



# Occupational Health and Safety Induction

# **OCCUPATIONAL SAFETY AND HEALTH ACT, 1994**

**Philosophy and guiding principles.**

**Responsibilities to ensure safety and health at workplace lies with those who;**

- 1) Create the risk.**
- 2) Work with the risk.**

**Concepts of the act are :-**

- 1) Self Regulation.**
- 2) Consultation.**
- 3) Workers cooperation and participation.**

# **OCCUPATIONAL SAFETY AND HEALTH ACT, 1994**

**Part 4, GENERAL DUTIES OF EMPLOYERS AND SELF - EMPLOYED PERSONS**

**SECTION 15**

**So far as is practicable :-**

**Ensure safety, health and welfare of employees at work**

**Provide and maintain the plant and system of work**

**Make arrangements for the safe use, operation, handling,**

**Storage and transportation of substance and plant**

**Provide information, instruction, training and supervision**

**Provide and maintain place of work and means of access to and egress from any place of work**

**Provide and maintain working environment that is safe and without health risk and with adequate welfare facilities.**

# **OCCUPATIONAL SAFETY AND HEALTH ACT, 1994**

**PENALTY FOR ANY PERSON WHO FAILS  
TO COMPLY WITH SECTION 15, 16, 17**

**FINE NOT EXCEEDING RM 50,000.00 OR  
IMPRISONMENT NOT EXCEEDING TWO  
YEARS OR BOTH**

# **OCCUPATIONAL SAFETY AND HEALTH ACT, 1994**

## **Part 6 ,GENERAL DUTIES OF EMPLOYEES**

**Section 24 (1) states that it is the duty of the employee to:**

- 1. Take reasonable care for safety and health of himself/herself and others**
- 2. Cooperate with employer on requirement of this act.**
- 3. Wear and use Personal Protective Equipment provided by the employer**
- 4. Comply with instructions on OSH by employer, this Act or any regulations**

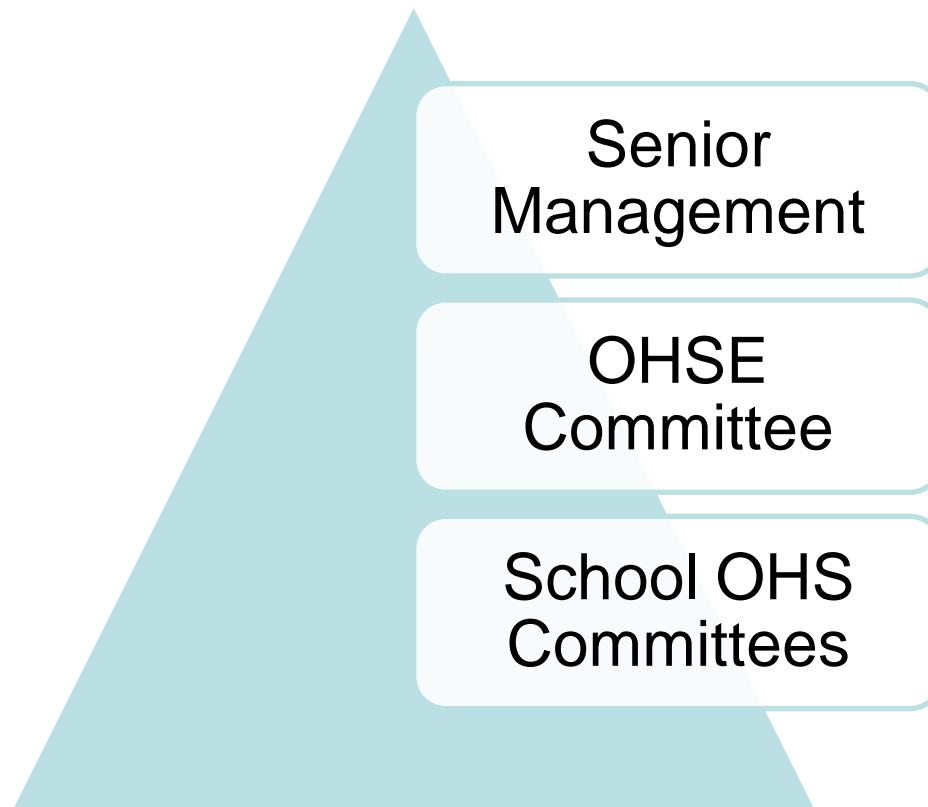
# **OCCUPATIONAL SAFETY AND HEALTH ACT, 1994**

## **SECTION 24 (2)**

**PENALTY FOR ANY PERSON WHO FAILS  
TO COMPLY WITH SECTION 24 (1)**

**FINE NOT EXCEEDING RM1000 OR  
IMPRISONMENT NOT EXCEEDING 3  
MONTHS OR BOTH**

# Structure and roles



## Structure

- **The campus OHS Committee, established by Law, is made up of representatives from Schools, Administrative Units, and Monash University Student Association (MUSA).**
- **It is Chaired by the Executive Director and minutes are submitted to the Senior Management Group.**
- **Gathers and considers information on health, safety, security and the environment from various campus entities and constituents**

