

**UNIVERSITY OF TASMANIA**

**SCHOOL OF HUMAN LIFE SCIENCES**

**LABORATORY  
HEALTH AND SAFETY  
RULES**

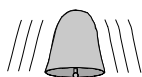
**STUDENT EDITION  
(2008 Version 11)**

## Evacuation Procedure for Staff & Students



# Emergency

Ring Campus Security (6324) 3336, if you need assistance



# Evacuation



**On hearing fire alarm sound or being instructed to evacuate the building (or if it becomes necessary to evacuate):**

- **CALMLY LEAVE VIA THE NEAREST SAFE EXIT AND FOLLOW THE EXIT SIGNS OUT OF THE BUILDING. ASSIST PERSONS WITH DISABILITIES.**
- **DO NOT USE LIFT**
- **MOVE WELL AWAY FROM THE BUILDING UNLESS OTHERWISE INSTRUCTED. MOVE TO THE DESIGNATED ASSEMBLY AREA.**



# Fire

- **Remove yourself and others from the immediate area. Assist persons with disabilities.**
- **Notify Building Warden, press break glass alarm, ring Campus Emergency Number (6324) 3336**
- **Confine by closing windows and doors (if possible)**
- **Evacuate - use all available safe exits. Extinguish fire only if appropriately trained and it is safe to do so.**

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# LABORATORY HEALTH AND SAFETY RULES

## (STUDENT EDITION) School of Human Life Sciences

The following rules are designed to encourage the development of safe working practices in the laboratory environment and to develop a positive attitude to the safe handling of chemical and microbiological substances. It is the responsibility of all persons, staff and students, to exercise due care and responsibility in the safe handling of chemical and biological substances in the performance of laboratory experiments. These rules apply to C and N block laboratories and work areas utilised by the School of Human Life Sciences. General laboratory safety practices, the chemical aspects and the biological aspects of safety are detailed in Australian Standards; AS 2243.1 Safety in Laboratories – General; AS 2243.2 Safety in Laboratories – chemical: AS 2243.3 Safety in laboratories – Microbiology.

Under the Workplace Health and Safety Act (1995) section 16, an employee has the following obligations at the workplace –

“While at work, an employee must –

- (a) take reasonable care for the employee’s own health and safety and for the health and safety of other persons, .....
- (b) comply with any direction given to the employee by an employer or responsible officer with respect to any matter relating to health and safety under this Act.”

A breach of this Act is punishable by a fine of up to \$10,000.

Note: “employee” means a natural person who is employed under a contract of service and, in relation to any educational or other training establishment, includes any natural person who, as a student, uses hazardous substances or plant in that establishment.

### **A. GENERAL RULES – BUILDING:**

- a) In an emergency and fire drills, move quickly and carefully from the laboratory to the external stairwell. Never run in the laboratory or along corridors.
- b) Be aware of the position of the exits from all work areas and from all levels of the building.
- c) The procedure to be followed in the event of **fire** in the building is detailed in Appendix 1. It is important to remain clam and proceed quickly and carefully to the appropriate exit.
- d) The procedure to be followed in evacuation of the building is detailed in Appendix II. It is important to note the assembly point for evacuees from the building.
- e) Smoking is prohibited in all UTAS buildings at all times.
- f) Footwear should be worn **at all times** in all places in the building (C block). In laboratories it is mandatory that covered footwear be worn.

