

OHS PROCEDURES FOR WORK AND STUDY DURING TIMES WHEN EMERGENCY RESPONSE IS LIMITED

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1. PURPOSE

There are specific risks associated with working and studying on campus outside normal working hours when campus staff trained to provide assistance in the case of a medical emergency (campus health services and first aiders) or to evacuate buildings are less likely to be present.

The purpose of these procedures is to ensure the identification, assessment and control of all risks associated with work and study undertaken by staff and students at Monash University during times when emergency response is limited in accordance with the requirements of the:

- Occupational Health and Safety Act (2004)
- OHSAS 18001:2007 *Occupational Health and Safety Management Systems- Requirements*
- AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use.*
- AS 3745:2002 *Emergency control organization and procedures for buildings, structures and workplaces*

2. SCOPE

2.1 These procedures apply to all work and study undertaken by staff and students during times when emergency response is limited on the Australian campuses of Monash University and for Monash University controlled entities. Although the procedures are not strictly applicable to off-campus sites, the guiding principles of the procedures should be applied.

2.2 These procedures do not apply to off-campus activities.

2.3 These procedures do not apply to on-campus university residences.

3. ABBREVIATIONS

OH&S Occupational Health and Safety branch

OHS Occupational Health and Safety

4. DEFINITIONS

4.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

For the purposes of these procedures, head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, branch, centre, unit or Monash University controlled entity.

4.2 MONASH UNIVERSITY CONTROLLED ENTITY

Monash University controlled entities (eg companies) include entities where Monash University can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this procedure, a Monash University controlled entity will be referred to as a controlled entity.

4.3 SUPERVISOR

4.3.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

4.3.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

4.4 WORK OR STUDY WHEN EMERGENCY RESPONSE IS LIMITED

For the purposes of this procedure, work or study when emergency response is limited is defined as work or study undertaken on campus outside the normal working hours of the academic/administrative unit or controlled entity supervising the work or study and at any time on weekends and university holidays.

For the remainder of this procedure, work or study at these times will be referred to as after hours work and/or study.

4.5 WORKING OR STUDYING ALONE

Working or studying alone is defined as work or study carried out in an area where normal means of contact (eg within earshot or sight) with other persons are not available.

5. RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document *Occupational health and safety management at Monash University: Structure, functions, roles and responsibilities*. A summary of the important elements relevant to after hours work or study is provided below.

5.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT OR CONTROLLED ENTITY

It is the responsibility of the head of the academic/administrative unit or controlled entity to ensure that satisfactory provisions for health and safety are made for after hours work and study undertaken by the students or staff of their unit/entity. To fulfil this responsibility they must:

- ensure that local procedures are developed and maintained for after hours work and study undertaken by the staff and students of their unit/entity;
- provide information regarding after hours procedures of the unit/entity to the staff and students who work and study after hours;
- ensure that health and safety issues during after hours work and study are reported to the safety officer for resolution.

5.2 SUPERVISORS

Supervisors of students and staff must:

- ensure that they are familiar with these procedures;
- ensure that local procedures are developed and maintained for after hours work and study undertaken by the staff and students that they supervise;
- ensure that the risks associated with the after hours work or study that they supervise are managed effectively. To do this they must use a documented risk management system to:

- identify the possible hazards that may be encountered during the work or study;
- assess the risks associated with the possible hazards;
- implement strategies to eliminate or minimise the risks to health and safety.

A risk control program, as well as training in its use, is available from OH&S (<http://www.adm.monash.edu.au/ohse/documents>) and the Staff Development Unit respectively;

- ensure that the staff and students that they supervise receive appropriate information, instruction and training necessary for them to undertake after hours work and study safely;
- ensure that all hazards, incidents and 'near miss' incidents are reported in accordance with the OH&S procedures for Hazard & Incident reporting, investigation & recording (<http://www.adm.monash.edu.au/ohse/documents>).

5.3 INDIVIDUALS (STAFF, STUDENTS)

5.3.1 Each staff member and student at Monash University is responsible for ensuring that his or her own work/study environment and practices reflect good OHS standards in order to protect their own health and safety as well as the health and safety of others, by:

- using a documented risk management process to eliminate or minimise risks associated with their after hours work or study, where appropriate;
- being familiar with and complying with local and university after hours procedures;
- being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel;
- not wilfully or recklessly endangering the health and safety of any person at the workplace.

6. STANDARD PROCEDURES FOR AFTER HOURS EMERGENCIES

6.1 THE STANDARD PROCEDURES FOR AFTER HOURS EMERGENCIES ARE:

- Ensure that you are safe at all times. Do not place yourself at risk.
- Raise the alarm.
- Obey the evacuation signal.
- Remain at the assembly area so that you can be accounted for until given the all clear by emergency personnel.