## Structure

- **Health, safety, security and our environment is maintained through several means;**
- **Compliance with all instructions regarding health, safety and the environment.**
- **Communication and consultation on health, safety and environment issues.**
- **Training**

## **What is OHSAS:18001**

- **OHSAS 18000 is an international occupational health and safety management system specification**
- **Structured management of OHS activity.**
- **More information is available at the OHSE Intranet site.**

## The process

- **Safety Training & Briefing - for Employees, Management, Committee**
- **Safety Campaign – Talk, Exhibition, Poster, Banner**
- **Audit – Internal & External**
- **Meetings & Discussions**
- **Procedure & Work Instruction Development**

## Raising a health, safety or environment issue

- Your first contact is your immediate supervisor has he or she has a direct responsibility to assist you with any health/safety or environmental issues.
- Alternatively speak to your OHSE Committee Representative. The list is available at [www.monash.edu.my/ohse/](http://www.monash.edu.my/ohse/)
- You can also speak directly with a representative from the OHSE office.

## Incident reporting

- **All hazards, near misses, and incidents that occur on campus must be reported.**
- **Reporting can be done through the incident report form available on the OHSE webpage on the intranet.**
- **Reports can be made either in person or via email to [ohse@monash.edu.my](mailto:ohse@monash.edu.my)**

## **Incident reporting**

- **Incidents include medical and non-medical emergencies as well as any occurrences that result in:**
  - **Injury to a person**
  - **Damage to property and/or the environment**
  - **Disruption to research and teaching**
  - **Or a near miss in any of these situations**

## Incident reporting

- Report all incidences as soon as possible.
- Please note that this applies not only to incidents that have happened, but also to near misses or non-immediate health, safety or environmental hazards.
- You may be required to participate in an investigation of the incident.
- If you have any doubts, please contact the OHSE Unit by email at [ohse@monash.edu.my](mailto:ohse@monash.edu.my) or by phone.

## Emergencies

- **First response:** Immediate response to campus emergencies is provided through the Security and OHSE Units.
- **Building and Floor Marshalls, as well as First Aiders** have been identified across the campus to assist with evacuations and injuries.
- **Crisis Management and Recovery:** The campus has constituted a Crisis Management and Recovery Group to manage emergencies faced by the campus.

## Emergencies

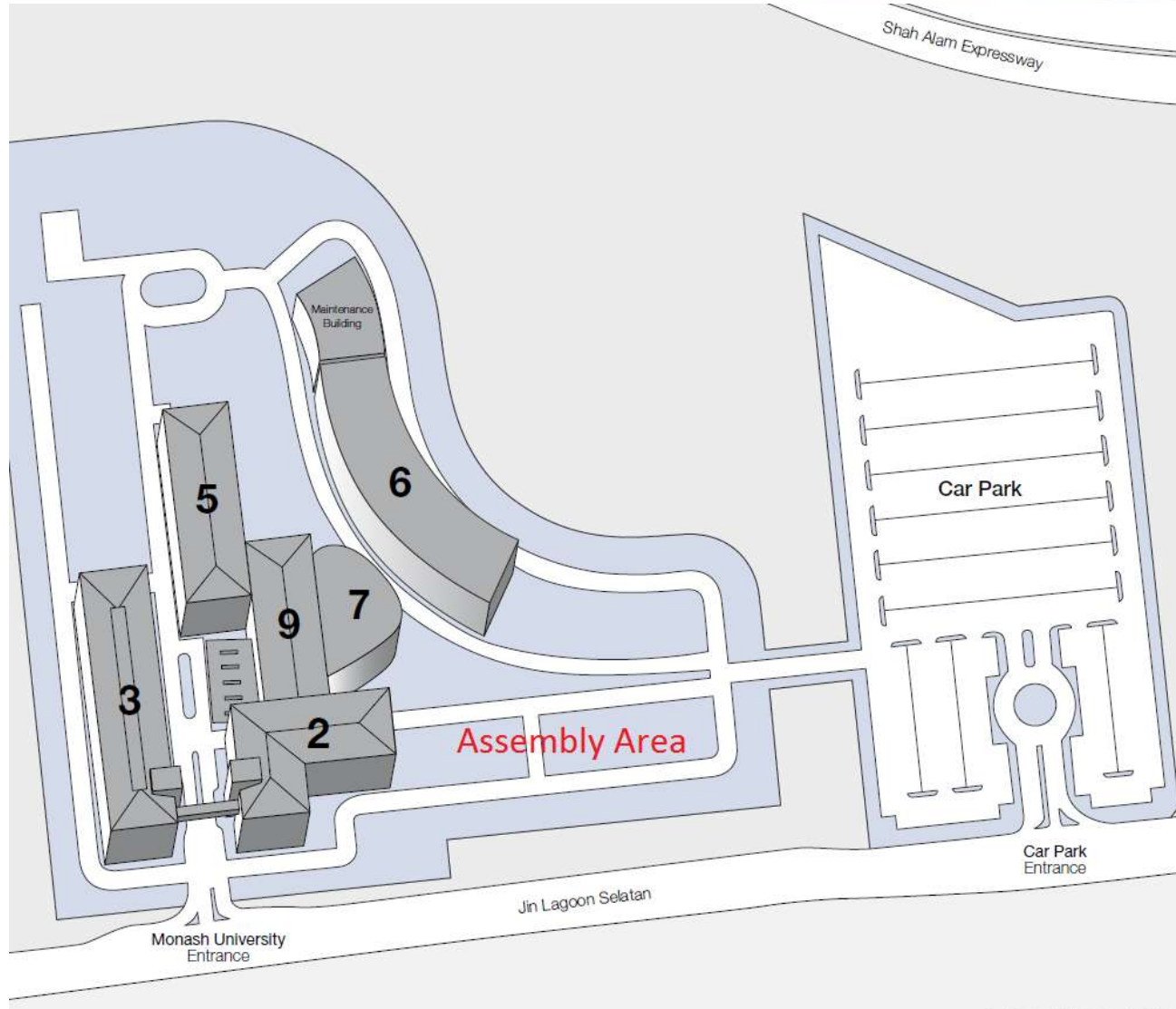
- **In the event of an emergency, such as a fire, serious medical problem or a bomb threat, you may either hear the fire alarm or the evacuation notice.**
- **If you hear the fire alarm or are asked by a Floor Marshall to evacuate the building, you must do so without delay and go to the Assembly Area.**
- **Please follow instructions from the Building Marshall at the Assembly Area.**

