ASSESSMENT FORM			
Ra No./ERMS Ref:	Date:	Version No.:	Review Date:	Authorised by:	
STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT					
Location name:	Building No.:	Room No.:	Assessed by:	HSR/Employee representative:	
Description of activity/task:					
Workplace conditions (Describe layout and physical conditions - including access and egress)					
List systems of work for the activity/task: <ul style="list-style-type: none"> • Training • SOPs • Emergency situations 			<ul style="list-style-type: none"> • Inspections • Existing controls 		
Is there past experience with the activity/task that may assist in the assessment? <ul style="list-style-type: none"> • Existing controls • Industry standards • Training 			<ul style="list-style-type: none"> • SOPs • Incidents & near-hits • Incident Investigation 		
			<ul style="list-style-type: none"> • Standards • Legislation & Codes • Guidance material 		



Emergency Preparedness

Topic 4.1

Emergency Preparedness

- If you hear a Fire Alarm tone, or if you are instructed by an Emergency Warden, you must begin to evacuate the building immediately.
- Evacuate in a calm and orderly manner.
- Walk directly to the building evacuation point, or as directed by an Emergency Warden.
- Emergency Wardens can be identified with yellow or white hats and vests.



**HEALTH & SAFETY SERVICES
EMERGENCY MANAGEMENT
FIRE ORDER
INSTRUCTIONS**

FIRE ORDER

1. **Assist any person in any immediate danger, if safe to do so.**
2. **Attempt to extinguish fire with appropriate equipment, if safe to do so.**
3. **Contain the fire** by closing doors and windows, if safe to do so.
4. **Raise the alarm:**
 - a. Use a manual call point, if available;
 - b. Call Emergency Services (000); **and**
 - c. Contact Campus Security (8344 6666).
5. **Inform the Chief Warden** or other Wardens.
6. **Follow the Building Evacuation Procedure.**

FIRE ALARM TONES:

SINGLE TONE: Evacuate immediately.

DUAL TONE:

1. **'BEEP... BEEP':** Prepare for a possible evacuation.
2. **'WHOO... WHOO':** Evacuate immediately.

NO ALARM TONE: Assess danger, respond accordingly.

The Health & Safety Services website contains more information about fire orders.

MECHANICAL ENGINEERING BUILDING 173, GARTON STREET, PARKVILLE VIC 3010

GROUND FLOOR

Date Issued: 14/05/2018 | Revision: 01 | Validity Date: 14/05/2020



ASSEMBLY AREA

ENGINEERING LAWN

FIRE ORDERS

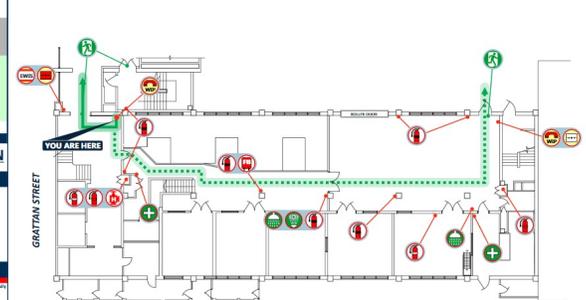
1. Assess and respond to the immediate danger of fire in use.
2. Engage the work equipment responsible, if safe to do so.
3. Contain the fire using appropriate equipment and fire extinguishers.
4. Raise the alarm.
5. Use a Manual Call point.
6. Call Emergency Services (000).
7. Inform the Chief Warden or other Warden.
8. Follow the Building Evacuation Procedure.

Warning: Only attempt to extinguish or contain a fire, if safe to do so.