## **B. LABORATORIES:**

### **1. GENERAL SAFETY**

- a) All students are issued with a copy of the *School of Human Life Sciences Laboratory health and Safety Rules (Student Edition)*.
- b) **Students are NOT permitted to enter ANY preparatory laboratory without the permission of the laboratory supervisor/demonstrator or technical staff.**
- c) **Eating and drinking are prohibited in all laboratories.**
- d) Frivolous behaviour, unauthorised experiments and working in the laboratory outside normally assigned hours without permission, are strictly forbidden. Laboratories are open to students only during the times set down for practical work and only in the presence of an academic staff member or assigned demonstrator.
- e) Permission may be granted for students to use a laboratory outside the scheduled practical session subject to the student being under the supervision of a member of the School of Human Life Sciences.
- f) All students must be aware of the conditions required for the safe handling of the substances being used. If in any doubt, seek guidance from your laboratory supervisor/demonstrator.
- g) Be aware of safety facilities of the laboratory, ie location of safety showers, eyewash stations, fire extinguishers, fire blankets, first aid stations and emergency exits.
- h) Working spaces are to be kept clean. Broken glass, sharps, laboratory waste and domestic waste must be placed in the appropriate waste receptacle in the laboratory. No waste is to be left in or placed in the sinks, nor left at the work area.
- i) All spillages must be cleaned up immediately after they occur. Spills should be reported to the supervisor immediately.
- j) No reagent, solution or apparatus is to be removed from the laboratory without approval from the appropriate academic or technical staff member.
- k) Correct use of Bunsen burners is essential. Be aware of burning back of your Bunsen burner by noting a hollow burning sound and/or the absence of a blue cone of unburnt gas.
- l) In order to protect bench tops, fibre cement pads should be placed under Bunsen burners, hot beakers, and flasks.
- m) Handle dissecting/cutting equipment with care, store blades covered, secure blades inside the dissecting kit and always remove blades from handle using scalpel blade remover.
- n) Take care when raising lids on boiling water baths, the steam may cause scalding.
- o) Disconnect power supplies from outlets whilst assembling/disassembling electrophoresis equipment.

## 2. PERSONAL SAFETY

- a) **All students** are to wear covered footwear during practical classes. **Thongs, open weave shoes, sandals** etc. are **NOT** appropriate footwear. Students will **NOT** be permitted to work unless wearing suitable footwear.
- b) All students with loose flowing hair must tie up or confine same by use of a suitable ribbon or hair net. A hat or a cap is not suitable and must not be worn.
- c) A **clean** laboratory coat/gown is to be worn at all times during laboratory work, except in Physiology where a laboratory coat should be worn when directed to by the supervisor. The coat should be of a **100% cotton fabric**. 'Nylon', 'Terylene', 'Rayon' or 'acetate' fabrics are not suitable and should not be worn. Always remove the laboratory coat when leaving the laboratory after completing work for that session (beware that contaminated laboratory coats are potentially infectious). Gowns that are soiled should be removed for laundering and replaced with a clean gown.
- d) In all laboratories and designated work areas where **eye protection** is required, safety glasses (selected and used in accordance with AS1336, AS1337 and AS1338) must be worn at all times during the course of the laboratory work. For other laboratories and work areas students will be required to wear safety glasses when directed to. **Students who fail to bring safety glasses to laboratory sessions may not be granted access to that session.**
- e) Bags are not permitted in laboratories – students are encouraged to use lockers to store bags and personal belongings. Do not block passage ways or fire exits. **Do not** place bags on laboratory benches.
- f) Never develop a casual attitude in the laboratory. Be conscious of potential hazards. **Sitting on laboratory benches is a dangerous practice** and is not permitted. **Never run** in the laboratory or along corridors.
- g) Exercise care in opening and closing doors on entering or leaving the laboratory.
- h) Regard all substances as hazardous until information is obtained to the contrary. Assume all specimens are infectious and handle appropriately
- i) In the event of spills on skin, thoroughly wash the affected area with copious quantities of water. Report all injuries, however trivial, to the supervisor/demonstrator in charge of the laboratory session.
- j) Fingers, pens, pencils and work utensils must not be placed in the mouth.
- k) Always wash hands thoroughly before leaving the laboratory.
- l) Eye injuries, whether caused by chemicals or mechanical injury or splash with biological material are always serious. The treatment is **IMMEDIATE AND PROLONGED FLUSHING WITH WATER** (20 minutes minimum) at the eye wash station. Medical advice should be obtained for any eye injury.
- m) Report all injuries to the laboratory supervisor/demonstrator. First aid will be administered by trained first-aid officers. In the School of Human Life Sciences these are: Merrilyn Johnson, Hetty Binns and Susan Salter.

### 3. CATERGORIES OF LABORATORY WASTE

All laboratories will contain the following types of waste:

Type	Description	Example
Clean	Paper towel	Paper towel used to dry hands after washing <b>ONLY</b> .
Sharps	Material capable of causing cuts or injury	All disposable glassware including microscope slides and capillary tubes. Needles.
Biohazard	All other laboratory waste	

In addition, specialist laboratories may have other types of waste disposal as outlined in the unit outlines for subjects using those facilities.

