School of BioSciences

Environment, Health and Safety

Induction

THE UNIVERSITY OF MELBOURNE

This induction document provides basic general safety information you need to know before working in the School of BioSciences. You are also required to undertake local work area inductions and training relevant to the Individual work area/s you will be in and tasks you will be undertaking. Your supervisor (or their nominee) will conduct the induction with you, introducing you to relevant safety staff and showing you important safety features around the School.

At the University of Melbourne safety of the environment and safety of personnel are combined into Environment, Health and Safety (EHS).

There are a variety of forms and checklists contained within this induction package:

Forms

Building access will only be granted on completion and **return** of the following forms to:

- **ehs-biosciences@unimelb.edu.au**. (electronic copies) OR
- mail box at BioSciences 4 reception (hard copies).

1. **Environment, Health & Safety Induction Quiz**

2. **Safety Training Courses** - to be completed in conjunction with your supervisor and reviewed annually thereafter. A copy of this form needs to be placed in your red Work Area Red Safety Folder.

3. **Building Access Request** - complete the Access Request form recording the areas you require access to, then email to cso-biosciences@unimelb.edu.au

4. **Computer workstation ergonomic self-assessment checklist** - is used to help setup your workstation to minimise your risk of injury whilst at work. A copy of this form needs to be placed in your red Work Area Red Safety Folder.

The following checklists are provided for your own **reference** and **do not need to be handed in**.

1. **Environmental Sustainability Checklist** - is provided for your information to assist you to be environmentally friendly in your role. You are encouraged to keep this checklist for your reference. You do not need to hand it in.

Inductor Instructions

Instructions for person conducting Induction

1. It is suggested the supervisors (or delegates) complete both School of BioSciences AND Work Area Safety Induction simultaneously as there is duplication in emergency preparedness.
2. Send induction documents to person being inducted so that they have a copy and can look up hyperlinks.
3. Go through induction documents with the new person. Complete relevant forms together.
4. Provide guided tour of relevant buildings and facilities, pointing out safety features and equipment. Visit:
   - emergency assembly area via egress route from new person's work area/s
   - Health and Safety Representative (HSR)
   - EHS Coordinators
   - Laboratory Compliance Manager, BioSecurity and BioRisk (if relevant)
   - Reception, toilets, tea rooms and other general facilities
5. Ensure inductee completes and submits all induction documentation.

Background

In 2015 four departments (Biology, Botany, Genetics and Zoology) amalgamated to form the School of BioSciences. The School is the largest department in the Faculty of Science with approximately 500 staff and postgraduate students spread over 11 buildings. The five main BioSciences buildings are:

- BioSciences 1, Building 123
- BioSciences 2, Building 122
- BioSciences 3, Building 143
- BioSciences 4, Building 147
- BioSciences 5, Building 194

Other locations where BioSciences personnel work/study include Redmond Barry Building 115, Bio21, Kenneth Myer Building (The Brain Centre), Old Microbiology Building 184, and many others.

Safety Resources

Within the School of BioSciences

The School has an EHS team comprising staff of different safety specialties. Your EHS Coordinators, supervisors and colleagues are your first port of call for safety information and help. The BioSciences EHS team contacts are:

- General EHS enquiries: 0466 544 775; 834 40344; ehs-biosciences@unimelb.edu.au
- Chemical and Radiation Advisor: Christine Baggs (834 47757, cbaggs@unimelb.edu.au) and Jill Williams (j.williams@unimelb.edu.au)
- Fieldwork Co-ordinator: Nicole Middleton (930 53188, n.middleton@unimelb.edu.au)
- Laboratory Manager, Biosafety and Biosecurity: Kaija Jordan (834 45748, kaija@unimelb.edu.au)
- Safety Training Co-ordinator: Kim Meyers (834 49087, kimberley.meyers@unimelb.edu.au).

If you are unable to contact your local coordinator, please contact Tim Bold or Fiona Iles, Facilities & Operations Management.

Safety information is also posted on the Safety Noticeboards located:

- BioSciences 1 – Ground floor, next to the printer,
- BioSciences 2 – Ground floor, corridor opposite lecture theatre,
- BioSciences 3 – Ground floor entrance,
- BioSciences 4 – Two notice boards: ground floor near lifts and ground floor near Agar Lecture Theatre,
- BioSciences 5 – Ground floor, side entrance
- Redmond Barry – Staff room on level 3.
- Building 184 – Staff tea room on level 1

Emergency evacuation procedures and emergency personnel including first aiders and incident response are located on Emergency Information Posters on safety notice boards throughout BioSciences buildings.

Online

The **University of Melbourne Health & Safety** website is your main online safety resource. The BioSciences shared drive and LMS Community contain EHS folders for you to access forms, minutes of safety meetings, etc. Information is also disseminated via email and six-monthly work area inspections.

Safety Documentation

Each work area should have a Red Work Area Safety Folder. This folder should be easily accessible to everyone in the work space and its whereabouts should be known by all occupants. The type of documents held in the safety folder include: work area induction doc, training records for each person, risk assessments, manuals, SOPs, contractor management forms, blank indicant report forms (S3). Chemical manifests and SDS documents can now be stored online on ChemWatch, though each area may choose to keep printed copies of very hazardous SDS's and printouts of their chemical manifests in their red safety folder.

Work Area Safety Inspections (WASI)

Inspections of each work area are conducted six-monthly. An inspection checklist is completed by members of the work group and discussed at an accompanying work area safety meeting. It is vital that you attend this safety meeting and as it offers a good opportunity for you to raise any concerns you may have and learn about safety in your immediate workplace. Actions arising from these inspections must be completed in a timely manner.

Safety Committees

There are five safety committees within BioSciences – one local committee within each former Department and an overarching School committee. Each committee meets quarterly. If you would like to be a member of your local EHS committee speak to your Supervisor and EHS Coordinator. Minutes are posted on the BioSciences server, LMS Community and safety noticeboards.

The objectives of the Committees are to:

- Ensure and improve the safe working conditions of all who work and study within the School,
- Increase the awareness of potentially dangerous or unsafe circumstances (or those with a potentially significant environmental impact) and take appropriate measures to minimise the risk from these situations,
- Strive to reduce the number and severity of accidental injuries or safety /environment incidents.

If you have any suggestions or concerns regarding workplace safety, or feel that there are hazards within the School, raise these with your supervisor, Health & Safety Representative (HSR), EHS student rep or an EHS Coordinator.

EHS Representatives

EHS Student Representatives

Each local EHS Committee has a student representative who helps to deliver safety messages out to students and brings issues that students see as important into focus of the Committee. Contact your EHS student rep if you have safety concerns you would like to raise.

- BioSciences 1, 2 & 3 – Jesse Beasley (jbeasley@student.unimelb.edu.au)
- BioSciences 4 – Vacant
- Building 184 – Kat Bobowik (kbobowik@student.unimelb.edu.au)

Health and Safety Representative (HSR)

Each work area has a Health & Safety Representative. This person is elected by staff to represent them in regard to health and safety matters. HSRs have legal powers under the *Occupational Health and Safety Act 2004* (Vic) and undergo 5 days of training. If you have any concerns regarding your health or safety while working at the University of Melbourne, your local HSR is always available to listen and can take the matter further if needed.

- Teaching – Jennifer Fox (834 44275, jennifer.fox@unimelb.edu.au)
- BioSciences 1, 2 & 3 – Anton (Ton) Cozijnsen (834 45053, a.cozijnsen@unimelb.edu.au)
- BioSciences 4 – vacant (contact another HSR)
- Old Microbiology – vacant (contact another HSR)

Incidents, Accidents and Near Misses

Reporting accidents, incidents and potential incidents helps to identify and eliminate hazards, reducing the likelihood of future injuries, damage to infrastructure and/or the environment. **All staff and students are required to immediately report incidents and near misses to their supervisor.** This must be followed up with an official Incident Report in ERMS **within 24hrs of the incident occurring**. **Supervisors are required to rate and action incidents on ERMS within 7 days.**

The University is required by law to notify WorkSafe Victoria within 24 hours of any serious incidents. Incidents that result in medical treatment or expose people to dangerous health and/or safety risks, must be immediately reported to your supervisor and the BioSciences EHS team (ehs-biosciences@unimelb.edu.au) so that WorkSafe can be informed within the required timeframe. All incidents are reviewed locally within BioSciences and investigations are conducted when needed.

Emergency Evacuation Procedure

Emergency Information is displayed on Safety Noticeboards in each building. Evacuation drills occur annually. Once the signal to evacuate has sounded, the evacuation must be completed, even if it is discovered that it is a false alarm. Chief Wardens and Wardens, wearing fluoro vests and caps, will ask you to leave the building and usher you to the appropriate Evacuation Area. It is your responsibility to evacuate on the sound of the alarm, regardless of the presence of a Warden.

