

# ENVIRONMENT & SAFETY INDUCTION

Welcome to the Department of Mathematics and Statistics. This introduction should provide you with some of the safety information you will need to know (or know how to find) to work in the Department. Click on the links to get more information on safety. It is a good idea to review this induction after you become more familiar with your work area.

## **Introduction to our management system for safety and the environment.**

The Department of Mathematics and Statistics [Environment and Safety Website](#) is your main resource. Any additional safety information you require is available from Paula King (Safety Officer, Building Emergency Controller) and Dr Lawrence Reeves (Chairman of Safety Committee) or the [University of Melbourne Environment Health and Safety Manual](#). Safety information and the Department of Mathematics and Statistics Environment and Safety Committee Minutes are also posted on the **Safety Noticeboard** in the main corridor near the General Office. Safety information is posted on noticeboards in all work areas. The Department of Mathematics and Statistics Environment and Safety Manual also contains first aid notes and a list of first aiders.

## **Safety Induction for ALL new staff, students and any visitors:**

As part of the general induction all new staff, students and visitors will receive a safety induction. This will include information about first aid, emergency evacuation and work area safety.

## **Hazard Reporting and Environmental, Health and Safety Issues**

If you have any suggestions or concerns regarding safety, or feel that there are hazards within the Department, please contact the Mathematics and Statistics Safety Officer (Paula King) or the Academic Staff Representative (Dr Robert Maillardet). The Environment Health and Safety Committee meet quarterly and is an opportunity to discuss issues that have been raised. You should be aware of your rights under the Occupational Health and Safety Act. The University's EHS Unit will also be able to help with safety issues.

## **Work Area Safety Induction**

You will need to complete specific work area safety induction before you begin work. These procedures ensure that you have safety knowledge before you commence work, and that your supervisor has assessed the hazards associated with your work and ensured that the appropriate risk control measures are in place and that any identified training is arranged.

## The University Of Melbourne Occupational Health & Safety Policy Statement

The University recognises its obligation to take all reasonable precautions to provide and maintain, so far as is practicable, an environment that is safe and without risks to health for employees, students, visitors and the outside environment.

### Department Of Mathematics and Statistics Environment and Safety Committee Objectives

- Ensure and improve the safe working conditions of all who work and study within the Department.
- 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

### Emergency Procedures

#### FIRE

As soon as you start working in the Department, make certain that you know the location of the fire extinguishers and any other safety equipment and procedures (first aid kits, break-glass alarms) in the area where you work and also in other areas of the Department. Familiarise yourself with the different types of fire extinguisher and their suitability for different types of fires.

EXTINGUISHER TYPE	COLOUR	FOR USE AGAINST
Water	Red	Wood, paper, textiles, rubbish <b>Not electrical, oils, fats or flammable liquids</b>
Carbon dioxide	Red/black band	All fires at close range

#### Any person discovering a fire should:

1. Activate the nearest [break glass fire alarm](#) switch.
2. Rescue any person in immediate danger, if it is safe to do so.
3. Isolate the fire (close doors), alert other people in the immediate area.
4. Contact Security on extension x46666 or 8344 6666 giving the following details:
  - Location of fire (building name and floor)
  - Extent of fire (or nature of incident)
  - Are there any injured persons (e.g. is an ambulance or medical assistance require

- Name of person reporting the fire or incident. This call should be reported to the Floor Warden.
5. Fight fire if safe to do so.
  6. Take direction from the [Floor warden](#).

### Emergency Evacuation Procedure

Once the signal for evacuation has sounded, the evacuation must be completed, even if it is discovered that the alarm is false.

- Evacuate the building by the shortest route as quickly as possible but without panic.
- When outside the Department of Mathematics and Statistics, move *well away* from the building. Do not crowd near doorways. Assemble at the Gate 3 Pedestrian Entry/Masson Road, near the north entrance to the building.
- Do not re-enter the building when the alarm stops. The signal to re-enter the building will be given by the Building Emergency Controller or Deputy (wearing white hard hat), Warden or the Fire Officer in charge. Specific information is available from your Area Fire Warden. Emergency information is displayed in each area.

### Waste: SAFETY AND ENVIRONMENTAL ASPECTS

There are many ways each of us can do something to reduce our environmental impact.

- Recycling: recycle paper by printing on both sides before disposal, and then use the paper recycling boxes for disposal.
- Use as little as possible - paper, 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, computer screens, and other electrical appliances at night

### Incidents Reports

All incidents (including near misses and hazards) must be reported to the Departmental Safety Officer as soon as reasonably practicable. Incidents include injuries and illnesses, property loss or damage, theft and environmental damage. Procedures for reporting incidents can be found under Safe Work Procedures on the Department's Health and Safety website.

### Manual Handling

Manual handling includes any task requiring the use of a force exerted by a person to lift, push, pull or carry. Manual handling injuries account for a considerable proportion of accidents. The weight involved is often not the cause of the accident. Actions such as reaching, twisting or bending and posture are often important elements. Any duties requiring manual handling should be assessed and documented by both the supervisor, the person carrying out the task and one of the departmental personnel trained in manual handling assessments (contact Safety Officer). This risk assessment is then used to determine how the task can be performed safely. It is important that training is provided and personnel performing such tasks carry out the work in accordance with their training. Any actions taken to control risk should be reviewed regularly.