#### 4. CHEMICAL SAFETY

- a) Special care should be exercised in handling strong acids, alkalis, cyanides, phenols etc. If you have any doubts about handling chemical substances you should consult the laboratory supervisor/demonstrator.
- b) Material Safety Data Sheets (MSDS) are available for all chemicals used in the laboratory. MSDS's contain comprehensive information about the chemical concerned including information on how spills and contamination events are to be dealt with. Students should familiarise themselves with the content and location of MSDS's.
- c) **NEVER PIPETTE BY MOUTH.** Use an appropriate alternative such as a pipette filler or measuring cylinder, whichever is appropriate.
- d) Many organic solvents such as alcohols, ether, acetone, hydrocarbons etc. are highly flammable and require cautious handling. **DO NOT** open bottles of flammable liquids near open flames. Remember that electric motors, hot-plates, pilot lights etc. may ignite flammable vapours.
- e) If a person's clothing catches fire, they should be thrown to the floor and rolled to extinguish the flames quickly. If a fire blanket or laboratory coat is available, it should be used. The victim should **NEVER BE ALLOWED TO STAND UP**, as in the upright position, the natural rise of flames and hot gases will envelop the head and cause injury to respiratory passages and eyes. **NEVER** use an extinguisher of any type on a person. The soda-acid type may damage the eyes whilst the carbon dioxide type may cause severe frostbite.
- f) Report all spillages to the supervisor/demonstrator in charge of the laboratory session. All spillages must be cleaned up immediately after they occur. The procedure used should be suitable for the treatment of the spilt substance, due consideration being given to corrosiveness, fumes, reactivity, toxicity and flammability. Some guidance for the treatment of spills is as follows:
  - I. **Acids:** For small spillages of acids, the area should be flushed with water but not to the extent that the spillage is spread unnecessarily. The spillage should be contained with earth or sand neutralised carefully with sodium bicarbonate.
  - II. **Alkalis:** For spillages of alkalis, the spillage should be contained using sand or earth. Citric acid or dilute acetic acid may be used to neutralise the alkali before clean-up. Residual alkali should be washed with water ensuring no contact occurs between washings and any aluminium or zinc containers.
  - III. **Organic solvents:** Spillages of organic solvents should be absorbed using sand, diatomaceous earth or a proprietary product suitable for the absorption of the liquid.
- g) Absorption granulate is available in preparation areas. When absorption is complete the material is collected in a polyethylene bag and disposed of by Technical staff.

## 5. BIOLOGICAL SAFETY

- a) Assume all biological specimens (eg blood, serum, plasma, urine, microbiological cultures) are infectious and handle accordingly. This is known as **Universal Precautions**.
- b) The handling of biological material poses many specific problems in addition to those encountered in chemical laboratories, for example; possibility of infection resulting from ingestion, inhalation or skin penetration.
- c) Airborne infections – aerosols of infectious materials may be formed when removing the stopper or plug from samples, accidental dropping of solutions onto hard surfaces, by centrifuging unstoppered tubes and heating liquids too rapidly, during pipetting (expelling from pipettes creates aerosols), use of an inoculation loop or exploding ampoules of frozen cultures.
- d) Ingestion infection – May occur by mouth via mouth pipetting or eating or by direct hand-to-mouth spread resulting from failure to wash hands thoroughly. **Mouth pipetting is STRICTLY FORBIDDEN.**
- e) Direct inoculation – small scratches or paper cuts on fingers or broken cuticles may be easily contaminated or needle stick injury from contaminated needles. Ensure that cuts and abrasions are covered by bandages at all times in the laboratory. Skin conditions such as eczema ,psoriasis or burns also pose additional risk as the integrity of the skin barrier is compromised - these conditions need to be covered with a physical barrier such as a glove or bandage at all times. **NEVER RE-CAP A NEEDLE.**
- f) Any spillages must be immediately reported to the laboratory supervisor/demonstrator. Action must be taken immediately to clean up the contaminated work space. Spills of blood or serum are inactivated by using a solution of hypochlorite that provides 5000-10000 ppm of available chlorine (0.5-1.0 %) for a period of 10 minutes. This concentration is active against hepatitis viruses and HIV.
- g) No cultures are allowed to be removed from the microbiology teaching laboratories, under any circumstances. Autoclaves and biohazard cabinets may only be used by people trained in their proper use and clean up.
- h) Hand disinfection facilities are provided in each laboratory. You are advised to make use of them, not only when leaving the laboratory, but also when necessary during classes involving live cultures. Hypochlorite or Phenol-based solutions are provided for bench disinfection. Sinks must be cleaned before leaving the laboratory.