Primary Evacuation Assembly Areas are located:

- BioSciences 1 – raised area in front of BioSciences 2 at west end of Student Union Building
- BioSciences 2 – raised area in front of BioSciences 2 at west end of Student Union Building
- BioSciences 3 – raised area in front of BioSciences 2 at west end of Student Union Building
- BioSciences 4 – Lawn between Royal Parade and Veterinary & Agricultural Sciences
- BioSciences 5 – Grass lawns in front of Biosciences 4 (Royal Parade side)
- Redmond Barry Building – Concrete lawns out front (east) of Union House
- Building 184 – Rubbo Court

Building Emergency Evacuation Procedure:

- **Stay calm and under no circumstances put yourself or anyone else in danger.**
- Upon hearing the BEEP BEEP BEEP alarm, make equipment safe and secure valuables.
- Upon hearing the WHOOP WHOOP WHOOP alarm immediately leave the building.
- Evacuate the building by the shortest and safest route, as quickly as possible, but without panic.
- **DO NOT USE LIFTS.**
- Assist any person in immediate danger, **only** if safe to do so.
- When outside the building, move away from the building. Go to the Evacuation Assembly Area. Patiently remain in the Assembly Area in case headcounts are needed.
- Do not immediately re-enter the building when the alarm stops. The signal to re-enter the building will be given by the Chief Warden, Deputy Chief Warden or a Fire Officer. See your Chief Warden /Warden, Emergency Information poster or Emergency Response Procedures flipchart for more information.

In the absence of any emergency personnel (Chief Warden / Deputy or Warden) in an after-hours evacuation, personnel should raise the alarm in their work area and surrounds as they move to the evacuation location. They will need to communicate directly with University Security (834 46666) and/or other emergency personnel who respond to the alarm. Those involved should inform the EHS Coordinator via email that an evacuation has occurred and assist the Chief Warden with completion of Building Evacuation Report.

Break Glass Alarms are used to set off the building alarms, raising attention to a major incident and informing personnel to evacuate. If you are unsure whether to set off a Break Glass Alarm, consult your Chief Warden, Warden or colleagues. You will be shown your nearest Break Glass Alarm/s on your induction tour. Break Glass Alarms are located:

- BioSciences 1 – At each end of the main corridor on both floors
- BioSciences 2 – Corridor next to main stairs on 1st floor; corridor in EM; entrance area near Enterprise Lab (1st floor); entrance area to CHO Lab (2nd floor); main entrance
- BioSciences 3 – 1st floor, next to cold room; in stairwell on 2nd floor
- BioSciences 4 – Two per floor at entry to fire stairs on all floors except as follows: ground floor extra set at mid-point stairs, rooftop not located at southern stairs
- Biosciences 5 – ground floor near lift and fire escape ack door
- Redmond Barry – Two per floor one at each end off building.
- Building 184 – Ground floor one in the middle of main corridor opposite the toilets. Two for each other floor at east and west end of main corridor.

Fire

Familiarise yourself with the location of the fire extinguishers and any other safety equipment including: first aid kits, fire blankets, Break Glass Alarms and evacuation procedures in the area/s where you work. Take note of the different types of fire extinguishers and their suitability for different types of fires in your work area.

- If you discover a fire, call out “FIRE” and activate the Break Glass Alarm to start an evacuation and dial 0-000 and Campus Security 834 46666.
- Assist any person in immediate danger, only if safe to do so.

- When people are free from the burning area, close the door to isolate the fire, OR Attack fire with appropriate equipment/fire extinguisher, **only** if safe to do so.
- Follow Building Emergency Evacuation Procedures (above).

EXTINGUISHER TYPE	COLOUR	FOR USE AGAINST	DO NOT USE ON
 Water	Red	Wood, paper, cloth fires	Not electrical, oils, grease
 Foam	Blue	Oils, grease, solvents, paper, wood	Not electrical
 Co2 Carbon Dioxide	Red/black band	All fires at close range	
 Dry Chemical Powder	Red/white band	All fires at close range	

First Aid

First aid is the first assistance given to an injured person. First Aiders & Incident Response Notices posted on Safety Noticeboards list personnel trained in first aid. If you or someone else requires first aid assistance, get help by contacting a person trained in first aid from this list. For After Hours first aid assistance contact Campus Security (834 46666).

For serious injuries call an AMBULANCE (0-000). You should also contact Campus Security (834 46666) when calling an ambulance as they will be able to assist in directing the ambulance to the correct location.

First aid kits are available throughout BioSciences buildings. You should familiarise yourself with the location of the nearest kit and its contents. If you use supplies from a kit or notice they are running low, email ehs-biosciences@unimelb.edu.au so that supplies can replenish before they run out.

Health Surveillance

You may require health monitoring if in your work, you are exposed to hazards such as loud or continuous noise, respiratory hazards, toxic or dangerous chemicals and poisons, infectious organisms, nanoparticles, microbial and biological organisms, radiation, and/or hazardous equipment. The need for your health to be monitored is identified using the Health and Hazard Assessment Questionnaire (HHAQ/HR15) which is filled out by your supervisor when you start work. If changes to your job result in exposure to any of the hazards listed above, you need to speak to your supervisor and submit a new HHAQ/HR15 form.

Health Surveillance usually consists of a health check prior to beginning hazardous work, continual health check-ups (often annual), and a final clearance health check upon completing the hazardous task. The University Occupational Health Nurse is available for medical assessments. If you think you may require Health Monitoring consult with your supervisor, EHS coordinator or HSR.

Tagging of Faulty Equipment

Danger / Out of Service Tags are used to identify equipment that is not to be used for safety or maintenance reasons. To ensures personnel are not exposed to unnecessary hazards, equipment must not be used or operated under any circumstance if a Danger / Out of Service Tag is attached.

Danger / Out of Service Tags can be found in all the first aid kits, from Safety Coordinators or Tim Bold. All details on the Tag should be legibly filled in, the Tag attached prominently to the equipment, and the detachable part sent to your local reception. Tags should only be removed by the person nominated on the tag but only after the item has been made safe.

Out of Hours Work

Refer to Working in Isolation Requirements

- There is an 'After Hours' log book inside the main entrance to each building. This must be filled in when you are in your work area outside of normal work hours (8.30am-5.30pm Mon-Fri) so that in case of an emergency, evacuation personnel know who is where in the building.
- Overnight, weekends and public holidays are not business hours.
- Hazardous and 'high risk' activities and experiments must only be performed within normal working hours. This includes handling or transporting poisons, carcinogens, cytotoxic and cryogenic chemicals. Refer to Risk Assessments, SOPs and work area safety documentation for which tasks cannot be performed after hours or on weekends.
- Supervisors should ensure their personnel know what procedures/chemicals are not permitted outside of business hours. This should be written in the SOPs or in the local work area induction.
- Supervisors should ensure emergency procedures and contact details are known by all personnel.
- When on campus after hours, carry your University ID and lock doors behind you.
- Equipment or experiments that must be left running after hours should have a poster displaying emergency information and contacts. See Working in Isolation form.

For assistance or in an emergency 24/7 call Campus Security 834 46666.

Personal Safety

Campus Security (834 46666) offers a free security escort service to parked cars or public transport.
The Safer Community Program provides advice and support on issues such as:

- **Sexual offences**
- **Sexual harassment**
- **Family violence**
- **Bullying**
- **Discrimination**
- **Stalking**

Download the free **UniSafe app.**

Core Compliance Safety Training

Courses to be completed via TrainMe, using your university login:

- Appropriate Workplace Behaviour
- Health and Safety, Roles and Responsibilities

Risk Assessments and Standard Operating Procedures

Risk Assessments

A risk assessment is the process of identifying hazards associated with your work, rating the risks involved and formulating control measures to make your job safer. Where a risk is identified the hierarchy of controls must be followed to remove or reduce the risk. Risk assessments may be paper-based or online on the University's Emergency Risk Management System (ERMS).

The latest UoM General Risk Assessment form and risk assessment methodology can be found on the UoM Management System: Implement site. This site also has links to the different risk assessment templates for Chemicals, Manual Handling, Field Work, Radioactive Material, Plant/equipment and Pre-purchasing. Involve your supervisor in the risk assessment process. If your project/research evolves or changes, you must review the relevant risk assessment or a new risk assessment may be required. **Risk Assessments need to be reviewed at least every 2 years.**

Caution: The requirement is for you to develop your own risk assessment. Do not use someone else's risk assessment or SOP without reading the detail, checking and changing it to precisely suit your situation.

Hierarchy of Controls

The best way to reduce risk is by using the hierarchy of controls:

1. Remove the hazard (dispose of chemicals no longer required)
2. Substitute the hazard for something safer (use a less hazardous procedure or chemical)
3. Reduce the hazard (isolate or use engineering controls such as a fume hood to limit exposure)
4. Change work methods (work with smaller volumes, for less time or at cooler times of the day) to reduce the hazard.
5. PPE should be considered only if none of the above are practicable or used together with the risk reduction methods above to enhance their effectiveness.

Standard Operating Procedure (SOP)

Where a risk assessment identifies the risk without controls (raw/inherent risk) is medium or greater, you need to produce a SOP. If you think an SOP already exists that covers your needs, then use your risk assessment as a checklist to make sure the SOP covers all your specific hazards. Only if all the risks are covered, can you adopt an existing SOP. For the current SOP form/template contact your local EHS Coordinator or the BioSciences shared drive > EHS folder.

SOPs must be reviewed every 2 years, unless there is an incident or change to the procedure, in which case the SOP will need to be updated immediately.

When a SOP is developed, all people who use the SOP will require training. When an SOP is changed, everyone who uses it will need to be advised and/or retrained.

