

Quick guide – OSH procedure compliance for Honours and Postgraduate students

If you are an Honours or Postgraduate student in the School of Natural Sciences you should:

- Attend the orientation talk conducted by the Honours/Postgraduate Co-ordinator.
- Complete an **Emergency Contact, Health and Fitness Risk Assessment form** and submit this to the School's Safety Officer.
- Complete an appropriate **Risk Management Plan** (*see Risk Management Checklist for what you need to include*) on your project when you have decided what you are doing, you must complete this before your work commences. Consult your Supervisor and submit the form, along with details of your project, to the Honours/Postgraduate Co-ordinator. You may be required to submit further detailed risk assessments on hazardous aspects of your project.

Additional requirements

- **If you work in a research laboratory**
 - You should have been given a lab safety induction by your supervisor and signed a **Lab Safety Induction checklist**.
- **If you are involved in fieldwork**
 - The **Risk Management Plan** should be approved by the School of Natural Sciences Safety Officer before fieldwork commences.
 - A completed field trip form (**Emergency Action Plan**) should be given/emailed to the School of Natural Sciences Safety Office at least 2 working days before the field trip.
 - Details of your field trip must be entered on the whiteboard in room 19.224 (Technicians Office) every time you go out into the field.
- **If you demonstrate or tutor in an undergraduate lab**
 - You should have completed the [Lab Induction for Demonstrators](#) (PDC112) workshop, run jointly by the school and the Centre for Learning and Development.
 - You must hold a current Senior First Aid Certificate and the School of Natural Sciences Safety Office must have sighted your certificate.
- **If you use volunteers**
 - You have a Duty of Care for these people. You should be familiar with the added responsibilities you now have for them. You should read the **Duty of Care, Negligence, Risk Management and Risk Assessment in SONS** document for further detailed information. You should also consult your Supervisor.
 - Your volunteers should complete an Emergency Contact, Health and Fitness Risk Assessment form. Guide volunteers through the form and remember to insert appropriate requirements in the *Skills and abilities relevant to intended activity* section of the form. A copy of the form should be provided to the School of Natural Sciences Safety Officer as soon as possible as additional paperwork may be required.

Activities requirements

Activity	Requirement
Driving University, School or Centre vehicle	Show current license to School Officer
Skipper a power boat	Must have completed a Recreational Skippers Ticket or equivalent boat handling course
Driving 4WD off-road	Must have completed 4WD course or have relevant experience
Use of School's workshop	Must have relevant experience, or completed course, or be supervised
Snorkelling and/or SCUBA diving	Must have current: a) diving medical; b) SCUBA certification; and c) comply with Diving Manual .
Work with vertebrate animals	Gain ethics clearance