6.2 Staff and students who require after hours access must:

- be familiar with the university emergency procedures and emergency procedures specific to the area;
- include specific emergency procedures for their after hours work or study in their risk assessments.

7. GENERAL PROCEDURES FOR AFTER HOURS WORK AND STUDY

7.1 AFTER HOURS STUDY/ACTIVITIES BY UNDERGRADUATE STUDENTS

- 7.1.1 With the exception of honours students, undergraduate students must not be given permission to study in laboratories or to engage in high risk or ad-hoc activities in a theatrical environment after hours unless a staff member of Monash University is present.
- 7.1.2 Low risk study tasks such as data analysis, viewing of microscope slides and specimens, study in computer (PC) laboratories and low risk theatrical activities are exempt from this requirement.

7.2 APPROVAL OF WORK

Approval of work after hours must be in accordance with any applicable award or agreement.

7.3 AUTHORISATION OF AFTER HOURS WORK OR STUDY

- 7.3.1 Supervisors must obtain authorisation from the head of the academic/administrative unit or controlled entity before giving permission for staff members, honours and postgraduate students and visitors to have access to buildings after hours.
- 7.3.2 The department/faculty access coordinator must then be notified and request the university's security service to grant, deny or revoke access by nominated individuals to the controlled area/s. Refer to the University's Access to Controlled Areas Policy and Procedures for additional details.
- 7.3.3 Persons working or studying after hours must carry their staff or student identification card to establish their entitlement to be in the building after hours. Persons who are located by Security staff in buildings after hours may be requested to produce their staff or student identification card to security personnel. Where no satisfactory staff or student identification is so provided at the time, or where inquiries reveal that the person is not included on the university's security access system, they will be requested to leave the building.
- 7.3.4 Persons with appropriate after hours access must not provide access to others unless authorised to do so

7.4 NOTIFICATION DURING AFTER HOURS WORK OR STUDY

7.4.1 *Notification of Security & Traffic*

When working or studying after hours, staff and students may wish to notify Security & Traffic of their location, when they arrive and of their departure.

Contact details at each campus are:

- Berwick Extension 47444
- Clayton Extension 53059
- Caulfield Extension 32212
- Parkville Extension 39999
- Peninsula Extension 44318
- Gippsland Extension 26662

- 7.4.2 Persons working or studying after hours should ensure that another individual knows of their whereabouts and of the time that they will be expected to return. Such individuals should be given instructions on how to contact Security & Traffic in the event that the person does not return on time.

7.5 PERSONAL SECURITY

Further information about the Monash University security bus service and personal safety issues is available in the campus security brochure distributed by Security & Traffic.

8. RISK MANAGEMENT

8.1 RISK MANAGEMENT FOR AFTER HOURS WORK AND STUDY

Risk management must be undertaken for all work and study that involves practices, procedures or substances that could harm the health and safety of staff or students before undertaking work and study after hours.

8.1.1 Risk management is not required for inherently low risk activities undertaken after hours, including:

- Group lectures, tutorials and classes;
- Desk work or study such as computer work, reading, thesis writing, data analysis, or calculations, where the desk is not situated in a laboratory;
- Desk work or study in a laboratory or studio where no laboratory work is underway.

8.1.2 The risk assessment of the activities that will be undertaken after hours should be included as part of the standard risk assessment required to be completed for research projects, processes, tasks, activities, hazardous substances, equipment or machinery.

8.1.3 The risk assessment should take into account the:

- hazards associated with the procedures involved in the work or study;
- experience and training of the individual undertaking the planned work or study;
- number of people present in the area after hours; and
- other activities occurring in the immediate area.

8.1.4 The risk assessment must be documented.

8.1.5 The risk assessments must be available to staff and students of the unit/entity.

8.1.6 Risk assessments must be reviewed at least every 3 years.

8.1.7 Risk assessments must be kept for 3 years or until reviewed.

8.1.8 A risk control program to assist with this process and training in risk management is provided by OH&S (<http://www.adm.monash.edu.au/ohse/documents>).

8.1.9 Risk assessments must be undertaken in consultation with the local safety officer and health and safety representative.

8.1.10 Following the assessment of the risks, control measures must be adopted to eliminate or minimise the risk associated with each hazard. The hierarchy of control, as described in the OH&S risk control program, must be used to determine the appropriate controls to be adopted.