Risk Assessment & SOP Training

Courses to be completed via TrainMe, using your university login:

- Health and Safety Roles and Responsibilities
- Laboratory Safety

Laboratory and Chemical Safety

Laboratory Safety

There are many restrictions, policies, procedures, forms and training that apply to working within laboratories. There are primarily two types of laboratories within BioSciences:

- **Dry Labs** – contain primarily electronic equipment (computers, microscopes) or dry plant and animal specimens.
- **Wet labs** – contain chemicals, scheduled poisons, biologicals material in liquid solutions and may contain specialised piped utilities (water and gases)

Teaching labs are considered wet and dry under the conditions above.

Laboratory work areas may also be a Department of Agriculture Approved Arrangement (**AA**) or Office of the Gene Technology Regulator (**OGTR**) certified Physical Containment, level 2 (**PC2**). These specialised facilities have additional legislative requirements and regulations. If relevant, you will receive more information about this in your local Work Area Induction.

Personal Protective Equipment

Personal Protective Equipment (PPE) is commonly used as a risk control measure. PPE should be stored and maintained appropriately. The **minimum PPE requirements** in BioSciences are:

- Buildings – Shoes are required in all BioSciences Buildings (NO bare feet).
- Labs – Closed shoes that cover the tops of your feet. Lab coat, gloves and safety glasses will generally be required at a minimum in wet labs.

Note: These are minimum PPE requirements only and will be superseded by additional PPE requirements in most labs and in the following circumstances:

- Working in Physical Containment (PC) and Quarantine Biosecurity Containment (BC) areas.
- Experiments – setting up, undertaking and packing up experiments.
- Chemicals – any work with chemicals including use, handling and storage.
- Equipment – any work with equipment including use, handling and moving.
- Hazardous task – any task where the risk assessment identifies a risk and the subsequent SOP sets the requirement.
- Hazardous task – any task where the MSDS sets the requirement to wear specific PPE.
- Statutory requirements – any task where there is a legislative requirement to wear PPE.

If your work requires the use of PPE, you will be provided further information in your Work Area Induction.

Safe Handling of Chemicals

In BioSciences we have many potentially dangerous chemicals. Good practice is to treat all chemicals as potentially hazardous. Do not handle chemicals unless you have been inducted on chemicals, completed all relevant training and have an understanding of the Safety Data Sheets (SDS).

If relevant, you will receive more information about this in your Work Area Induction.

Please remember, **doing high risk activities after hours or when alone in the workplace is not permitted**. If an incident occurs, there may not be anyone present to provide assistance and fatigue may also contribute to an incident occurring. The definition of high risk activities will be determined by a risk assessment or include:

- Handling or transporting high risk chemicals (as deemed by an SDS or risk assessment)
- Poisons
- Carcinogens (including DNA stains)
- Cytotoxic chemicals
- Cryogenic chemicals

Scheduled Poisons

A poison is a substance that causes injury, illness or death, especially by chemical means. Drugs, poisons and controlled substances are defined and controlled in the Poisons Standard 2018 under the *Drugs, Poisons and Controlled Substances Act 1981*.

Any staff or students who plan to use scheduled poisons **must** be registered. Please contact a Chemical Safety Advisor, Christine Baggs, ehs-biosciences@unimelb.edu.au.

Radioactive Materials

The use of radioactive materials in the School is subject to strict controls and procedures. **No one is permitted to work with radioactive materials until they have completed training and been 'authorised'**. Christine Baggs and Jill Williams, ehs-biosciences@unimelb.edu.au, are the Radiation Advisors for the School of BioSciences. You can contact Steve Guggenheim (834 43052, UoM OHS Radiation Specialist) if the Radiation Officers are unavailable.

If relevant, you will receive more information about this in your Work Area Induction.

Spills and Spill Kits

Hazardous spills can be of chemical, biological or radioactive material. Spill Kits throughout BioSciences laboratories are quipped for dealing with both chemical and biological spills. Refer *SOP: Managing biological and chemical spills*.

If relevant, you will receive more information about this in your Work Area Induction.

Waste

Safety and Environmental Aspects

There are many ways each of us can do something to reduce our environmental impact. Remember: Reduce. Reuse. Recycle.

Non-hazardous Waste

- Paper: Purchase 100% paper; recycle paper by printing on both sides before disposal; use paper recycling bins for disposal; recycle cardboard via the skip near BioSciences 4.
- Battery recycling is available at BioSciences 4reception.
- Polystyrene waste recycling is located in Tin Alley, BioSc 1 and the delivery dock at Kenneth Myer Building.
- Use as little as possible - chemicals, paper, fuel, water; report dripping taps and water leaks.
- Turn lights out when you are the last to leave a room or if daylight is sufficient; turn off heating, computers, printers, photocopiers and other electrical appliances at night; turn off fume cupboards and ovens when not needed.
- Purchase equipment with high energy-efficient rating and power-save features.

Hazardous Waste

- Segregate wastes, especially chemicals.
- Order only as much chemical as you need - ordering in bulk is not economic if half of what you buy is not used and must be disposed of – both financial and environmental (not to mention the additional load on our environment).
- Minimising evaporation of solvents will improve your immediate breathing environment and reduce environment emissions.
- Use the correct disposal method for each type of hazardous waste. Never dispose of organic solvents, toxins or acids/bases down the sink - use properly labelled waste containers (with HazChem diamond).
- Biohazardous waste must first be rendered unviable before disposal. Most commonly by autoclaving or chemical treatment.
- The principles of 'Dilute and Disperse' or 'Concentrate and Contain' are engaged to manage radioactive waste.
- Check disposal guidelines before you generate any hazardous waste. The UoM Hazardous Waste site has a suite of information. Christine Baggs and Jill Williams, ehs-biosciences@unimelb.edu.au are responsible for coordinating hazardous chemical waste removal from BioSciences.

Biosciences Microscopy Unit

The BioSciences Microscopy Unit (BMU) is a fully equipped microscopy node with the associated staff expertise to undertake a range of imaging techniques including light, fluorescence, confocal and transmission and scanning electron microscopy. The BMU offers training or collaborations for microscopy techniques including sample preparation for electron microscopy, confocal and live cell imaging.

For information and recharge rates contact Dr Allison van de Meene (allisonv@unimelb.edu.au) or the Advanced Microscopy Facility website.

If relevant, you will receive more information in your Work Area Induction.

Laboratory & Chemical Safety Training

Courses to be completed via TrainMe, using your university login:

- Laboratory Safety
- Chemical Management
- ChemWatch
- Personal Protective Equipment
- Gas Safety
- Safe Radiation Practices

Compliance –
BioSafety, BioSecurity and Ethics

The Laboratory Compliance Manager, Biosecurity and Biorisk (Kaija Jordan, kaija@unimelb.edu.au) coordinates and manages all biosecurity, gene technology, biosafety and import permit within the BioSciences.

Biosafety

Research and teaching activities in the School of Biosciences use a wide range of biological agents, both hazardous and non-hazardous. Risks associated with working with biological agents are minimized by complying with regulatory requirements and relevant Australian Standards, risk assessments and SOPs, training and relevant University policies. Further information on Biorisk management can be found at the Office of Research Ethics and Integrity.

If relevant, you will receive more information about this in your Work Area Induction.

Biosafety Training

If your research will involve work with potentially hazardous biological agents or material (including GMOs and imported goods not released from biosecurity control), you must complete:

- **Biohazard Laboratory Practice** training before you commence work, then every three years thereafter.
- **'Working Safely in a class II Biological Safety Cabinet'** video is strongly recommended for anyone uses a Class II Biological Safety Cabinet (BSC). A BSC refresher video is also available.

Gene Technology

Any research and teaching activities that involve genetically modified organisms (GMOs) must comply with the Gene Technology Act 2000. Certain research dealings/activities involving gene technology require approval and have restrictions. BioSc has 29 OGTR PC2 Certified laboratories which are all inspected annually.

Prior to conducting any research involving GMOs you will need to apply for approval (check with your supervisor if this has already been obtained). For further information refer to Apply for Approval.

All work with and handlings of GMOs must be conducted in facilities that are certified as complying with Office of the Gene Technology Regulator (OGTR) Guidelines. OGTR certifies physical containment (PC) of facilities to ensure appropriate standards are met for confinement of GMOs. Personnel working in OGTR facilities must be adequately trained and comply with the required procedures and practices.

For information relating to making your facility OGTR certified, refer to Getting a OGTR facility certification.

Part of the OGTR certification of a facility requires that staff or students who work within an OGTR certified facility are aware, have read, understood and will adhere to the behavioural requirements as stipulated within the OGTR guidelines for certification for the specific type of facility they will be working in. If your work area is an OGTR certified facility, you are required to work to OGTR behavioural requirements regardless of whether you work with GMOs or not.

Gene Technology Training:

- Biohazard Laboratory Practice (https://staff.unimelb.edu.au/research/ethics-integrity/biosafety/training)
- Complying with Gene Technology Requirements (OGTR training)
- Work Area Induction: Behavioural requirements in relevant OGTR guidelines for certification for the specific type of facility for your work and OGTR Guidelines for the Transport, Storage and Disposal of GMOs

Biosecurity

Biosecurity is about keeping Australia, its environment and its people, safe from foreign contaminants. To achieve this, biosecurity legislation (Biosecurity Act 2015) places restrictions on import and export of goods. The Department of Agriculture (the Department) is the government body responsible for biosecurity and quarantine. If your research requires importation of goods from outside Australia, an import permit may be required. To determine the import conditions or whether you need to apply for an import permit, the Department has a biosecurity import conditions database (BICON). For further information see Importing biological material.

