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 Dolla Boutros (Safety Officer, Building Emergency Controller), Dr Lawrence Reeves (Chairman of Safety Committee), Lisa Mifsud (Employee Health and Safety Representative, Environmental Officer), 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 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:
- Within Induction package is a copy of the Department of Mathematics and Statistics Environmental Health and Safety Manual.
- There is also a form that must be completed and returned to the general office stating that they have read the contents of the EHS manual and are aware of the Department procedures in case of an emergency.
- All signed forms are filed in the General Office.

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 (Dolla Boutros), elected Health and Safety Representative (Lisa Mifsud), or the Academic Staff Representnative (Dr. Robert Maillardet). The representatives are able to raise issues on your behalf at Environment and Safety Committee meetings. You should be aware of your rights under the Occupational Health and Safety Act. The University’s Risk Management Office 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 understood, and that any identified training can be 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 and visitors.

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.

<table>
<thead>
<tr>
<th>EXTINGUISHER TYPE</th>
<th>COLOUR</th>
<th>FOR USE AGAINST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Red</td>
<td>Wood, paper, cloth fires</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not electrical, oils, grease</td>
</tr>
<tr>
<td>Carbon dioxide</td>
<td>Red/black band</td>
<td>All fires at close range</td>
</tr>
</tbody>
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- If the fire is not being brought under control, call out 'FIRE' and evacuate immediately.
- If the heat sensors activate the alarms, but the fire is being brought under control, then continue to fight the fire. Leave the building when the fire is extinguished.
- If the fire alarm sounds for an emergency evacuation, and you are not involved in fighting the fire, evacuate the building by the safest route.

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 Carpark on Monash Road, near the South 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) or the Fire
Officer in charge. Specific information is available from your Area Fire Warden. Emergency information (including photographs of the wardens for each area) 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, 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
Every occurrence that can be classed as an accident, eg. fire, flood, explosion, personal injury or cases of sudden illness, should be reported without delay to the Department of Mathematics and Statistics Safety Officer. Accident reporting is necessary so that unsuspected hazards can be identified and eliminated. Failure to report an accident, incident or illness could adversely affect future insurance claims. Near misses must also be reported to help prevent accidents. Environmental incidents must also be reported.

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, bending, 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.