8.2 RISK CATEGORISATION OF AFTER HOURS WORK AND STUDY

8.2.1 Following risk assessment, each academic/administrative unit or controlled entity must:

- categorise the types of work or study that are likely to be carried out after hours in their area, and;
 - determine the appropriate conditions for each category of work or study to be undertaken after hours.
- 8.2.2 The conditions determined by the unit/entity for the category of after hours work or study must then be applied to the after hours work or study undertaken.
- 8.2.3 The considerations for this listing include, for example:
- Work or study involving substances, processes or equipment/machinery too hazardous or dangerous to be used after hours;
 - Chemical laboratory research may involve substances for which the toxicity, explosivity and reactivity are unknown to the researcher. The researcher, together with the laboratory supervisor, should evaluate the quantity of material or the volume of the equipment and set specific limits for procedures to be carried out after hours;
 - The conditions that should apply to the use of high pressure equipment after hours;
 - The conditions that should apply to the various types of animal handling procedures undertaken after hours;
 - The conditions that apply to various activities in performance venues
- 8.2.4 In Section 8.3, examples of different types of work or study have been provided, together with the conditions under which they should be undertaken after hours.

8.3 RECOMMENDED CATEGORIES FOR AFTER HOURS WORK AND STUDY

This section provides details of the recommended categories for after hours work and study. In each category, examples of types of work and study have been provided to assist areas to develop a catalogue of the types of work and study that should be carried out after hours.

The recommended conditions that apply to each category are **additional** to those outlined in section 7 of this procedure entitled 'General recommendations for after hours work and study'.

Risk Category	Examples of activities in this category:	Conditions for work or study after hours
<p>Low</p>	<ul style="list-style-type: none"> • Assembling or modifying apparatus where there are no chemical or electrical hazards present. • Routine laboratory/studio functions that are part of a standard operating procedure that has been demonstrated to be low risk in accordance with section 8.1 of this procedure. • Laboratory/studio work or study involving the use of small quantities (<500 mL) of chemicals that are known to be mildly toxic, irritant, corrosive, allergenic or flammable. • Distillation of flammable solvents (≤ 1 L). • Sample measurement in instrument rooms providing that the quantities of materials are small and that high pressure equipment is not used. • Microscopic examination of prepared samples. • Sampling and maintenance of tissue cultures. • Accessing cool rooms (> 0 °C). • Delivery and set up of audio-visual equipment. • Checking and assessment of plant and equipment. • Isolation of services, eg fire alarms, power, gas and water. • Activities in performance venues not involving the use of plant or high and medium risk technical equipment nor high and medium risk physical theatre activities. 	<p>Activities can be carried out alone after hours</p> <p>No supplementary conditions are required in addition to the general recommendations outlined in section 7 of these procedures entitled 'General recommendations for after hours work or study' to carry out these activities after hours, i.e. staff and students are able to carry out these activities alone after hours.</p>

Risk Category	Examples of activities in this category:	Conditions for work or study after hours
<p>Minor</p>	<ul style="list-style-type: none"> • Laboratory/studio work or study involving the use of <2.5 L or kg of chemicals that are known to be mildly toxic, irritant, corrosive, allergenic or flammable. • Distillation of flammable solvents (<2 L). • Routine use of unsealed radioisotopes of ≤ 1 MBq in a low level laboratory. • Use of electrophoresis equipment with safety interlock protection and, preferably, residual current device protection. • Use of equilibrated or calibrated phenol solutions. (Note: equilibration of phenol is included in Category IV of this section of this procedure, requiring at least two people working together or in the same room.) • Cleaning duties. • Accessing roofs that have a parapet or safety rail of at least 900 mm in height. When dark, this may only occur in conditions of good lighting (fixed and/or portable) and suitable weather conditions. • Activities in performance venues involving only low risk technical equipment or physical theatre activities. <p><u>Work or study with animals</u> (see note below)</p> <ul style="list-style-type: none"> • Routine feeding, care, treatment and sampling of animals. • Standard surgical procedures on small animals (<15 kg live weight). • Euthanasia and post-mortem of small animals (<15 kg live weight). 	<p>Pre-arranged reporting schedule to an authorised person</p> <p>Staff and students are able to undertake these activities alone as long as a pre-arranged reporting schedule to an authorised person, eg their supervisor or Security & Traffic, is in operation.</p> <p>A pre-arranged schedule must be in place with an authorised person for reporting arrival, at appropriate intervals during the work or study, and at departure.</p>