If you require an import permit, you are responsible for checking the legal requirements, understanding and complying with the conditions as specified on your permit. Failure to comply with the Australian Biosecurity laws may result in heavy fines or imprisonment for INDIVIDUALS as well as the University.

BioSciences has a suite of general Import Permits for importing commonly used goods or commodities. Use of an import permit requires applicants to be deemed a 'Fit and Proper Person' who is capable of managing the biosecurity risk associated with the goods covered by the import permit.

Although not all imported goods require biosecurity containment, those that do must remain in an Approved Arrangement (AA) containment facility. BioSciences staff and students (and their supervisors) who work in an AA or with imported goods **must** complete the Accreditation for Persons Working in Approved Arrangements.

All AAs in BioSciences are annually audited by the Department. During this audit, records (details of receipt, use and disposal) for those imported goods that remain subject to biosecurity control are inspected. These records are an essential legislative requirement for compliance.

If relevant, you will receive more information about this in your Work Area Induction.

Biosecurity Training and Requirements

- 'Fit and Proper Person' – contact BioSc Laboratory Compliance Manager (Kaija Jordan, kaija@unimelb.edu.au).
- Accreditation for Persons Working in Approved Arrangements. Send a copy of your certificate to the Laboratory Compliance Manager (Kaija Jordan, kaija@unimelb.edu.au)

Autoclaves

Use of autoclaves is prohibited without training and AUTHORIZATION by the BioSecurity & BioSafety Officer.
An autoclave is a steam sterilisation pressure vessel used to sterilise media, equipment and waste. Sterilisation of goods, equipment and biohazardous waste prior to disposal, is a regulatory requirement for OGTR, biosafety and biosecurity. Regular autoclave training sessions are conducted throughout the year.

If relevant, you will receive more information about this in your Work Area Induction.

Autoclave Training

- Autoclave training – contact ehs-biosciences@unimelb.edu.au

Animal and Human Ethics

Animal and human ethics approvals area required for all research involving the use of live vertebrates (e.g. reptiles, amphibians, fish and mammals), and research with or about people, human data and/or tissues. See the University Office of Research Ethics and Integrity for information.

If relevant to your research or studies, you will be provided with more information in your Work Area Induction.

Animal Ethics Training

- Animal Welfare & Ethics
- Melbourne Bioresources Platform Induction - Animals

Fieldwork, Diving and Vehicles

Fieldwork

Within BioSciences fieldwork involves a variety of activities, locations and hazards. To ensure staff and students are safe while working off campus and the University knows where everyone is, training, Fieldwork Risk Assessments and Fieldwork Plans are required.

Refer to the Fieldwork Safety Requirements document for details regarding fieldwork safety.

If you plan to work in the field, off campus or travel, you will be informed of the requirements in your Work Area Induction.

Basic Fieldwork Rules:

- **Do not go on fieldwork alone!**
- **NO fieldwork on days of CODE RED fire danger; monitor weather conditions prior to and during all fieldwork**
- **Your supervisor needs to know where you are at all times**
- **In case of an emergency, you need to be able to raise the alarm at all times – you must have a UoM emergency contact person**

Further information can be found at the University OHS website: Travel and on the BioSciences share drive and LMS: EHS folder – Fieldwork.

In addition to support from your supervisor, specialist health and safety advice can be provided by:

- Nicole Middleton (903 53188, n.middleton@unimelb.edu.au) – EHS Officer, Fieldwork
- John Ahern (834 44394, j.ahern@unimelb.edu.au) - University Dive Officer

Diving and Field Equipment

The School has a suite of general and safety equipment you can borrow for fieldwork and diving (e.g. first aid kits, communication and navigation devices and portable defibrillators). Safety equipment can be booked online through Outlook (see BioSciences reception, ehs-biosciences@unimelb.edu.au or Nicole Middleton). For diving equipment contact John Ahern and for general field gear contact.

Diving

Prior to diving for University research you must contact University Dive Officer John Ahern (834 44394, j.ahern@unimelb.edu.au.

Vehicles

UoM fleet vehicles can be booked through SmartFleet. BioSciences has a Ford Ranger available for researchers to use in the field, which is also available through SmartFleet.

BioSciences vehicle	Ford Ranger (4WD)
Number plate	XXR-602
Transmission	automatic
Tyre type	All Terrain

To register with “Smartfleet Online Pool Car Booking System” a Smartfleet Account is required. Provide a copy of both sides of your driver’s license and completed registration forms included in this induction to cso-biosciences@unimelb.edu.au.

SmartFleet roadside assistance for accidents and breakdowns: 1300 555 6656.

Vehicles can also be hired through AVIS, Budget, Hertz or GoGet. See Third–party Vehicle Bookings for further information.

Fieldwork Training

You may require the following training/accreditation:

- Roles and Responsibilities – via TrainMe
- First Aid (level 2) – via TrainMe
- Remote First Aid Training – via TrainMe
- Off-road / Four Wheel Driver – contact Nicole Middleton
- Diving and snorkelling – contact John Ahern

Manual Handling and Ergonomics

Manual Handling

Manual handling includes any task requiring a person to lift, push, pull or carry. The weight involved is often **not** the cause of the injury. Actions such as reaching, twisting, bending, and non-neutral postures often contribute.

When you are undertaking a manual handling task it should be assessed using the Manual Handling Risk Assessment form. The manual handling hierarchy of control should be used to determine how the task can be performed more safely.

Mechanical aids such as trolleys, stepladders, stair walkers, dumbwaiter or lifts should be used where possible. If feasible substitute heavy objects for lighter ones (e.g. vermiculite instead of soil) and use many small or half-full loads instead of a single large load. If equipment has to be carries up/down stairs, ensure two people carry the objects and that the weight is comfortable and easily managed.

Refer to https://safety.unimelb.edu.au/hazard-topics/manual-tasks for more information.

Ergonomics

Ergonomics involves finding the best fit between the user, equipment and their environment to prevent muscular skeletal injuries such as Repetitive Strain Injury (RSI). The **Computer Workstation Ergonomic Self-Assessment Checklist** (below) is an educational tool that must be completed once you have a permanent desk (or when you subsequently move desks). If the form highlights any issues with your workstation setup, inform your supervisor or an EHS staff member. The completed form is kept with the safety training documents in your primary work area. Report any physical discomfort you believe is associated with your work to your supervisor, EHS Coordinator or HSR.

Additional points to help with setting up your workstation and reducing muscular skeletal injuries at work:

- Tips in the ***Setting up your Workstation*** vimeos.
- ***Take regular breaks***. This not only means getting up from your desk to undertake a different activity, but also frequently removing your arms away from the keyboard while you are reading or editing and doing some stretching exercises. See Stretching and Moving vimeo.
- ***Don't do long periods of repetitive tasks***. Break these up into smaller periods of time (eg. 30min), separated by a different activity (eg. move from lab to office tasks or spread your meetings out over your day).
- Read the info on the Ergonomic website, including info on the sit-stand desks and ***Guidelines for optimal standing at work***.
- Sit/Stand desks - Read the ***Safety Bulletin*** on use of sit-stand desks and the **Setting up your sit stand desk** vimeo.
- Health & Safety. Ergonomics
- Office ergonomics training of videos – available in TrainME
- Furniture & Equipment Re-Use Service
- Keyboard shortcuts
  - Excel shortcuts
  - Microsoft Outlook
  - Apple Mac shortcut keys
  - Word shortcuts

The University employs an ergonomists to provide training and expert advice regarding manual handling and ergonomics. Workstation assessments can be conducted if needed

