

The University of Melbourne Faculty of Science

Procedure for advising undergraduate students of safety and environmental issues associated with practical classes.

This procedure is designed to ensure that undergraduate students are advised of safety and environmental issues associated with practical classes, and to identify pre-existing medical conditions that may affect, or be affected by, their participation in practical classes

Procedure

1. Every Practical Class Manual must contain a Safety Page prominently inserted in the Introduction. The Safety Page will contain:

(i) The following statement:

The University of Melbourne has adopted the internationally recognised systems SafetyMAP (ISO 12001) and Environmental Management System (ISO14001) to ensure a safe and environmentally-friendly workplace for all staff, students, and visitors. As a student of the University you are responsible for adopting safe work and study practices, and you are required to comply with all relevant University and Departmental rules and procedures.

Detailed information on University policy and procedures is provided in the Environment, Health and Safety Manual at <http://www.unimelb.edu.au/ehsm>

The Laboratory Rules and Safe Work Procedures set out below in this practical manual must be adhered to at all times, and the direction of all staff and demonstrators must be followed. If you have any concerns about the safety or environmental impact of any aspect in these practical classes, please raise them with the staff member in charge. Report all injuries and incidents to the staff member.

- (ii) The rules and regulations of the laboratory where the practical classes are held e.g. no food or drinks, requirement for lab coats and safety classes etc (this should be prepared by the Work Area Supervisor of that lab, and it should be the same for all subjects that have practical classes in that laboratory).
- (iii) The person responsible for Safety in the practical class e.g. senior demonstrator, demonstrators.
- (iv) Any Safety information relevant to generic procedures of the practical class (specific information should be prominent in the part of the practical manual dealing with a particular technique or procedure).
- (v) A statement that a risk assessment has been carried out for the practical classes, that any identified risks have been minimized, and that the risk assessments are available for examination in the laboratory.

(vi) The following statement:

If you have any allergies or medical condition that you think may be affected by chemicals, material or procedures to be used in these practical classes, fill in a “Medical Status - Voluntary Notification for Laboratory Classes Form” and give it to the staff member in charge so that any risk can be assessed and the work procedures modified.

2. **At the start of the first Practical class the staff member in charge will bring the Safety Page to the students attention, reiterate the main points, and emphasise the University’s, Faculty’s, and Department’s commitment to providing a safe and environmentally-friendly working environment for all staff, students and visitors.**
3. **Students are to be asked if they have any allergies or medical condition that they think may be affected by chemicals, material or procedures to be used in the practical classes. If so they are to fill in a “Medical Status - Voluntary Notification for Laboratory Classes Form” (to be made available) and give it to the staff member in charge who will assess the risk (or seek advice) and appropriately modify the work procedure for those students. All disclosures are to be treated as confidential.**
4. **“Medical Status - Notification for Laboratory Classes Form” are to be held by the staff member in charge, and destroyed at the conclusion of the subject.**

Prepared by:
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