

Monash University Staff Induction Video

SCENE 1: EXT. UNIVERSITY FRONT - DAY

New STAFF is walking on main road to catch a shuttle to Monash UNIVERSITY.

Alyssa: Hello, I'm looking for Leigh

Receptionist: Leigh is just down the corridor, if you take a seat and I will call her.

Alyssa: Great, thanks.

Leigh comes out of office and greets Alyssa

Leigh: Hi Alyssa great to see you again, Welcome to Monash.

Alyssa: Thanks!

Leigh: Lets' go upstairs to your desk and we will get started.

Alyssa: That would be great!

Leigh Alyssa& Alyssa Leigh walk to Alyssa's Alyssa workstation.

SCENE 2: INT. OFFICE BUILDING - DAY

Leigh: Well, here's your desk Alyssa, how about you put your bag down here and I will introduce you to your team members.

Alyssa looks at workstation and pulls out chair and puts her bag on the ground beside her desk.

Alyssa : Great

Leigh: Everyone this is Alyssa, this is Jonathon, Diana and Dave.

Alyssa greets and shakes hands with her new co-workers

Leigh: Now I have a few things to do before we get started, so I will let you settle in and then I will come back and we will start your OH & S Induction.

Alyssa: Wonderful, I can't wait to get started.

Leigh leaves scene while Alyssa chats to co-workers.

Leigh walks back into scene

Leigh: Ok Alyssa, are you ready for your induction?

Alyssa: Yeah, let's go.

Leigh: Now as part of your Welcome to Monash it's really important that we discuss how to keep you safe and healthy at work.

Leigh: Whatever work environment you're in, it's always important to look at ways to minimise the risk to yourself and others. Always try and manage the risk.

SCENE 3: INT. OFFICE - DAY

Leigh: Now, let's talk emergencies. These 333 booklets tell you everything you need to do in any emergency situation. You'll find these 333 booklets located on every desk, next to the telephone across the University. If your desk doesn't have one, contact our Frank, our Safety Officer and I will introduce you to him later.

Leigh & Alyssa stand at desk

Alyssa picks up 333 booklet and flicks through book

Alyssa: So what happens in a major emergency?

Leigh: Ah, Good question, come with me.

Introduction and Emergencies

Question 1 of 8 (**This question is asked before the video shows or explains this information**)

What basic emergency information do you need to know? (One correct answer)

1. Where are your emergency exits
2. Where is your local assembly area
3. Who is your Building and/or Floor Warden
4. All of the above

Leigh and Alyssa get up and walk towards an evacuation plan

Leigh: We have evacuation plans on every floor, for all the buildings, near the entries and the exits. Now you should get to know where your local assembly area is, as well as the emergency exits and all of the emergency equipment. Now it's a great idea for you to get to know who your local Floor Warden is, as well as the Building Warden.

Alyssa: Hopefully I never have to experience a real emergency.

Leigh: Hopefully not, but if you do, contact security on 333, but in the event of an emergency such as a fire or a serious incident, it's good for you to be familiar with the alert alarm and the evacuation alarm sounds. In some Monash buildings you might even hear a fire alarm bell.

Alyssa: How will I know the difference?

Simulation – fade to staff member working at desk who hears warning alarms

Leigh: The alert alarm is a beeping sound like this (pause to listen).

If you hear the alert alarm –collect your valuables and wait for further directions.

The evacuation alarm is a whooping sound like this (pause to listen). If you hear the evacuation alarm or the fire bell alarm or are told to evacuate by either a Monash University Emergency Warden or

Emergency Services Personnel, drop everything and go straight to the assembly area until the all clear is given. Don't use lifts during an emergency evacuation. Instead, use the closest designated stairs. Make sure you stay away from the building as some buildings have gases OR DANGEROUS CHEMICALS that may explode in a fire. You can't re-enter the building until authorised by the Monash University Emergency Wardens or emergency services.