Training

- Manual Handling
- Office Ergonomics
- Computer Workstation Self-Assessment

Useful Websites, Resources and IT Information

General Website Resources

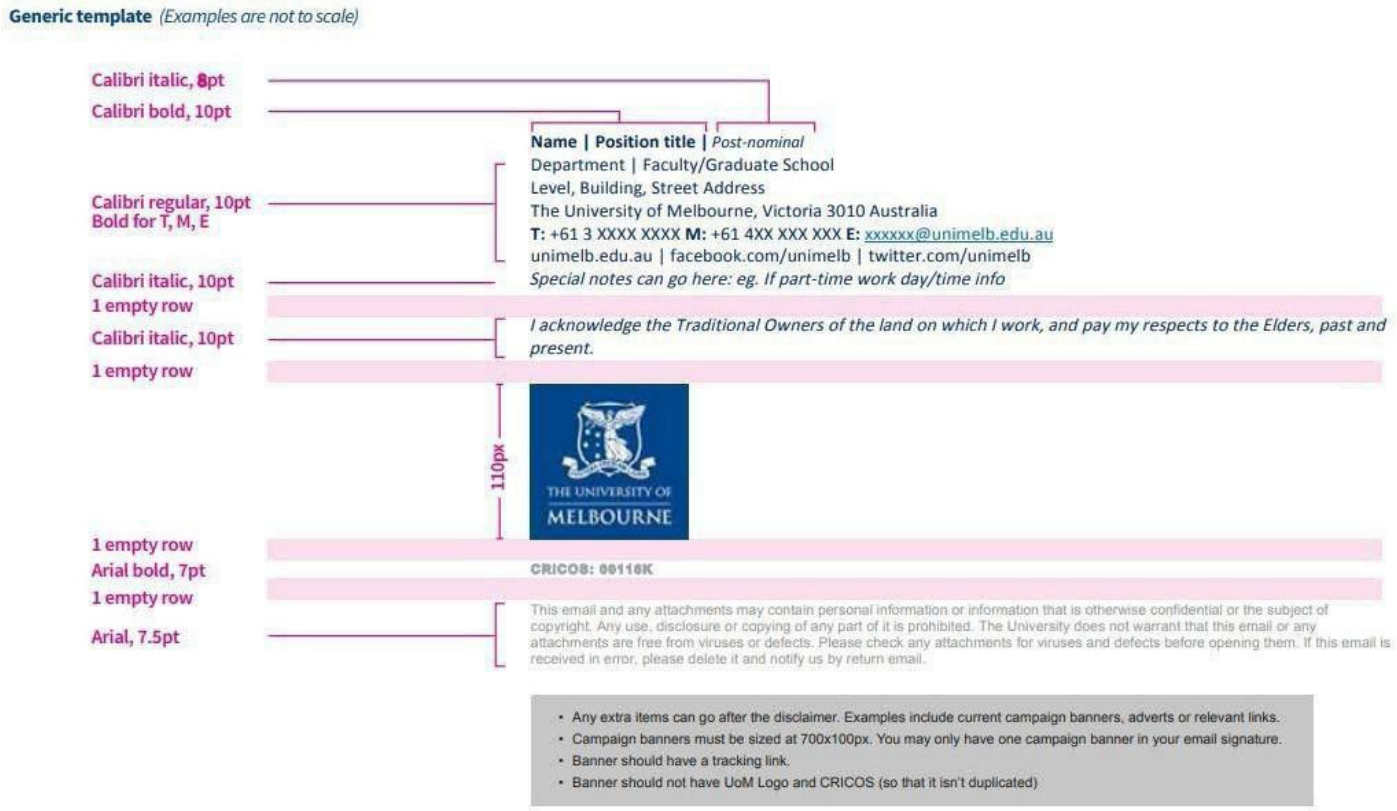
- New Staff https://staff.unimelb.edu.au/new-staff
- Human Resources https://staff.unimelb.edu.au/human-resources

EHS Website Resources

- University of Melbourne Health & Safety http://safety.unimelb.edu.au
- ERMS (Logging Incidents and Inspections) https://www.riskcloud.net/prod/?ccode=uom
- University Services https://staff.unimelb.edu.au/about/university-services
- Safety Data Sheet (SDS) and ChemWatch Gold FFX http://safety.unimelb.edu.au/hazard-topics/chemical-management
- Bio21 Store http://apps.bio21.unimelb.edu.au/estores/
- Sustainable Campus http://sustainablecampus.unimelb.edu.au
- Building Access and Security (8344 6666) https://staff.unimelb.edu.au/campus-maps-facilities/building-access-security
- UniSafe App - Free from App Store and Google Play http://safercommunity.unimelb.edu.au
- WorkSafe Victoria http://www.worksafe.vic.gov.au

Email Signature

Once you have your email up and running please ensure you set up your email signature following the template below.



School of BioSciences Resources and IT

BioSciences Guide to Services

The BioSciences Guide to Services can be found on the BioSciences LMS Community.

Staff:

BioSciences LMS Community

BioSciences Community COM_02013

1. Logon to LMS
2. Navigate to the BioSciences Community – you can search for it or use the link above
3. Click Enrol

Students:

Biosciences Graduate Researchers LMS Community

BioSciences Graduate Researchers (GR) COM_01654

1. Logon to LMS
2. Navigate to the BioSciences Community – you can search for it or use the link above

BioSciences Honours Students LMS Community

BioSciences Honours Students (Hons) COM_01504

1. Logon to LMS
2. Navigate to the BioSciences Community – you can search for it or use the link above

BioSciences Masters Students LMS Community

BioSciences Masters Students (MSc) COM_01648

1. Logon to LMS
2. Navigate to the BioSciences Community – you can search for it or use the link above

Shared Drive (Server) Access

Connect using **PC** for students & staff

1. In My Computer type: \\unimelb.edu.au\uom\Science. (or \\uom-file3\6300\shares). Another screen should pop up asking for username and password. On a personal device please make sure (in the domain section) to put Unimelb\ or student\ in front of the username.
2. Click on BioSciences
3. See Reception to lodge an approval form for the below folder. You will need to supply your USERNAME
   - OHS
   - Form and Templates
   - School information and processes

Connect using **MAC** for students &staff

1. In FINDER Select the Go Menu and click Connect to Server. type: smb:// unimelb.edu.au/uom/Science into the address box. Another screen should pop up asking for username and password. On a personal device please make sure (in the domain section) to put Unimelb\ or student\ in front of the username
2. Click on BioSciences
3. See Reception to lodge an approval form for the below folders. You will need to supply your USERNAME
   - OHS
   - Forms and Templates
   - School information and processes

Training

Complete a Computer Workstation Self-Assessment.

HEALTH & SAFETY
COMPUTER WORKSTATION ASSESSMENT CHECKLIST

This checklist has been designed for use by individuals as a self-assessment tool or for assessors to undertake an assessment on an individual's behalf. It is intended to provide guidance on undertaking simple adjustments to maximise comfort, health and safety at work, and, where necessary, identify the need for any additional equipment or intervention. This checklist can also be used for a home computer workstation.
Part A: Self-assessment. This is completed by the by the individual at their work station.
Part B: Support assessment. This is completed by the Health and Safety Business Partner (or equivalent) where the individual requires additional assistance.
For more information refer to *Ergonomics*

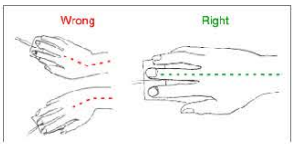
PART A: SELF-ASSESSMENT

Name		**Height**		**Dominant Hand**	
Supervisor		**Health and Safety Business Partner**			
Department			**Date**		

PRE-EXISTING HEALTH ISSUES	**YES**	**NO**	**N/A**	**COMMENTS**
A pre-existing health issue, injury or condition exists that impacts work capacity and requires reasonable workplace adjustments and/or specialist assistance.				

1 TASK CHAIR	**YES**	**NO**	**N/A**	**COMMENTS**
1.1 The task chair is in good condition and has the following features: • Seat height adjustment • Back rest height adjustment • Backrest tilt/recline - lockable in preferred position • Seat pan tilt • Seat depth slide • Adequate cushioning of seat pan and backrest				
1.2 The back rest is at an angle of 90-100 degrees to the seat pan and there is approximately a hand fist gap between the seat pan and the back rest.				
1.2 It is possible to sit back into the chair seat, so the backrest connects comfortably with the length of the spine and there is 1-3 fingers width clearance between the front edge of the seat and the back of the knees ***Note:*** *Supporting the length of the thighs is the most important element of chair fit*				
1.4 When seated at the workstation with hands resting gently on the keyboard it is possible to achieve the following neutral posture: • Shoulders relaxed downwards and symmetrical, eyes straight ahead • Elbows vertically aligned with shoulders, and resting in close to the body • Elbows slightly higher than wrists when typing so that the underside of the forearms lightly supported on desk surface • Wrists almost flat, fingers gently curved • Hips slightly higher than knees • Feet forward of the knees, flat on the floor or footrest and not dangling, crossed or tucked back under the chair  Source: WorkSafe Victoria ***Note:*** *If standing to work I can achieve the first 4 bullet points above. The optimal sit/ stand ratio is sit 20: stand 10 every 30 minutes.*				
1.5 Chair arms are absent unless needed for balance or to assist getting on/off chair ***Note:*** *Arms are not routinely recommended as they restrict chair movement at the workstation.*				
1.6 **If one or more NO boxes are ticked, and chair fit, function and support cannot be overcome with chair adjustment is a new chair (e.g. smaller larger, more supportive back rest) required?**				

