



## **Occupational health & safety advice and requirements for international students**

The University aims to achieve the highest attainable level of occupational health and safety (OH&S) for its employees and students and other persons throughout all areas of its activities. All members of the University have a duty to care for their personal welfare and the welfare of their fellows. To meet this commitment each person must follow safe working procedures at all times, and take all reasonable care to prevent personal injury or injury to others and damage to plant and equipment.

### **University requirements:**

The University recognises that students are considered to be “in training”, therefore safe working practices must be adopted and taken seriously, especially when undertaking laboratory, field work or workshop activities. Students must follow the safe work procedures established by the University and follow the occupational health and safety directions of the lecturer, tutor or demonstrator, who has the responsibility of ensuring that you receive the appropriate information and supervision necessary for you to carry out your studies safely. The Head of your School or Centre is responsible to ensure that you receive this appropriate information, instruction and training. Further information can be obtained from the OH&S Unit website <http://www.uq.edu.au/ohs>

### **Information from Lecturer:**

Your lecturer should provide you with a general health and safety induction at the commencement of each semester. This information should include –

- The University Occupational Health and Safety Policy and how it applies to you;
- School and local health & safety requirements which apply to your practical classes, field trips etc.
- Emergency and evacuation procedures for the area
- Explanation of all safety and emergency equipment and procedures provided in the laboratory or other teaching area
- Emergency first aid procedures for laboratories etc.
- The requirement for students to report accidents and near miss incidents to the lecturer/tutor.
- Explanation of the need for a student to report any medical conditions or

- allergies that could put a student at risk during the class.
- The requirement for mandatory wearing of personal protective equipment which has been considered necessary by the lecturer.
- Your lecturer must ensure that specific issues relating to health and safety in practical classes are brought to the attention of students.

**Students must comply with the following -**

- Where the following are required to control or prevent exposure to hazards in laboratories or other teaching areas -
  - safety devices
  - personal protective equipment
  - safety and emergency equipment
  - protective clothing and footwear

Students must use and maintain the equipment/clothing as directed.

- Students must follow the instructions of the person in charge of the class or practical and/or the fire wardens in the event of an emergency or evacuation.
- Students must report any hazard or perceived hazard immediately to their supervisor. This would include faulty equipment.
- Students must comply with all occupational health and safety instructions.
- Students must not wilfully place at risk the health and safety of themselves or any other person.
- Students must seek information or advice where necessary or when in doubt regarding a procedure.

**General rules for students:**

- In an emergency and during practice evacuations, move quickly and carefully to the nearest emergency exit. Proceed to the designated assembly area\* and wait there until permission is given to re-enter the building. Never run in a laboratory or mass evacuation

\*(assembly areas are located outside the building at a safe distance from the building. Your lecturer/tutor should have advised you of their location at the start of semester and before practice evacuations)

- Be aware of the position of exits from all lecture theatres, work areas, libraries and student facilities that you use. You should also be familiar with exits from other levels of the buildings that you spend time in.
- Be aware of safety facilities in laboratories, i.e. the location of safety showers, eyewash stations, fire extinguishers and emergency exits.

***Safety guideline Occupational health and safety advice and requirements for international students***

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- Students' bags, ports and sacks are to be placed in designated areas. Do not block passageways or fire exits.
- Do not sit in the aisles of lecture theatres. If the lecture theatre is crowded, advise the lecturer of your safety concerns. If no remedial action is taken, advise the Occupational Health & Safety Unit on Extension 52365 or 3365 2365.
- Smoking is prohibited in all buildings, vehicles, and in the immediate vicinity of open windows, doorways or air-conditioning inlets outside buildings.
- Food and drink (including drinking from water bottles) must not be consumed in laboratories, lecture theatres or animal houses.

**Contact Security:**

In the event of an emergency, if the lecturer/tutor or fire warden is not present or unable to do so, after ensuring your own safety, contact Security on 53333 (or 3365 3333 from a mobile phone or outside line). State exact location (Building, Floor, Room No. if possible) and nature of the problem. *In the case of an explosion or spill, do not use a mobile phone.* Alert other people in the area if safe to do so.

**Report concerns:**

If you have any concerns relating to occupational health and safety issues during your study at the University, report them to your tutor/lecturer or Head of School if necessary. The University's Occupational Health & Safety Unit can be contacted if your concerns are not dealt with.