## **Appendix 1**

### **Emergency information for Staff and Students**

**Also see the following**

[http://www.admin.utas.edu/hr/ohs/emerg\\_info.pdf](http://www.admin.utas.edu/hr/ohs/emerg_info.pdf)



UNIVERSITY  
OF TASMANIA

EMERGENCY INFORMATION  
FOR  
STAFF AND STUDENTS

- **Armed Hold Up**
- **Bomb Threat**
- **Evacuation-Including Persons with Disabilities**
- **Fire**
- **Infectious Disease**
- **Mail Handling-Suspicious Mail & Packages**
- **Medical Emergency**
- **Power Failure**
- **Violent/Threatening Person**

**Campus Emergency Numbers**

Hobart: (6226) 7600

Launceston: (6324) 3336

Burnie: (6324) 3336

# ARMED HOLD-UP

## Persons Involved

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1. Don't be a hero - stay calm. Your safety and the safety of those around you is of paramount importance. If you're not directly involved, stay out of it.
2. Don't argue - obey the bandit's instructions, but do only what you are told and no more. Do not volunteer any information.
3. Be deliberate in your actions if you are ordered to do something by the bandit. Avoid sudden movements.
4. Don't stare at the bandit - avoid direct eye contact.
5. If possible, make a mental note of everything you can about the bandit -In particular note speech, mannerisms, clothing, scars or any other distinguishing features such as tattoos.
6. Once the bandit has left, without putting yourself at risk and if nobody else has already done so, try and observe any vehicle used by the bandit. Take particular note of the registration number, type, colour and any distinguishing features.
7. After the bandit has left, render assistance to any person who has been injured and ring the Campus Emergency Number.
8. Record your **observations** in writing as quickly as you can after the Hold-Up. The Police need individual impressions of what happened, uninfluenced by others.

Note: If area is fitted with security alarm, only activate when safe to do so

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**Observations:-**

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# BOMB THREAT

## 1 INITIAL

Don't Hang Up  
Note Time of Call  
Keep the Caller

# BOMB THREAT CHECKLIST

KEEP THIS CHECKLIST NEAR YOUR PHONE

## 2 QUESTIONS TO ASK

WHICH	building are you talking about?
WHEN	is the bomb going to explode?
WHERE	exactly is the bomb?
WHAT	does the bomb look like?
WHAT	kind of bomb is it?
WHAT	will make the bomb explode?
ARE	you the person who placed the
WHY	have you done this?
WHO	are you?
WHERE	are you?
WHAT	is your address and telephone

## 3 WHAT TO LISTEN FOR

VOICE	
LANGUAGE	
NOISES	Traffic/Voices/Machinery/Music/Noises on
OTHER	Sex of Caller/Estimate

## 4 EXACT WORDING OF THREAT


## 5 POST-CALL

### Person Receiving the Call:

- Complete this checklist
- Notify your Security
- Hand completed checklist to Security

### Security:

- Notify Police
- Notify any other Emergency Response Officers on site and confirm action

Time of Call..... Name of Person Receiving  
Call.....

Duration of Call..... Telephone Number.....

# EVACUATION

## Staff & Students

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On hearing Fire Alarm or on being instructed to evacuate, students and staff not performing emergency related roles should proceed as follows :

- Remain calm.
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building and proceed to the nearest safe **assembly area**.  
Note: During the hours of darkness, initially assemble in a well lit area in the vicinity of the main entrance to the building (providing it is safe to do so).
- Assist any persons experiencing difficulty with the evacuation - notify nearest **warden** if additional assistance is required (e.g. injured or trapped person).
- Report any missing persons to a **warden** or the emergency services personnel.
- Remain at the assembly area until otherwise instructed.