2 DESK	YES	NO	N/A	COMMENTS
2.1 The (seated) desk is between 650mm and 750mm high, minimum 750mm deep and maximum 33mm thick.				
2.2 If a sit/stand desk is available it is adjustable without effort and has a height range to comfortably accommodate sitting and standing height—*see section 1.4 above.*				
2.3 Sufficient leg room exists under the desk and there are no fixed or stored items encroaching into the leg space or compromising posture. ***Note:*** *Clearance required under desk for legs is 400mm either side of navel for sideways leg movement; 450mm forward from front edge of desk for knees; and 620mm for toes*				
2.4 The desktop dimensions adequately accommodate all required equipment /items allowing work to be undertaken in unrestricted postures.				
2.5 The desk is suitable, and the posture described in section 1.4 above can be adopted .				
2.6 **If one or more NO boxes are ticked, and the desk suitability cannot be overcome by adjustment or housekeeping is an alternative desk or modifications to the desk required?**				
3 COMPUTER MONITOR(S)	**YES**	**NO**	**N/A**	**COMMENTS**
3.1 The monitor/s position is/are not dictated by an over desk shelf, insufficient cable length or other structure or impediment.				
3.2 The monitor/s is positioned for optimal viewing- approximately arms reach away				
3.3 The top of the monitor/s is approximately in line with eye height (for optimal neck posture and comfort). ***Note:*** *If wearing multi focal lenses the monitor/s should be lowered and tilted up.*				
3.4 Where two monitors are used the selected setup supports the work practice: • Equal use: -configured side by side with inside edges lined up with nose • Primary and secondary- primary is directly in front and secondary immediately to one side-either (R) or (L). ***Note:*** *Using multiple monitors extends the width of the visual field and potential neck movement. Swivel chair side to side (rather than the neck) to visually navigate between monitors* ***Note:*** *If using more than two monitors, specific equipment may be needed to optimize set up*				
3.5 Screen readability - brightness, contrast, font size etc. are well adjusted for visual comfort and to accommodate any special visual requirements.				
3.6 The monitor screen/s are free from glare or reflections from light sources.				
3.7 If a laptop is used for extended periods of time, a laptop raiser and an external keyboard and mouse are provided. ***Note*** *Working with mobile with portable devices is associated with postural hazards – This is further explained in Office Ergonomics. Part 10. Mobile technology devices (available in TrainME).*				
4 KEYBOARD	**YES**	**NO**	**N/A**	**COMMENTS**
4.1 The keyboard is positioned directly in front and at a distance from the edge of the desk that feels comfortable and supportive for the arms / shoulders.				
4.2 Wrists are almost flat (10-20 degrees extension) whilst keying - not leaning on the desk creating a sharp upwards angle at the wrist joint. Note: A keyboard wrist rest no higher than the keyboard may assist but should be first				
4.3 When typing, fingers are gently curved and key strike is soft.				
4.4 Short cut keys are used where available to reduce mouse usage.				
4.5 The keyboard width allows the mouse to be used with the elbow close to the body				
4.6 Brief pauses (every few minutes) are taken from continuous keying work.				
5 MOUSE	**YES**	**NO**	**N/A**	**COMMENTS**
5.1 The mouse size/shape fits the hand allowing a relaxed functional hand position and the padded sections at the base of the palm connect with the desk top.				
5.2 The mouse operates smoothly over the desk surface or flat mouse pad. ***Note:*** *Mouse pads with a raised section are not recommended as they promote risky wrist and arm postures and movements*				

5.3	The mouse is responsive and operates at a speed that suits the tasks performed				
5.4	Mouse posture involves: • Shoulder relaxed • Elbow close to side of body • Forearm lightly supported on desk top • Circular, smooth, whole arm movements Wrist still-not moving from side to side 				
5.5	Brief rest breaks are taken when performing prolonged periods of mouse work where the hand is taken off the mouse and stretched.				
5.6	**If one or more NO boxes are ticked in any part of this section is an alternative mouse (e.g. smaller/ larger size, vertical shape) required?**				
6	**DESKTOP ITEMS**	**YES**	**NO**	**N/A**	**COMMENTS**
6.1	A document holder is available for prolonged referencing or transcribing				
6.2	A writing slope is available for prolonged editing hard copy documents				
6.3	A headset is available for prolonged or frequent phone conversations or, if simultaneous keying /writing is required				
6.4	All frequently used desktop items are within comfortable reach				
7	**PHYSICAL ENVIRONMENT**	**YES**	**NO**	**N/A**	**COMMENTS**
7.1	Noise levels at the workstation are conducive to concentration				
7.2	The lighting at the workstation is adequate and comfortable for the tasks, and does not influence posture e.g. cause peering, leaning or squinting				
7.3	The room temperature and air flow are comfortable				
7.4	There are no trip hazards e.g. cabling, mats, poor housekeeping in the immediate environment				
7.5	Cabling around workstation is well managed to avoid inadvertent contact				
8	**PERSONAL STORAGE**	**YES**	**NO**	**N/A**	**COMMENTS**
8.1	Storage for personal items is sufficient and accessible				
9	**WORK DEMANDS**	**YES**	**NO**	**N/A**	**COMMENTS**
9.1	Skills and capabilities are well matched to the requirements of the work role				
9.2	Work deadlines are realistic and achievable and there is sufficient control over the work pace and workload				
9.3	The workplace culture is positive, respectful and supportive				
10	**REST BREAKS**	**YES**	**NO**	**N/A**	**COMMENTS**
10.1	Regular brief rest breaks are taken to stretch and move ***Note:*** *Breaking from fixed postures every 30 minutes for 1-2 minutes is recommended*				
11	**OUTCOME**	**YES**	**NO**	**N/A**	**COMMENTS**
11.1	The workstation is suitable and no further intervention/equipment is required				

11.2 If answered NO to 11.1 above please specify the type of additional intervention or equipment required:

Please forward this completed assessment form to your supervisor who will retain a copy and organise any required follow up record.

PART B: HEALTH AND SAFETY BUSINESS PARTNER

REASON FOR ASSESSMENT

KEY FINDINGS

KEY RECOMMENDATIONS

TOOLKIT LINKS

Useful links and information

- Health & Safety. Ergonomics
- Office ergonomics suite of videos – available in TrainME via the Staff Hub
- Campus Assist available through Staff Hub
- Furniture & Equipment Re-Use Service
- Keyboard shortcuts
  - Word shortcuts
  - Excel shortcuts
  - Microsoft Outlook
  - Apple Mac shortcut keys

Safety Training Courses Checklist

BioSciences Environment, Health and Safety Induction

THE UNIVERSITY OF MELBOURNE

Name _____ **Date** _____

The following general courses are available for staff/students at the UoM. Other safety training may be necessary depending on the risks associated with your work. The checklist below should be completed in consultation with your supervisor and the University Safety Training Matrix. Training should be reviewed annually with your supervisor.

Email completed and signed form to ehs-biosciences@unimelb.edu.au and file in your red Work Area Safety Folder.

Staff: Once you have completed your training, it will be recorded in TrainMe or Themis Learning History. However, if the course is taught by an external provider, please record it yourself at Themis Self Service ->My Information ->Record External Training.

If training is not on TrainMe, provide copies of certificates (online courses) and attendance dates (classroom courses) to BioSciences EHS (ehs-biosciences@unimelb.edu.au).

NB: Training must be refreshed or redone every 3 years, except CPR and Oxygen (diving) which are annually.

Course	Delivery	Information	Required Y/N	Date Completed
Local Induction	Classrm	**Compulsory**. Students and Staff must be inducted to their local area by either their supervisor, lab manager or health & safety rep. Contact: Your supervisor		
Health and Safety Roles & Responsibilities	Online	**Compulsory** for UoM staff/students. Combines Roles & Responsibilities with Risk Management and Incident Investigations training. See TrainMe		
Casual Employees Compliance Training	Online	**Compulsory** for all **casual staff**. This course covers the standards and expectations for appropriate behaviour in our workplace. See TrainME		
Appropriate Workplace Behaviour	Online	**Compulsory** for continuing and fixed-term staff. See TrainME		
Office Ergonomics	Online	Highly recommended for anyone whose role primarily involves computer work. See TrainMe		
Manual Handling	Online	Advice on identifying, assessing and controlling risks of muscular skeletal injury. See TrainMe		
Laboratory Safety	Online	**Compulsory** for anyone working in lab. See TrainMe		
Chemical Management	Online	**Compulsory** for anyone working with chemicals. Includes labelling, storage, hazardous waste & spill control. See TrainMe		

PPE (Personal Protective Equipment)	Online	**Compulsory** for anyone working with chemical, gases or equipment that requires special clothing. See TrainMe		
Gas Safety	Online	**Compulsory** for anyone using liquid nitrogen, other compressed gasses, cryogenic liquids or gas cylinders. See TrainMe		
ChemWatch Gold FFX	Online	Learn how to manage chemical inventories within ChemWatch. Details: UoM Chemical Management See: GoldFFX-Printing chemical labels See: GoldFFX-Accessing chemical emergency response instructions See: GoldFFX-Finding safety data sheets See: GoldFFX-Manifest/chemical inventories		
BioHazard Laboratory Practice	Online	**Compulsory** for anyone working in Quarantine Biosecurity Containment (BC2), OGTR PC2 Certified facilities or personnel working in a biological lab with biohazards. Details: BioHazard Laboratory Practice training.		
Complying with Gene Technology Requirements (OGTR)	Classrm	Required by those working in OGTR certified facilities and/or with GMOs. Details: Complying with Gene Technology Requirements More information: Gene technology		
AA (Biosecurity) Accredited Persons	Online	Compulsory for anyone working with non-released biosecurity (imported) material in an AA (quarantine facility). Contact: Kaija Jordan (Laboratory Compliance Manager)		
Autoclave	Classrm	**Compulsory** for anyone using BioSciences autoclaves Contact: Kaija Jordan (Laboratory Compliance Manager)		
Ionising Radiation	Online	**Compulsory** for anyone using radioactive material. Details: UoM OHS-training See TrainMe		
Laser Safety	Online	**Compulsory** for anyone using lasers. Details: UoM OHS-training See TrainMe		
Animal Welfare & Ethics	Online	**Compulsory** for all new staff and students *prior* to working with animals. See TrainMe and Animal Ethics training website		
Melbourne Bioresources Platform Induction - Animals	Online & classrm	**Compulsory** for any researchers or staff working with animals for research and teaching. Details**:** Module 1 - See TrainMe. Module 2 - Face-to-face MUST select **"School of BioSciences".** Contact Tania Long (tcl@unimelb.edu.au)		
Diving	Classrm	Anyone diving, snorkelling or boating **must** contact John Ahern (University Dive Officer) *prior* to these activities.		
First Aid (level 2)	Classrm	To be completed by nominated area first aiders. Advisable if undertaking fieldwork or teaching on excursions. See TrainMe for schedule and signup. See: Fieldwork OHS Guidelines for fieldwork first aid requirements. Contact: ehs-biosciences@unimelb.edu.au or Nicole Middleton		
Remote First Aid (HLTAID005)	Classrm	Advisable if undertaking fieldwork or teaching in remote locations >1hr from medical support. Staff See TrainMe. Students, email ohs-enquiries@unimelb.edu.au. See: Fieldwork OHS Guidelines for fieldwork first aid requirements. Contact: ehs-biosciences@unimelb.edu.au or Nicole Middleton		