Risk Category	Examples of activities in this category:	Conditions for work or study after hours
	<p><u>Note:</u> There have been occasions where people with no previous history of allergic reaction have collapsed with anaphylaxis on entry to an animal house.</p> <p>Staff and students working or studying in animal houses alone after hours who have exhibited any form of allergic reaction, however mild, must wear respiratory protection. OH&S must be consulted to obtain advice on the type and fitting of the respiratory protection to be used.</p> <p>Specific concerns regarding the appropriateness of an individual working or studying with animals after hours should be referred to the Monash University Occupational Health Physician located in OH&S.</p>	
<p>Medium</p>	<ul style="list-style-type: none"> • Laboratory/studio work or study involving the use of large quantities (>2.5 L) of chemicals that are known to be mildly toxic, irritant, corrosive, allergenic or flammable. • Distillation of flammable solvents (>2 L). NB Stills that operate on a continuous basis must be assessed individually by the staff member, the safety officer and OH&S. • The use of naked flames associated with flammable solvents (<0.25 L) as used in biological laboratories. • Extended periods of work or study (>30 min) in cool rooms (>0 °C). • Assembling or modifying of apparatus when there are chemical or electrical hazards present. • Use of electrophoresis equipment without safety interlock protection on opening or residual current device protection. • Work or study with closed and semi-closed X-ray equipment. • Routine use of unsealed radioisotopes (>1 MBq) in a low level laboratory. • Use of equipment containing Class 3 or visible Class 4 lasers that is not fully enclosed or that does not have an adequate beam stop. (Note: 'Use' does not include realignment of the laser beam, which is covered in Categories IV and V of this procedure.) • Studio work or study in painting, drawing, tapestry, 	<p>Regular contact with a co-worker or 'buddy'</p> <p>Before the supervisor approves this category of work or study, a co-worker or a 'buddy' must have been arranged to be present in the area for the period of time that the work or study will be undertaken.</p> <ul style="list-style-type: none"> • A co-worker or 'buddy' can only be a person who is authorised to be in the building after hours. • If the co-worker or 'buddy' is inadvertently unable to be present in the building for the pre-arranged time, another co-worker or 'buddy' must replace them or the work or study must be discontinued. • Co-workers or 'buddies' must check on each other's well being at appropriate intervals and at least every 30 minutes during the period that the work or study is being carried out.

Risk Category	Examples of activities in this category:	Conditions for work or study after hours
	<p>printmaking, ceramics, hot blown and cut glass, metalworking and sculpture area plaster work.</p> <ul style="list-style-type: none"> • Experiments with small-scale quantities of molten materials. • Installation and fitting of audio-visual equipment. • Activities in performance venues involving the use of plant and/or technical equipment, or medium risk physical theatre activities 	
High	<ul style="list-style-type: none"> • Euthanasia and post-mortem examination of large animals (>15 kg live weight). • Handling venomous reptiles, insects, arthropods or fish. • Accessing freezer rooms (<0 °C). • Working or studying with, or near, highly toxic or corrosive substances where there is a significant risk of exposure to the substance, taking into account the volume used, except where these procedures have been included in Category 5 of this section of this procedure: 'Work or study too hazardous to be undertaken after hours'. • Equilibration of phenol. • Work or study with radioisotopes requiring the use of a medium level laboratory. • Iodination. • Phosphorylation. • Unpacking radioactive sources. • Work or study with open X-ray systems. • Realignment of Class 3 or Class 4 laser beams in the visible range. • Working or studying with exposed energised electrical or electronic systems with powers exceeding 100VA and voltages exceeding 40 V, providing that the co-worker or 'buddy' is trained in Emergency Life Support (Level 1 first aid) or higher. 	<p>At least two people working together or in the one room</p> <p>To approve this category of work or study the laboratory supervisor must have written confirmation from both the worker and co-worker or 'buddy' that they will be present for the duration of the work to be undertaken.</p> <ul style="list-style-type: none"> • A co-worker or 'buddy' can only be a person who is authorised to be in the building after hours. • In this category, consideration must be given to the co-worker or 'buddy's' qualifications. The second person must be able to help if an emergency arises. At times, only being able to call for help is sufficient. At other times, the second person may need to have specific qualifications or skills or to be as well qualified as the principal researcher, eg for iodination the second person should be experienced in the technique. • If the co-worker or 'buddy' inadvertently is unable to be present in the room for the pre-arranged time, another appropriately qualified co-worker or