### PERSONS WITH DISABILITIES - HELPFUL STRATEGIES

- Keep offices and passageways clear of obstructions.
- Discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, escorting from the building).
- Ideally, involve the person's colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual.
- Don't assume that lifting techniques will be similar for all disabled persons.
- If unsafe to use a lift and unable to evacuate a person immediately and safely, position person in fire isolated stairwell (in buildings so equipped) where practicable, with someone to remain with them, and obtain assistance.
- In the case of hearing impairment, discuss communication requirements with the individual and determine communication techniques which best suit the individual.
- In the event of an emergency and/or evacuation, ensure that the person is personally informed of the situation.
- Ensure that a blind person takes someone's arm (guide dogs should be put on the leash)
- In the case of persons who are intellectually impaired, explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding.
- Schools/Sections that have disabled person within their area should liaise as soon as possible to determine the best means of assistance for any evacuation procedures. This will also determine the best means to communicate the type of emergency. When the evacuation involves the main teaching areas and it has not been possible to establish such plans in advance, unless the person is in immediate danger, it may be necessary to wait for the Fire Service. It may also be necessary to use horizontal evacuation through adjoining buildings to evacuate any persons from the building.

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Assembly area: - \_\_\_\_\_

Wardens:- \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# FIRE

## Person Discovering The Fire

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In the event of a fire, the person discovering the fire should :

- \* Remove themselves and others from the immediate danger area.
- \* Notify **Building Warden, ring Security Control Room** or activate break glass alarm
- \* Confine fire and smoke by closing doors and windows (if safe)
- \* Evacuate the area using all available exits.

Remember:

- \* Do not fight the fire unless trained to do so
- \* If applicable, turn off ignition sources and gas.
  - Do not to use lifts in the event of a fire evacuation.
  - If the 000 number is used and the University, there can be no response from the University. If in doubt notify all of the above including 000.
- \* Leave the area by the nearest safe exit and proceed to the nearest safe **assembly area**

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Building Warden:- \_\_\_\_\_ Extension No:- \_\_\_\_\_

Deputy Building Warden:- \_\_\_\_\_ Extension No:- \_\_\_\_\_

Area Warden:- \_\_\_\_\_ Extension No:- \_\_\_\_\_

Assembly area:- \_\_\_\_\_



## INFECTIOUS DISEASE

### **Inquiries**

If staff or students seek information of a non urgent nature they should go to the Student Services or OH&S Sites on the University website. This will contain information on any infectious disease of immediate concern to the University. These sites do not contain routine information on a regular basis.

Information is also available from the Department of Health & Human Services website located at: <http://www.dhhs.tas.gov.au>

### **Reporting**

If you wish to report an Infectious Disease, employees should ask their Doctor to contact the University, either the Head of School/Section or the OH&S Unit. Students should ask their Doctor to contact Student Services.

# MAIL HANDLING

## Suspicious Mail & Packages

### PERSON DISCOVERING

- \* Remain well clear of any area suspected of containing items.
- \* Alert persons in the immediate vicinity.
- \* Ring Campus Emergency Number
- \* Evacuate the affected area. Make sure that persons assemble in a well ventilated area, where they are not exposed to further risk.

### Mail Handling Procedures – Suspicious Mail & Packages

#### RECOGNITION POINTS

##### Origin

- Unusual postmark
- Unknown source

##### Labeling

- Poor Handwriting or Typing
- Misspelling of common words
- Restrictive markings

##### Physical Characteristics

- Unusual size, shape, weight, feel, sound or smell
- Excessive tape
- Excessive postage
- Discoloration, stains or powdery deposits
- Perforations or protruding objects

#### IMMEDIATE ACTIONS

- Carefully place on nearest level surface, including the floor
- Do not open, smell, touch or taste
- Isolate the area – move/keep people away from suspect article
- Inform applicable Supervisor/Manager
- Inform Security via '7600' or '3336' call – include following information:

- **Exact location in building**

- Description of the suspicious article
- Initial actions on discovery
- Number of persons in affected area
- Implement applicable Initial Response (see next page)

**(Mail Handling continued)**

**INITIAL RESPONSE**

**SUSPECTED BOMB**

- Do not handle unnecessarily or roughly
- Do not smoke in the immediate vicinity
- Do not subject to open flame, excessive heat or direct sunlight
- Do not immerse in water
- Evacuate immediate vicinity – move persons to area where they would not be exposed to potential blast/fragmentation danger
- Keep people away from potential danger area
- Meet and update police on arrival

**SUSPECTED BIOLOGICAL OR CHEMICAL HAZARD**

**If Article is UNOPENED:**

- Alert others-keep people away from the immediate vicinity of the article
- Place article in a plastic bag and seal the bag so it is airtight
- Place all items in second plastic bag and seal that bag so it is airtight
- Remain in your office or immediate work area
- Do not touch anyone
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch
- Ensure that other persons in the same room/work area
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth
- If possible (without leaving your work area) wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