EVACUATION PROCEDURES

1. Evacuate in a calm and orderly manner.
2. Assist any person in any immediate danger, if safe to do so.
3. Attempt to extinguish fire with appropriate equipment, if safe to do so.
4. Contain the fire by closing doors and windows, if safe to do so.
5. Raise the alarm.
6. Inform the Chief Warden or other Warden.
7. Follow the Building Evacuation Procedure.
8. Contact Campus Security (8344 6666).
9. Contact Emergency Services (000).
10. Follow the Chief Warden or other Warden's instructions.
11. Follow the Building Evacuation Procedure.
12. Do not return to the building until instructed to do so by the Chief Warden or other Warden.
13. Do not use lifts or stairs.
14. Do not use stairs if they are not marked as a safe egress route.
15. Do not use stairs if they are not marked as a safe egress route.
16. Do not use stairs if they are not marked as a safe egress route.
17. Do not use stairs if they are not marked as a safe egress route.
18. Do not use stairs if they are not marked as a safe egress route.
19. Do not use stairs if they are not marked as a safe egress route.
20. Do not use stairs if they are not marked as a safe egress route.

EVACUATION DIAGRAM





EMERGENCY PROCEDURES

EVACUATION

1. Upon hearing BEEP, BEEP, BEEP prepare for emergency evacuation.
2. If safe to do so:
 - a. Switch off or make safe equipment, chemicals and substances.
 - b. Secure valuables and personal belongings.
3. Upon hearing WHOOOP, WHOOOP, WHOOOP or instructed to evacuate, leave immediately via the nearest safe emergency exit. 
4. Assist occupants with disability or mobility impairment, if safe to do so.
5. Assemble at designated assembly area and follow warden instructions.
6. Remain at designated assembly area until all-clear is declared by emergency services, Security or Chief Warden.

SHELTER IN PLACE



1. Upon it being unsafe to evacuate a building and/or instructed by wardens, Security or emergency services prepare to shelter in place.
2. Maintain silence, when sheltering from violent acts.
3. If safe to do so:
 - a. Call 000 for Police and 834 46666 for Security
 - b. Alert other occupants
 - c. Set mobile phones and other devices to silent
 - d. Lock or secure building entrances, access doors, individual rooms and offices, if appropriate, barricade entries and doors
 - e. Cover windows
 - f. Move to a secure area below the window line
4. Maintain "shelter in place" until confirmation of all-clear is declared by emergency services, Security or Chief Warden.

Building number and address: Building 173 – Old Engineering

Designated assembly area: Engineering Lawn

In a life-threatening emergency, call 000

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First Aid

- Every building has volunteer staff that are qualified in providing First Aid.
- The names and contact details of local first aid officers can be found throughout each building.
- UOM Security Guards are also qualified in First Aid, they can be contacted 24/7
- First Aid kits are located in every building.
- Take note of the closest first aid kit when walking into a new building.



EMERGENCY CONTACTS

Emergency Services (Ambulance, Fire or Police)	000
UoM Security (available 24/7)	03 8344 6666 or 1800 246 066
UoM CAPS Crisis Support Service (business hours)	03 8344 6927
UoM CAPS Crisis Support Service (after hours)	Phone: 1300 219 459 Text: 0480 079 188
Employee Assistance Program (available to staff and immediate family members)	1300 360 364
UoM Safer Community	03 9035 8675
Poisons Information Centre	131 126
24 Hour Translating & Interpreting Service	131 450
UoM Health Service	03 8344 6904
FEIT Facilities Team	03 8344 2400
FEIT Health Safety & Wellbeing Volunteers (Health & Safety Reps HSRs, Wardens, First Aid Officers etc)	
FEIT Health, Safety & Wellbeing SharePoint	