Off-road/Four Wheel Driver Training	Classrm	Only required if undertaking off-road four-wheel driving. Contact: ehs-biosciences@unimelb.edu.au or Nicole Middleton		
Warden / Chief Warden	Online	Emergency evacuation training only needed by Wardens and Chief Wardens. See TrainMe		
Fire Extinguisher	Classrm	Recommended for Chief Wardens/Wardens. Practical training in the use of different types of fire extinguishers. Details: UoM OHS-training See TrainMe		

Supervisor _____ **Date** _____

Training should be reviewed annually with your supervisor.
Reviewed:
Supervisor _____ **Date** _____

Reviewed:
Supervisor _____ **Date** _____

Reviewed:
Supervisor _____ **Date** _____

Environment, Health and Safety Induction Competency Quiz

School of BioSciences

THE UNIVERSITY OF MELBOURNE

Person being inducted		Staff/ Student No.	
Name of Supervisor		Name of person conducting induction	
Building name/ No.		Primary work area/ Room No.	

Please select all that are relevant (circle or highlight, or fill text)

Staff	Student	Visitor	Other:	Full Time	Part time – Time fraction: _____

I,_____, have received copies of this form and the following documents as indicated below and understand that I am expected to follow the Environmental, Health and Safety (EHS) procedures as laid down and amended from time to time by the University of Melbourne and School of BioSciences.

Item	**Action**	**Completed: Y/N**
School of BioSciences – Safety Induction	Received, read, understood, completed and will adhere	
The University of Melbourne Health and Safety Website (http://safety.unimelb.edu.au)	Bookmarked on computer	
School of BioSciences share drive – EHS folder or LMS	Connected to on computer	
I have met my HSR and/or know the location of their office.		

Answer the following questions relative to your work area (if you spend a substantial amount of time working in more than one area, answer these questions for all your work areas)

The BioSciences EHS Coordinators are:

Chemicals & Radiation: _____ Laboratory Compliance: _____

Fieldwork:_____ EHS Training:_____

Fire Warden(s) in my work area is/are:_____

Local First Aider(s) is/are:_____

Health & Safety Representative:_____

Nearest First Aid Kit location:_____

Emergency and First Aid poster locations:_____

Break Glass Alarm location:_____

Emergency Exit:_____

Emergency Assembly Area location:_____

Local EHS Notice Board location:_____

SIGNATURES

Incumbent: _____ Date: _____

Supervisor: _____ Date: _____

Access Request

School of BioSciences

Requesting Access for New Staff & Students

Access will only be granted upon complete of the BioSciences and Work Area inductions.

Supervisors can arrange for access for new staff/students by emailing a request to cso-biosciences@unimelb.edu.au

In your email, include the subject line "**Access Request**", and the following information:

ID Number	Full Name	Staff/ Student	Building	Access Room Number	School of Biosciences Induction Completed DATE	Work Area / Lab Induction Completed DATE

Only once an "Access Request" email from supervisors have been received, will new staff/student access be granted.

Contact

For any access queries or concerns please contact

- Tim Bold, Megan Giammarco or Kimberley Meyers
- or contact cso-biosciences@unimelb.edu.au

Smartfleet

Car Pool Application Form

Enquiries regarding this form can be made to: Danielle Dimech

PRIVACY INFORMATION: Please complete **all details** in order to obtain a Smartfleet account and access to the University of Melbourne's pool car fleet. All details in this form are used for the purpose of creating a Smartfleet pool car account.

Driver's licence and personal details are required to be form in obtained due to any possible traffic infringements being have incurred by the driver. Your personal address and date of birth are only to be used for this purpose and are filed away securely by Fleet Services.

Enquiries regarding this form can be made to: cso-biosciences@unimelb.edu.au

1. DRIVER INFORMATION

Please note that the user must be the designated driver of any vehicle they book. Sections marked * are mandatory.

Name* (First & Surname):	Department*:
Position*:	Phone:
Campus/Location*:	Mobile*:
Staff / Student ID:	Email*:
Driver's Licence (DL) No.*:	DL Expiry Date: * Click or tap to enter a date. Transmission: Choose an item.
Licence Conditions: Choose an item.	DL Issuing Country or State: Choose an item. Vic Roads Regulations
Address as shown on your DL:	
I have attached a copy of my Driver's Licence (front and back)	**YES** ☐

2. SELF APPROVE BOOKING? ☐ **YES** = Supervisor approval not required ☐ **NO** = Supervisor must approve booking

Name:	Department:
Position:	Email:

4. **DELEGATION APPROVALS (Business Manager or Supervisor must have authorisation to spend from the below account)	
Name:	Department
Position	Email:
Electronic Signature:	

4.1 ACCOUNT DETAILS

Company	Budget	Section	Natural	Project	Group	Activity	Location
01	6300		7234				

SMARTFLEET ACCOUNT INFORMATION

Once the authorisation request has been received and processed, an email will be sent to you advising you of your user ID and password. You will then be able to access the system and book your vehicles at www.smartfleetaustralia.com.au

FURTHER PRIVACY INFORMATION

All information will be stored securely and only used or accordance with the Privacy and Data Protection 2014 (Vic). All information collected by the University is governed by the University's Privacy Policy.

For further information about how the University deals released in with personal information, please refer to the University's Act Privacy Policy or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au

OFFICE USE ONLY

Processed by		Date	Click or tap to enter a date.

See next page for User Agreement.

Authorised User Agreement

Please read this form thoroughly, complete all sections and return with the Smartfleet Booking and Authorisation Form.

I of faculty/department agree that when using a University /School of BioSciences Pool Vehicle as an Authorised User -

1. I will use a University vehicle only for University business purposes and not for personal purposes.

2. I will use a University vehicle if and only if –
(a) I hold a current driver's licence valid in the state of Victoria and appropriate for the vehicle driven.
(b) I have provided my full driver's licence details to my dean of faculty/head of department and the dean/head has sighted my driver's licence.
(c) I am not under the influence of alcohol or drugs while driving the vehicle.

3. Whilst in my care and control I will –
(a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
(b) Ensure that petrol and lubricants are purchased using the University's fuel card system
(c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
(d) Ensure the vehicle is safely secured when not in use.
(e) Be responsible for the interior and exterior cleanliness of the vehicle.
(f) Ensure the vehicle log is properly completed and maintained.
(g) Notify the Fleet Manager if the vehicle is to be driven outside of Victoria.

4. I further acknowledge that –
(a) I am aware of, and will comply with, the University's Vehicle Fleet Procedure as amended from time to time.
(b) It is my responsibility to comply with the Road Safety Act (Vic) 1986 and the Road Safety (General) Regulations (Vic) 1999 when the vehicle is used.
(c) I am liable for any traffic infringements involving the vehicle of whatsoever nature which occur during the period of my use.
(d) I am aware and comply with –
   i. the University's procedures to be followed in the event of mechanical failure or breakdown;
   ii. in the case of an accident, the legal and reporting requirements of the University's insurance policies;
   iii. in the case of damage, the requirement to promptly report damage to the Fleet Coordinator

Date:	Name:	Electronic Signature:

Send this completed document via email to cso-biosciences@unimelb.edu.au

Environment and Sustainability Information

THE UNIVERSITY OF MELBOURNE

The University of Melbourne is committed to Sustainable Work Practices; each student and staff member has a responsibility to ensure they adopt work practices that support Environmental Sustainability programs.