## Evacuation

- **You must not use the lifts during an emergency evacuation.**
- **Use the stairs and evacuate the buildings quickly and calmly.**
- **You may not re-enter a building until authorised to do so.**
- **This also applies during fire drills.**

## **Assembly area**

- **The assembly area is located between Building 2 and the Car Park.**
- **Staff and students are expected to line up according to the building from which they have been evacuated.**



## Fire Safety

- **All buildings are equipped with a variety of fire fighting equipment, such as hose reels and fire extinguishers.**
- **You may use this equipment to put out a fire if you have been trained and you judge that it is safe to do so.**
- **Report used or damaged equipment to OHSE so that it can be replaced.**

## Emergency assistance

- In case of an emergency, please dial 46333 using the phone nearest to you.
- If you're off campus, please dial +603 5514 6333. The emergency number for the Clinical School in Johor Baru is +60175514 633
- Please state your name, whether you're a student or staff, exact location, and the nature of your emergency.
- Please wait until help arrives so that you can provide necessary information.
- More information at [www.monash.edu.my/ohse/](http://www.monash.edu.my/ohse/)

## First aid

- All Monash campuses have trained first aiders.
- The names of these first aiders is available on the OHS website. [www.monash.edu.my/ohse/](http://www.monash.edu.my/ohse/)
- If you believe you have become ill or injured as a result of your work or study at Monash, then you must inform your supervisor.
- Please also approach the OHS Unit.
- The list of First Aid Kit locations is also available on the OHS website.

## Other information

- **Students and staff working after hours are encouraged to be safety conscious.**
- **Those walking to their vehicles late at night are encouraged to ask a Security staff to escort them to their vehicle.**
- **No smoking is allowed in campus.**
- **No consumption of alcohol is allowed on campus**

## Restricted areas

- **There are some areas on campus that have restricted access, either due to specialised work being carried out in the area of hazards.**
- **These include high voltage rooms, plant rooms, and certain basement and roof areas.**
- **You should not go into these areas without prior permission from the relevant unit.**

## Hazards

- **A number of hazards can be expected on campus. These may be part of teaching, research, in administrative areas or a result of support functions such as maintenance.**
- **The most common of these are manual handling hazards, ergonomic hazards, slips, trips and falls hazard.**
- **These contribute to the majority of incidents that occur at Monash.**

## Chemical hazards

- **Chemical hazards, such as acids, solvents, gases and dusts exist on campus, in areas such as laboratories, workshops, storage areas and waste disposal areas.**
- **The presence of these hazards is identified through various signs.**
- **Please refer to the campus specific guidelines for these, or a staff responsible for the area.**

## **Biological hazards**

- **Biological hazards include work with animals or genetically modified materials.**
- **Such activity may be carried out at the School of Medicine and Health Sciences or School of Science.**
- **Special training is provided to personnel involved in this area of work.**
- **Entry to areas where such activity is being conducted may be restricted.**
- **Please do not enter laboratories and other areas not related to your work without prior permission.**

## Other hazards

- **Noise:** Ear plugs or muffs should be worn in areas where there is excessive noise. If you are entering such an area, please ensure that you have the necessary hearing protection.
- **Radiation:** Radioactive material is used on campus in Building 3. Areas or pieces of equipment that contain radiation are clearly marked.
- **Specific training is provided for those working with radioactive material.**
- **Dr Juan Joon Ching from the School of Science is the Campus Radiation Safety Officer and can assist with any related questions.**
- **Please also consult OHS if you have any queries.**

## Further information

- [www.monash.edu.my/ohse/](http://www.monash.edu.my/ohse/)
- [ohse@monash.edu.my](mailto:ohse@monash.edu.my)
- **Mr Prame Kumar Nair, Manager, OSH.**
- **Tel 5514 45837**