Leigh & Alyssa exits

SCENE 6: INT. OFFICE – Mid-Morning

Arrive back at Alyssa's desk

Leigh: Okay Alyssa we're back. Before you get started we should set up your desk. Now we need to adjust the seat height so it is just right and that the lumbar support is in your lower back. Your monitor needs to be at eye level height and your sitting position needs to be at 90 degree angle for good ergonomic support.

Support actor shows simulation of working at computer and adjustments

Leigh (VO): We have some great resources that will make sure your desk is ergonomic such as keyboards, adjustable mice and foot stools. Remember to take plenty of short frequent breaks so you don't get sore from static postures. We have an ergonomics checklist you can use to assess your workstation, - it's accessible from the OH&S website.

Okay let's take a bit of a tour around the University.

Evacuations and Ergonomics
Question 2 of 8

What do you do if you hear the evacuation alarm or the fire alarm bell, or are told to evacuate by either a Monash University Emergency Warden or emergency services personnel? **(Two correct answers)**

1. Go straight to the assembly area until the all clear is given
2. Wait until someone tells you it is a real emergency
3. Don't re-entre the building until authorised by the Monash University Emergency Wardens or emergency services

4. Re-enter the building as soon as the alarms stop

SCENE 8: INT. OH&S UNIT - DAY

Alyssa & Leigh walk bumps into an OH&S Consultant

Leigh: Ok, we are going to go in and I will show you around a little bit. Oh my goodness, what a coincidence, hi Peter good to see you. Peter this is Alyssa, she is new to Monash.

PETER: Good morning Alyssa, it's great to see new faces at the University

LEIGH: Peter is one of our University OH&S consultants, and he offers extra support at the University.

Alyssa: Thanks Peter, that's great that we have extra support in the department.

Leigh: Peter, could you tell Alyssa a little bit about what the OH&S team does?

Overlay interview with Department at Work - Scenes of various departments

Peter: Sure. Well, we form part of Monash University's OH&S Unit and our job is to support the staff of the University to ensure everything is safe and healthy.

VO: Each faculty or division is allocated an OH&S specialist from our Unit and they support them strategically and on the ground.

We also provide specialist services in Ergonomics and high risk activities like Construction, Dangerous Goods, Radiation, Noise and Lasers.

We have an Occupational Health Team that comprise of a Specialist Physician and we also have Nurse Consultants. They specialise in the prevention of illness/disease and promotion of wellness in the workplace.

Peter: We provide specialist services and advice on a wide range of work related health issues, including health surveillance for chemicals, biologicals, radiation and noise as well as the Immunisation program for staff.

Alyssa: Wow, that's a lot of areas.

Peter: Yeah, we do a lot of work with faculties and divisions to address local concerns. But remember if you've got any OH&S issues, you can raise it with your supervisor, safety officer, or Health and Safety Representative. Have you met your Safety Officer yet?

Alyssa: No, not yet.

Peter hands Alyssa a list of the OHS consultants

Peter: Here is a list of our OHS consultants - their details can also be found on the Monash OH&S website which you can check out after your induction.

Leigh: OH&S is big at Monash and the OH&S Unit consultants and advisors are here to provide a safe work environment. Senior management and the Vice-Chancellor ultimately are responsible for the health, and safety issues. OH&S are health and safety Specialists at the University and provide a full range of services.

Ok, thanks so much Peter, great to see you, I'll catch you later.

Peter: Good to see you.

Alyssa: Thank you.

Peter: Have a good day.

All shake hands and Leigh & Alyssa continue walking

Leigh: Would you like a coffee?

Alyssa: Yeah, why not.

SCENE 7: EXT. CAFE

Leigh & Alyssa walk into a café

Simulation of social event

Leigh (VO): Anyone who visits, works or studies at the university is entitled to be treated with dignity and respect. We have zero tolerance for any bullying or occupational violence.

If you feel stressed as a result of inappropriate behaviour I encourage you to seek advice from me or our Safety Officer or Health and Safety Representative.