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EMERGENCY CONTACTS LIST			
Doug McDonnell (Building 168)			
AMBULANCE			0 000
FIRE BRIGADE			0 000
POLICE			0 000
UNIVERSITY SECURITY			46666
POISONS INFORMATION CENTRE			0 131126
24 HOUR TRANSLATING & INTERPRETING SERVICE			0 131450
Occupational Health Nurse			44534
Student Health			46904
University OHS Unit			98926
Engineering OHS Unit			42400
University Chemical Information			42207
Crisis Counseling Service			46927
FIRST AIDERS			
Koula Tsiaplias	Level 2		45074
Sean Crosby	Level 2		48093
Graham Sadler	Level 4		40750
Richard Todd	Level 4		44307
Tim Miller	Level 6		41318
Annaliese McPharlin	Level 8		46355
FIRST AID KIT LOCATIONS			
Level 2	Tea Room	Level 6	Tea Room 627
Level 3	Print Room 321	Level 8	Tea Room 824
Level 4	Tea Room	Level 10	Tea Room 1023
EMERGENCY WARDENS			
Chief Warden	Deanna Strangis		53487
Deputy Chief Warden	Sarah Erfani		58156
FLOOR WARDENS			
Level 1	Vacant		0
Level 2	Sean Crosby		48093
Level 3	Ziad Al Bkhetan		0490 801 285
Level 4	Georgy Fedorov / Nivin Mathew		56016 / 49218
Level 5	Nicole Barbee		49118
Level 6	Michelle Blom / Nic Geard		41531 / 56216
Level 7	Aaron Harwood / Sadia Nawaz		41351
Level 8	Laura Juliff / Madalain Dolic		41505 / 41300
Level 9	Alistair Moffat / Phillip Dart		41325 / 40015
Level 10	Subramaniam Ramasubramanian / Sean Maynard		0469038300 / 41573
Level 10	Han Liu / Stella Yuan		0417 211 201 / 047279767



Reporting Incidents, Hazards & Maintenance Requests

Topic 4.2



Reporting Maintenance Issues



FEIT HEALTH, SAFETY & WELLBEING REPORTING OF MAINTENANCE REQUESTS, HAZARDS & INCIDENTS

If you are involved in, or witness a safety incident, notice a facilities concern that requires fixing, or a hazard that may pose a risk to you or someone else, you can report it using **Snap Send Solve** or **ERMS**.

Snap Send Solve app is available on iPhone and android.

Use this app to report:

- Facilities or maintenance related concerns
- Facilities related requests

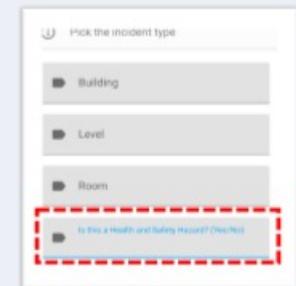


[Link to FEIT Reporting Issues](#)

Use **Snap Send Solve** if:



- UOM Maintenance are responsible for the servicing and maintenance of base-building infrastructure, such as:
 - Fault with safety showers or eyewash stations
 - Empty full bins
 - Clean dirty or broken toilets
 - Fume cupboards fault or working inefficiently
 - Building heating / cooling issues
 - Water leaks
 - Lift faults
 - Flickering or broken lighting
 - Lifting carpet or floor covering
- If the issue you are reporting may also be considered a health & safety concern e.g. a water leak in the kitchen potentially posing a slipping hazard, please select yes in the 'hazard' box when completing you Snap, Send, Solve request (as highlighted below).



Please note for Lab owned equipment, Lab personnel are responsible for the maintenance and servicing and must follow MSE Contractor Management Guidelines. For assistance please contact mse-ohs@unimelb.edu.au

Reporting OHS Issues

ERMS PocketSafety app is available on iPhone and Android.

Use this app to report:

- Safety related hazards and incidents
- COVID-19 breaches
- Serious injury or incident require immediate notification to Supervisor/Manager and feit-hsw@unimelb.edu.au

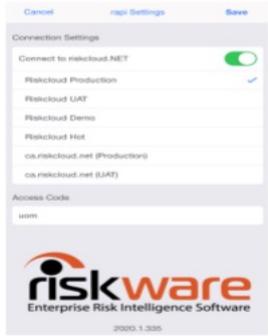


1 Download
The App is available on Apple and Android devices
iPhone: <http://appstore.com/pocketSafety>
Android: <https://play.google.com/store/apps/details?id=com.pocketsafety>

2 Open
Once downloaded, open the app and click on the riskcloud icon beside the Log in button.



3 Configure
Configuration of connection settings is required for initial installation only.
- Tick **Riskcloud Production** options (this provides access to the live environment).
- User Access Code enter **uom**.
- **Save** the settings.