**If Article is OPENED:**

- Do not disturb the item any further
- Do not pass it around
- If any material has split from the item, do not try to clean it up or brush it from your clothing
- If possible place an object over the package without disturbing it (e.g. a large waste bin)
- Remain in your office or immediate work area
- Do not touch anyone
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch
- Ensure that other persons in the same room/work area also remain there and adopt the same personal precautions
- Stop anyone else from entering the room/work area
- Close all doors and windows
- If there is a strong or noxious smell emanating from the article then move to an adjoining room closing all doors and windows and stay in that area until help arrives
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth
- If possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off any fans or equipment that may distribute/move air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

## **SUSPECTED RADIOLOGICAL HAZARD**

### **If article is unopened**

- Alert others-keep people away from the immediate vicinity of the article
- Limit Exposure to the article
- Do not touch anyone
- Don't handle article
- Try to minimise physical contact with anything else-if you have to, then try and remember what you do touch
  
- Evacuate area
- Stop anyone else from entering the room/work area
- Shield yourself from the object
- If possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off fans or equipment that is circulating air around the workplace
- Remain calm-you are not in immediate danger-wait for help to arrive

### **If article is opened**

- Do not disturb the item any further
- Do not pass it around
- If any material has split from the item, do not try to clean it up or brush it from your clothing
- Do not touch anyone
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch
- Ensure that other persons in the same room/work area also remain there and adopt the same personal precautions
- Stop anyone else from entering the room/work area
- If possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off fans or equipment that is circulating air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

# MEDICAL EMERGENCY

## Person Discovering The Medical Emergency

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- Obtain relevant information - for example
  - exact location of injured person
  - type of injury(s) sustained
  - cause of injury(s)
  - treatment required (if known)
  - current status of patient
- Call Campus Emergency Number - they will ring the Ambulance and arrange to meet them if required
- Notify nearest **First Aid Officer**
- Wait with injured person until help arrives

Remember:

- Do not move the injured person unless it is unsafe to leave them where they are. Only attempt to move the injured person if it is safe for you to do so.

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Area First Aid Officer:- \_\_\_\_\_ Extension No: \_\_\_\_\_

# POWER FAILURE

## General Guidelines

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- In the event of a power failure, emergency lighting in all buildings will provide limited illumination.
- Commander and other power-dependant phone systems will be inoperative during the power failure.
- Call the Campus Emergency Number to notify security.
- If normal activities are severely affected by reduced illumination, switch off all appliances which have been in use, calmly leave the building and assemble as for a night evacuation.
- If normal activities can still be conducted, staff should nonetheless check their workplaces for any evidence of a fire.
- Where practicable, the Campus Emergency Coordinator should attempt to ascertain the likely duration of the interruption to power and advise affected persons.
- The Campus Emergency Coordinator should also consider any **consequential hazards** as a result of a power interruption.

**Note: Areas with fume cupboards or large extraction systems will need to consider evacuation**

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Consequential hazards:-

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

# VIOLENT OR THREATENING PERSON

## Person Encountering Violent or Threatening Person

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- Immediately notify Campus Emergency Number
- Do not argue with the person
- Move away from the person and alert others to move away also
- Do not surround the person
- Make it easy for the person to leave the building/area
- Avoid sudden moves
- Do not attempt to physically subdue the person
- Make a mental note of the **person's description**
- Remember that assuring your physical safety is the primary goal - if possible ensure that a counter or desk is between yourself and the person.

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Person's description:-

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## Appendix 2

### Hepatitis B Immunisation Policy

The National Health and Medical Research Council (NH&MRC) recommends that all health professional students be vaccinated against infections that they may encounter during their studies. In this context, the School of Human Life Science strongly recommends that students enrolled or intending to enrol in the Bachelor of Biomedical Science be vaccinated against hepatitis B. The need for students in the Bachelor of Health Science to be vaccinated against hepatitis B will vary depending on the specific units being studied and advice should be sought from an appropriate person from the School.

Such vaccination is not compulsory#, but when considering whether or not to be vaccinated, you should be aware that a number of health care agencies within the state are developing policies that may require staff, or students on work experience to provide evidence of hepatitis B vaccination prior to working in the agency.