Risk Category	Examples of activities in this category:	Conditions for work or study after hours
	<ul style="list-style-type: none"> • Operating equipment or machinery, including workshop machinery capable of inflicting serious injury, such as chainsaws, firearms, lathes, power saws and stage sound/lighting/theatrical effects equipment in performance venues. • Work or study in Art & Design workshops and studios classified by the faculty as medium or high risk, except where these procedures have been included in the 'Work or study too hazardous to be undertaken after hours' section of this procedure. • Coordination of emergency situations. • High voltage isolation. • Working or studying in environments not at atmospheric pressure, such as SCUBA diving. • Working at heights including gantries, catwalks and roof spaces of performance venues • Activities in performance venues involving the use of high risk plant or physical theatre activities • Taking delivery of and setting up theatrical production equipment 	<p>'buddy' must replace them or the work or study must be discontinued.</p>

Risk Category	Examples of activities in this category:	Conditions for work or study after hours
<p>Work or study too hazardous to be undertaken after hours</p>	<ul style="list-style-type: none"> • Work or study with hydrofluoric acid. • Experiments involving explosive and potentially explosive substances. • Accessing bulk liquid nitrogen storage areas. • Working or studying with radionuclides requiring a high level laboratory in accordance with AS2243.4 (1998) Safety in laboratories, Part 4: Ionizing radiations. • Accessing radioactive waste stores. • Working or studying with micro-organisms of Risk group 3 and higher, or which require the use of a PC3 facility. • Realignment of Class 3 or Class 4 laser beams which are outside the visible range. • Work or study with significant quantities of molten materials beyond small scale, experimental quantities. • Work or study with unguarded, high powered, fast-moving machinery or equipment. • In the Faculty of Art & Design, work or study in the design workshop equipped with wood working machinery and power tools, work or study with pneumatic tools and work or study in the sculpture studio foundry and casting area. • Work in confined spaces (including those with good egress) or in areas with limited egress. 	

9. UNATTENDED EXPERIMENTS

9.1 LIVE UNATTENDED EQUIPMENT

- 9.1.1 Consideration must be given to alternatives to running equipment, ovens and experiments overnight based on risk.
- 9.1.2 A manually resetting over-temperature cut-off switch, which is set to operate at a temperature slightly higher than the upper limit of the controlled temperature, must be fitted to all thermostatically controlled equipment.
- 9.1.3 Electrical equipment left on after hours should carry a 'Do not switch off' notice, giving the name of the person leaving the equipment and contact details.

9.2 Each academic/administrative unit or controlled entity should develop a system of reporting of unattended experiments that are in progress after hours. The reporting system should include:

9.2.1 Reporting on a card that remains with the experiment, giving the following information:

- 'Experiment in progress. Please leave on.'
- Name and contact details of the person running the experiment.
- The classes of substances involved in the experiment.
- The potential hazards of the experiment in plain English.
- The procedure to be followed in case of an emergency including, where appropriate, the order of shutting down the experiment, e.g. turn off power, then water.

9.2.2 The experiment should also be entered into a book at a central point in the unit/entity by 4 pm of the day of the experiment, listing the details described in section 9.2.1 of this procedure. A representative of the unit/entity should then notify Security & Traffic, in writing, before 5 pm of all unattended experiments.

9.3 CHECKS ON APPARATUS FOR UNATTENDED EXPERIMENTS

- 9.3.1 Before initial use and on redesign of apparatus to be used in unattended experiments, staff and students must get the apparatus checked and the card initialled by their supervisor or an experienced person before leaving for the day.
- 9.3.2 The person responsible for the experiment should attend when the apparatus is started. Frequent checking of the apparatus and/or experiment should then be carried out for a sufficient period to ensure that the apparatus is working well and to identify and rectify any problems.

10. RECORDS

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
Academic/administrative unit/ controlled entity	Risk assessments including; <ul style="list-style-type: none">• the procedures which may occur after hours and;• conditions under which they should be undertaken after hours	3 years or until reviewed

11. REFERENCES

11.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health & Safety Regulations 2007 (Vic)

11.2 MONASH UNIVERSITY OHS DOCUMENTS
(<http://www.adm.monash.edu.au/ohse/documents>)

Emergency Procedures Booklet (campus specific)
Job Safety Analysis
Occupational Health and Safety Policy
Risk Control Program

<http://www.policy.monash.edu/policy-bank/management/facilities-services>

Access To Controlled Areas Policy and Procedures

11.3 AUSTRALIAN STANDARDS

OHSAS 18001:2007 *Occupational Health and Safety Management Systems- Requirements*

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.

AS2243.4 (1998) Safety in laboratories, Part 4: Ionizing radiations

AS 3745 -2002 *Emergency control organization and procedures for buildings, structures and workplaces*

AS/NZS 4360:2004 *Risk management*