4 Login
- Click Login and the university Okta authentication page should present. User your usual Username and Password, and click Login.



5 Passcode
Enter a Passcode of your invention. This allows for easy access back into the app if it is closed without logging out. If you log out, log back into posketSafety from step 4.

pocketSafety is now ready to use.

For more information, visit <https://safety.unimelb.edu.au/incident-reporting>

[Link to pocketsafety guide](#)

Use the **ERMS App (pocketSafety)** if:



- Report an incident (an unplanned event related to a person resulting in or potential for injury/ill health), such as:
 - Student or Staff trips on an uneven surface and injures themselves
 - Chemical spill in a lab, posing a potential health & safety risk to lab users
 - Unmaintained piece of equipment posing a potential health & safety risk to personnel
 - Report a hazard (situation with potential for harm, or cause injury/ill health, property damage, or environmental impact), such as:
 - Ergonomic concern e.g. discomfort in workstation setup
 - Unsafe storage of chemical in a lab, e.g. chemicals not stored in correct chemical cabinet, or incompatible chemicals stored together
- Please note if this item has been reported through Snap Send Solve and noted as a health & safety hazard, you do not need to duplicate this process.

Hazard
A Hazard - Situation unrelated to a person with potential for harm; human injury/ill health, property damage, environment (inc dangerous occurrences & system failures)

Incident
An Incident - Unplanned event related to a person resulting in or potential for injury/ill health or other loss (inc dangerous occurrences and system failures)

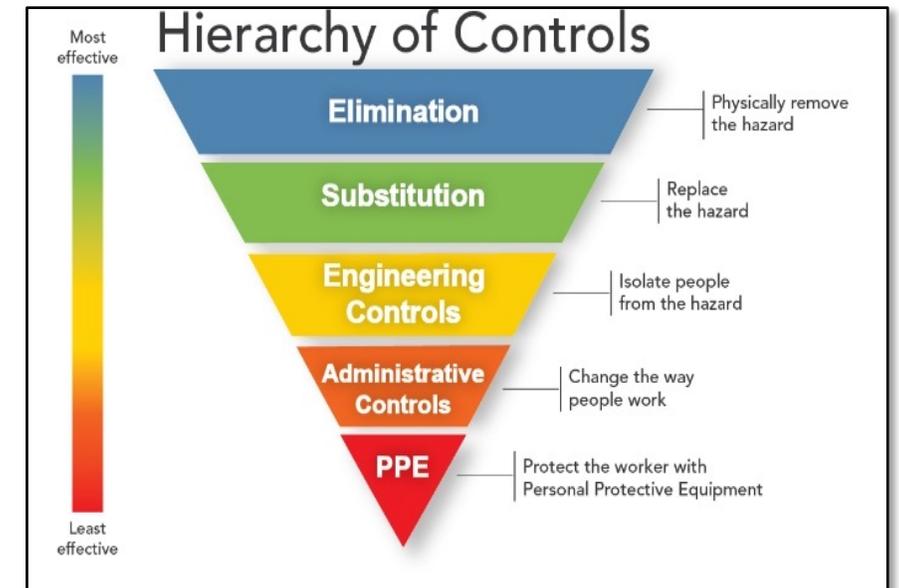


Personal Protective Equipment (PPE)

Topic 4.3

Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) is the lowest order control we have and the **least reliable**
- PPE is a physical barrier designed to limit a persons exposure to a specific hazard
- It is often referred to as the **‘last line of defense’**, as it is not controlling the source of the hazard
- PPE relies upon the individual fitting **and** using it correctly, **each and every time**
- PPE comes in many forms and styles
- PPE used **must be appropriate for the task and hazard** you are trying to manage
- It is vital that you adhere to all instructions and signage regarding the required PPE for the works you are doing, or the area you are entering
- PPE must be certified to applicable Australian Standards
- **If you believe your work area or task may require additional PPE, or if you would like assistance selecting the most appropriate protection, please contact the feit-hsw@unimelb.edu.au**



PPE – Eye Protection

- Eye protection is a requirement in most FEIT laboratories and workshops.
- General prescription glasses **do not provide** protection from impact, liquids, aerosols, particulates or fumes.
- The task, environment and materials being used should all be considered when identifying appropriate eye protection. Consider if your works require: safety glasses (chemical splash, particulate, projectile) goggles (liquid, aerosol, fume) face shields, UV rating (outdoor works) or OD rating (laser protection) etc.
- Safety eyewear **MUST** be worn **AT ALL TIMES** in designated areas.