Activity
Recycling and Waste
I have been shown the location of the following:
1) **grey recycling** bin for paper, plastics and glass bottles in my office, with white plastic liner.
2) **waste** bin in my office, with black plastic liner.
3) **paper** recycling boxes next to the photocopier.
4) **printer toner cartridge** recycling box, in reception.
6) **battery** recycling bucket, in reception.
7) recycling **polystyrene** in bin recycling bin in Kenneth Myer Building and Tin Alley outside BioSc 1.
See http://sustainablecampus.unimelb.edu.au/recycling/ for information on other materials (mobile phones, stationery, etc.)
In the office
Only **print documents when absolutely necessary**, use **duplex/double sided printing and photocopying,** and **reuse one-sided paper**.
Set your computer to a **power-saving setting** (Check 'System Preferences: Energy Saver' or 'Control Panel').
Turn off computers, printers, heaters, air con and lights when you leave the office.
Environmentally-friendly dining
Use **re-usable cups, cutlery and crockery** whenever possible.
Purchase fair trade coffee on campus (see http://sustainablecampus.unimelb.edu.au/news_items/fair- trade.html for a map of fair trade cafes).
Shop at the **Food Co-op**: http://union.unimelb.edu.au/shops/food-co-op
Get involved in the Student Union Environment Department: http://union.unimelb.edu.au/environment
Transport
Ride your bike or walk to work! A map of bike parking spaces and fixing stations can be found at: http://pcs.unimelb.edu.au/maps_and_locations/docs/Map_2011_rev27_BP.pdf
See http://pcs.unimelb.edu.au/traffic-and-parking/bicycle-parking/ for information on secure bike parking hubs.
Clubs & Groups
There are numerous student environmental clubs and groups to join on campus. See http://sustainablecampus.unimelb.edu.au/current-issues/student-groups-and-clubs
Field work
Minimise disease and pathogen transfer by **cleaning all equipment (including shoes)** between field sites (e.g. use bleach or veterinary disinfectant in aquatic systems; phytoclean for *Phytopthora*).
Minimise flora, fauna and land disturbance.
Take all rubbish with you.

If you have any other sustainability questions or concerns, please contact the Environment Advocates David Duncan, david.duncan@unimelb.edu.au BioSc 1, 2 & 3, Laura Marchese laura.marchese@unimelb.edu.au BioSc 4, or visit the Sustainable Campus website (sustainablecampus.unimelb.edu.au)

achieving a sustainable campus

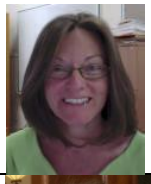
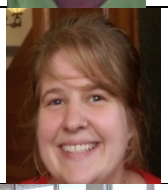
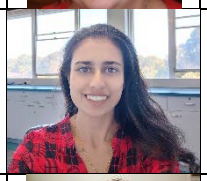
Property and Campus Services – Sustainability Unit

The University of Melbourne -625-631 Swanston Street, Vic3010

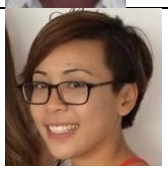
EHS Personnel

BioSciences 1, 2 & 3

BioSciences Safety and Facilities Personnel

Role	Name	Photo	Phone	Email
Precinct Facilities Manager	Tim Bold		903 57518 0403 913542	t.bold@unimelb.edu.au
Precinct Facilities Manager (Deputy)	Fiona Iles		834 46946	fiona.iles@unimelb.edu.au
Laboratory Compliance Manager	Kaija Jordan		834 45748	kaija@unimelb.edu.au
Fieldwork Safety	Nicole Middleton		903 53188	n.middleton@unimelb.edu.au
Chemicals & Radiation Officer	Christine Baggs Jill Williams		834 47757	christine.baggs@unimelb.edu.au
Training Officer	Kim Meyers		834 49087	kimberley.meyers@unimelb.edu.au
Diving Officer	John Ahern		834 49277	j.ahearn@unimelb.edu.au

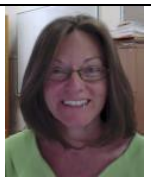
BioSciences 1, 2 & 3 Personnel

Role	Name	Photo	Phone	Email
EHS Committee Chair	Alex Idnurm		834 42221	alexander.idnurm@unimelb.edu.au
Health and Safety Representative	Ton Cozijnsen		834 5053	a.cozijnsen@unimelb.edu.au
Environment Advocate	David Duncan		903 58033	david.duncan@unimelb.edu.au
Building Emergency Controller / Chief Warden – BioSciences 1	Shyama Fernando Adrian Lutz (Deputy) Jason Goodger (Deputy)		834 45578 834 45070 834 47165	shyama.fernando@unimelb.edu.au adrian.lutz@unimelb.edu.au jgoodger@unimelb.edu.au
Building Emergency Controller / Chief Warden – BioSciences 2	Roshan Cheetamun Ton Cozijnsen (Deputy)		903 57815 834 45053	roshanc@unimelb.edu.au a.cozijnsen@unimelb.edu.au
Building Emergency Controller / Chief Warden – BioSciences 3	Ouda Khammy Cassie Watts (Deputy)		834 45066	ouda.khammy@unimelb.edu.au cwatts@unimelb.edu.au

EHS Personnel

BioSciences 4

BioSciences Safety and Facilities Personnel

Role	Name	Photo	Phone	Email
Precinct Facilities Manager	Tim Bold		903 57518 0403 913542	t.bold@unimelb.edu.au
Precinct Facilities Manager (Deputy)	Fiona Iles		834 46946	fiona.iles@unimelb.edu.au
Laboratory Compliance Manager	Kaija Jordan		834 45748	kaija@unimelb.edu.au
Fieldwork Safety	Nicole Middleton		903 53188	n.middleton@unimelb.edu.au
Chemicals & Radiation Officer	Christine Baggs Jill Williams		834 47757	christine.baggs@unimelb.edu.au
Training Officer	Kim Meyers		834 49087	kimberley.meyers@unimelb.edu.au
Diving Officer	John Ahern		834 49277	j.ahearn@unimelb.edu.au

BioSciences 4 Personnel

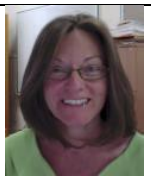
Role	Name	Photo	Phone	Email
EHS Committee Chair	Rob Day		834 46262	r.day@unimelb.edu.au
Health and Safety Representative	Vacant See other BioSc HSRs: Anton Cozijnsen Jen Fox		834 4275	a.cozijnsen@unimelb.edu.au jennifer.fox@unimelb.edu.au
Environment Advocate	Laura Marchese		834 44954	laura.marchese@unimelb.edu.au
Building Emergency Controller / Chief Warden	Tim Bold John Ahern (Deputy)		903 57518 834 44394	t.bold@unimelb.edu.au j.ahearn@unimelb.edu.au

EHS Personnel

Building 184

THE UNIVERSITY OF MELBOURNE

BioSciences Safety and Facilities Personnel

Role	Name	Photo	Phone	Email
Precinct Facilities Manager	Tim Bold		903 57518 0403 913542	t.bold@unimelb.edu.au
Precinct Facilities Manager (Deputy)	Fiona Iles		834 46946	fiona.iles@unimelb.edu.au
Laboratory Compliance Manager	Kaija Jordan		834 45748	kaija@unimelb.edu.au
Fieldwork Safety	Nicole Middleton		903 53188	n.middleton@unimelb.edu.au
Chemicals & Radiation Officer	Christine Baggs Jill Williams		834 47757	christine.baggs@unimelb.edu.au
Training Officer	Kim Meyers		834 49087	kimberley.meyers@unimelb.edu.au
Diving Officer	John Ahern		834 49277	j.ahearn@unimelb.edu.au

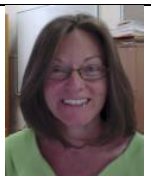
Building 184 Personnel

Role	Name	Photo	Phone	Email
EHS Committee Chair	Nancy Endersby		834 42281	nancye@unimelb.edu.au
Health and Safety Representative	Vacant See other BioSc HSRs: Anton Cozijnsen Jen Fox		 834 4275	a.cozijnsen@unimelb.edu.au jennifer.fox@unimelb.edu.au
Environment Advocate	Vacant			
Building Emergency Controller / Chief Warden	Andrew Siebel Michelle Rhee (Deputy)		834 40707 834 48855	asiebel@unimelb.edu.au mrhee@unimelb.edu.au

EHS Personnel
Teaching
(Redmond Barry and BioSc 5)

THE UNIVERSITY OF MELBOURNE

BioSciences Safety and Facilities Personnel

Role	Name	Photo	Phone	Email
Precinct Facilities Manager	Tim Bold		903 57518 0403 913542	t.bold@unimelb.edu.au
Precinct Facilities Manager (Deputy)	Fiona Iles		834 46946	fiona.iles@unimelb.edu.au
Laboratory Compliance Manager	Kaija Jordan		834 45748	kaija@unimelb.edu.au
Fieldwork Safety	Nicole Middleton		903 53188	n.middleton@unimelb.edu.au
Chemicals & Radiation Officer	Christine Baggs Jill Williams		834 47757	christine.baggs@unimelb.edu.au
Training Officer	Kim Meyers		834 49087	kimberley.meyers@unimelb.edu.au
Diving Officer	John Ahern		834 49277	j.ahearn@unimelb.edu.au

Redmond Berry and BioSc 5 Personnel

Role	Name	Photo	Phone	Email
EHS Committee Chair	Kaylie Peters		834 42681	kaylie.peters@unimelb.edu.au
Health and Safety Representative	Jen Fox		834 4275	jennifer.fox@unimelb.edu.au
Environment Advocate	Vacant			
Building Emergency Controller / Chief Warden – Redmond Barry	Piers Howe – School of Psychology Steven Damen (Dep) School of Psychology		803 46287 834 45425	pdhowe@unimelb.edu.au sjdamen@unimelb.edu.au
Building Emergency Controller / Chief Warden – BioSc 5	Leanne Sait Gulay Filiz (Deputy)		903 58794 903 57924	leanne.sait@unimelb.edu.au gulay.filiz@unimelb.edu.au