We also have mental health first aiders who have been trained to recognise the signs and symptoms of mental health problems. They're here to help you if you or any colleague needs them.

Leigh: Something I should mention is that Monash expects that no staff be compromised by the effects of drugs or alcohol. Again, if you see any unacceptable behaviour such as bullying or harassment you can report it in S.A.R.A.H. Now S.A.R.A.H is our online incident reporting system.

OK, let's go. I am going to introduce you to Frank, and he is our Safety Officer.

Leigh and Sue leave café

OH&S Support Services & Workplace Behaviour
Question 3 of 8)

If you feel stressed as a result of inappropriate behaviour you should raise your concerns with **(one correct answer)**

1. Your manager
2. Your Health and Safety Representative
3. Any of the above

Question 4 of 8

Staff will at all times not be intoxicated by alcohol and/or drugs whilst working at, or representing the University.

1. True
2. False

SCENE 9: INT. LIBRARY - DAY

Leigh: Well since we are out and about and talking about safety, I thought we would stop for a moment and I would show you something

Leigh & Alyssa walk into Library. Staff and Students are in the background.

Leigh: So in terms of your health and safety, it's really important that you follow procedures on the OH&S website

Leigh (V.O): We need to use all safety devices and equipment correctly, control hazards and risks and make sure new staff are inducted, and also give them opportunities to participate in training on dealing with hazards.

I will need to arrange relevant training for you through the Staff Development Unit

Alyssa: Wow, that's a lot to remember!

Leigh: Don't worry. As your supervisor it is my responsibility to enroll you into all your training, but if you want to know more about training, head to the OH&S website and look at the OH&S training guide.

SCENE 10: EXT. RESTRICTED AREA - DAY

Leigh and Alyssa leave the library and walk towards restricted area (outside areas and plant rooms then laboratory)

RESTRICTED TUNNEL SYSTEMS, GAS CAGES

Alyssa: Such a beautiful campus

Leigh: It is a beautiful campus but we also need to be mindful of the restricted areas that we have here on campus, like this one here.

Leigh (VO): It's really important that you don't go into these areas unless you are trained or have authorisation from your supervisor. If you are ever unsure about anything, just ask me.

Leigh & Alyssa walk towards and stands near fenced off building work area – look around area

Leigh: Monash has been growing and expanding over the last couple of years. If you come across construction site like this, lookout for the signage because it may be a restricted area AS WELL.

Leigh: Come on, let's go.

OH&S Training & Restricted Areas
Question 5 of 8)

You can access restricted access areas if: **(one correct answer)**

1. You just want to talk to someone there
2. You want to have a look around but don't touch anything
3. You are trained or have authorisation from your supervisor
4. You intend booking into specific training soon

SCENE 11: EXT. HIGH RISK AREA - DAY

Leigh & Alyssa walk to a department and meets Safety Officer

Leigh: Hi Frank, this is Alyssa. She's new to Monash. This is Frank, he's our Safety Officer.

Frank & Alyssa greet each other

Leigh: Nice to meet you Frank. Can you tell me a little bit more about what you do at the University?

Frank responds

Frank: Sure, I am the main go to person around here for safety. This is because I was appointed by our head of department to ensure our work environment is safe. And I have a keen interest in safety so if you have any safety concerns, I am always here to help.

Leigh: If you want to find out more about how to manage these hazards if you are exposed to them, you can check the OHS Website, or you can talk to Frank our Safety Officer, or come to me and I can point you to the right resources.

Frank: If you do have a hazardous or an incident yourself, you need to report it in SARAH, our online hazard and incident reporting system.

Frank shows Alyssa Online system on computer

Leigh: That's right and so when you do put in a report, I will automatically be notified, as your supervisor, and then I can start managing the action plan to resolve the issue.

Alyssa: Great, so what hazardous areas should I look out for?