PPE – Footwear

- Enclosed footwear is a requirement in most FEIT laboratories and workshops.
- Enclosed means that the foot is covered to the ankle - **Open backed shoes are not acceptable.**
- This is to protect the feet from chemical splashes and/or stepping on harmful materials.
- Workshops, plant/equipment, construction/demolition activities, fieldwork or field trips will all have different risks. Consider if more protective forms of footwear such as steel capped safety boots/shoes, waders, gum boots etc. may be appropriate.
- Appropriate footwear **MUST** be worn **AT ALL TIMES** in designated areas.



PPE – Lab Coats or Long Sleeves & Trousers

- Most chemical laboratories require lab coats to be worn and legs to be covered. Other Engineering laboratories or outdoor work environments may require long sleeves and long trousers to be worn.
- Both of these examples of PPE are providing a single layer of protecting to skin for splashes, sun exposure, abrasions etc
- Lab coats protect both your skin and you own clothing. Lab coats should be washed regularly – ask your lab supervisor how this is achieved. **Do not take home to wash it.**
- You should **not** wear your lab coat in public areas or to the tea or rest rooms to prevent contamination of non-chemical areas.



PPE – Gloves

- Gloves may be a requirement in some FEIT laboratories and workshops, dependent upon the works you are doing.
- Gloves may provide protection for your hands whilst working with sharp edges, hot materials, electrical equipment, chemicals or hazards associated with equipment and/or machinery.
- Different types of gloves are appropriate for different hazards and tasks.
- It is important to wear the correct glove for the product that you are handling to protect yourself – the SDS provides chemical handling information including type of gloves to use.
- Never wear gloves outside a laboratory or work area, as you may contaminate items such as door handles and/or contaminate your gloves.



PPE – Respiratory Protection Equipment (RPE)

- Appropriate selection can provide respiratory protection from particles, fumes, dusts, aerosols, viruses, odours etc.
- RPE come in different shapes and sizes and it is important that you use the right one for the task and hazards you are trying to manage.
- It is important to consider how RPE may interact with other PPE, such as glasses/eye protection and how you will manage safe communication with your team members etc.
- **Ensure your RPE is fitted correctly, every time you use.**



PPE – Hearing Protection

- Some equipment and/or machinery can produce excessive noise.
- Where present, noisy equipment/tasks will be identified. Signage should indicate where and when hearing protection is required e.g. when equipment is running.
- Appropriate hearing protection must be worn at all times in designated areas.
- It is important to consider how you will manage safe communication with team members and emergency warnings, when using hearing protection.
- The type of hearing protection required will be dependent upon the noise level and duration of exposure.





HSW Takeaways

- Be aware of hazards and risks in your work *and* work area
- Follow the rules, including safety direction of a Supervisor or other University Staff member.
- Speak up on HSW
 - report incidents and hazards as soon as possible to your Supervisor or the FEIT HSW Team
 - discuss any concerns or questions regarding HSW with your Supervisor or the FEIT HSW Team
- Support your colleagues and team members
- Reach out for help and assistance if you need it:
 - Supervisor, peers, TrainMe, CAPS, web resources UOM & FEIT Sharepoint
 - feit-hsw@unimelb.edu.au
 - campus-community@unimelb.edu.au



THE UNIVERSITY OF
MELBOURNE

Thank you

Theresa Walsh – HSW Manager

Deanna Strangis – HSW Advisor

Email: feit-hsw@unimelb.edu.au