The hepatitis B vaccination can be arranged through your general practitioner, and consists of three doses of vaccine over a period of six months.

The NH&MRC recommends that those people at occupational risk also have a blood test three months after the last vaccination to check for immunity.

Some information on Hepatitis B is provided on the accompanying information sheet, and further advice is available from the staff of the School of Human Life Sciences should you require it.

Should you choose to be vaccinated against hepatitis B, it may be useful to have your general practitioner fill out a Record of Vaccination so that you can retain evidence of your vaccination status in case you require it in the future (Record of Vaccination forms available from the School).

# Please note that students in the Biomedical Science degree may not be able to undertake CXA 412/425 Professional Practice, which is a compulsory unit, without providing evidence of vaccination.

## **Information Sheet on Hepatitis B**

Infection with hepatitis B may occur as a result of inoculation or mucosal contact with blood or body fluids of an individual with active hepatitis B infection. In adults, the infection frequently causes acute symptomatic hepatitis from which the patient usually recovers, but around 2-4% of those adults infected go on to become chronic carriers with increased risk of serious complications.

The risk to health care workers depends on the rate of active hepatitis B in the population that provide the body fluids that you may be exposed to, the degree to which you are exposed to the body fluids, and the thoroughness with which precautions to avoid dangerous contact with blood and body fluids are practised.

Within your course of study for the bachelor of Biomedical Science the risk of exposure to hepatitis B is minimized. You will be instructed on how to handle blood and body fluids safely, and in most cases the blood and body fluid samples come from sources that are negative for the hepatitis B virus, or the samples are treated to become non infectious. However, the risk cannot be totally eliminated, and when you go on professional placement in the final year of the course, you will be handling real specimens.

Fortunately, infection with hepatitis B can be prevented by vaccination.

The National Health and Medical Research Council (NH&MRC) has investigated the hepatitis vaccine and has concluded that it is “very safe”, and has actually endorsed the routine vaccination of all Australian infants against hepatitis B.

Two recombinant hepatitis B vaccines have been approved for use in Australia. They are both non infectious subunit vaccines, and in both, the active constituents are derived from genetically engineered yeast cells and NOT from human blood products.

The vaccination consists of three doses, with an interval of 1-2 months between the first and second, and an interval of 6 months between the first and third. About 80% of people who receive the full vaccination course develop immunity although some need a fourth dose, and a very small number do not develop immunity at all.

This is the reason that a post vaccination blood test to check for immunity to hepatitis B is important.

## Appendix 3

### **Safety Manual and Hepatitis B Acknowledgement Form**

The following form indicates that you have received and read the Laboratory Health and Safety Rules and have had the issues regarding hepatitis B explained to you.

Please tear off the form, sign and date it, and return it to your course or unit co-ordinator as instructed.

You must do this before you attend the first practical class where you may be exposed to chemical or biological hazards. **Students may not be permitted to enter laboratories without having submitted this form.**

**School of Human Life Sciences**  
**University of Tasmania**  
**Student Safety Training Declaration**

I acknowledge that:

- I have been provided with the Laboratory Health and Safety Rules booklet (Student edition 2007).
- I have read and understood the content of the Laboratory Health and Safety Rules booklet (Student edition 2007).
- I understand that the Laboratory Health and Safety Rules booklet (Student edition 2007) contains specific information relating to my health and safety.
- I understand that under the Workplace Health and safety Act (1995) section 16, I have an obligation to
  - Take reasonable care for my own health and safety and the health and safety of other students, and
    - Comply with any direction given to me by a University of Tasmanian staff member with respect to any matter relating to health and safety.
- I also declare that the School of Human Life Science has recommended that I be vaccinated against the hepatitis B virus, and in doing so acknowledge that;
  - I have read the hepatitis B information sheet provided.
    - Have had an opportunity to ask questions about hepatitis B infection and immunization.
  - I understand the implications of the decision I make regarding vaccination.

**Please complete this document and return to your unit co-ordinator or other School of Human Life Sciences staff member.**

Failure to complete and return this document may make you ineligible to attend laboratory sessions within the School of Human Life Sciences.

Student Name

Student ID#

Signature

Date

## Evacuation assembly Area

Unless otherwise instructed by the person supervising your class, or directing the evacuation, proceed from Building C to the turning circle (marked with a star)