B ROLL footage – Hazardous locations

FRANK (VO): So the University carries out a lot of high risk activities such as biological and chemical research, engineering, art installations and field trips. Because of this we need to make sure that we are vigilant and take adequate measures to protect our staff and students by conducting risk assessments.

Alyssa: Great, good to know.

Leigh: Thanks so much Frank, see you later.

Frank: See you.

Leigh and Alyssa walk away

Leigh introduces Alyssa to Yolanda who is attending a meeting on site.

Leigh: Hi Yolanda

Yolanda: Hi Leigh

Leigh: Yolanda is our first aid co-ordinator for the department. This is Alyssa.

Yolanda: Hi Alyssa, Welcome to Monash. I'm the First Aid Co-ordinator. I look after all our first aid training for first aiders. The equipment is available in all departments, and here's a list of first aiders.

Leigh: Thanks Yolanda, see you again.

Yolanda: Thanks Alyssa.

Coffee room by OHS board

LEIGH: We have many staff benefits here at Monash including an internal and external Employee Assistance Program, also known as the EAP. What this is, it's a free external professional counselling service for Monash University staff and their immediate family. Alternatively, you can also access the counselling service here with the Monash University counsellors.

RECYCLING - DAY

Leigh & Alyssa walk into recycling area

Alyssa talking to Leigh: Well it looks like Monash really cares about the environment...

B-roll footage of recycling

Leigh: Yes, absolutely. Monash is very aware of environmental issues and climate change, and we address these a number of ways through our teaching, research and campus practice. We all can play a part – including us!

Video footage as below

Leigh: Here are some of the things we can do.

* You can bring a refillable water bottle

Video Shot 1: Refilling Greening Up our Act water bottle at water fountain on the Menzies Lawn outside Campus Centre

*Print double sided to reduce paper use.

Video Shot 4: Someone doing double sided printing at a printer

* Reduce your waste and recycle products in the correct waste stream

Video Shot 5: Person recycling an item eg yoghurt tub (not paper) into a yellow lidded bin at the waste station in the BPD kitchen

* Buy Green.

Video Shot 7: Image of green stationery (e.g. tissues)

* Switch off your computer, lights and equipment when not in use.

• Video shot 8: Person switching off lights when leaving a meeting room (red switch off sticker in box to be affixed to light switch)

* Choose sustainable transport options including walking, biking, bus or train.

Video Shot 9: Person stepping onto the shuttle bus at the bus loop AND

Video Shot 10: Person getting onto red share bike with helmet

Leigh: If you want to do more, there are many other things you can do. You could become a sustainability representative for your team, or sign up for the Green Program to help green up your work area. And to keep up to date, you can subscribe to the Buildings and Property's Environmental newsletter or join them on Facebook

Right, let's finish that walk we started.

Leigh & Alyssa walk out of building

Hazard and Incident Reporting, Counselling and Sustainability
Question 6 of 8

All hazards and incidents must be reported via: **(one correct answer)**

1. Safety Officers
2. Monash University OHS Committee
3. Health and Safety Representatives
4. Safety and Risk Analysis Hub (SARAH)

Leigh & Alyssa walking around campus

Alyssa: So Leigh, I noticed on the Website that Monash really looks out for the health and wellbeing of their staff.

Leigh: That's right they do, we have recently become smoke-free on all our campuses.

Leigh & Alyssa past a smoke-free sign at the bus loop?

Alyssa: That's wonderful. How was the response to the introduction?

Leigh: It has been so good. Actually, many of our staff have taken up the opportunity to QUIT through our support programs – so it's been really fantastic.

Leigh & Alyssa enters a SWAP class

Leigh: Something else that might interest you, is our staff discounts and our wellness programs, such as this Pilates SWAP class. We have plenty more too, we have like our 10,000 steps challenge, we have mindfulness programs, and we have mental health programs as well as general health information sessions as well.

SCENE 16: EXT. UNIVERSITY FRONT - DAY

Leigh & Alyssa walk to back to main office

Leigh: We have lots of services and facilities here to you keep safe while you are at work. . We have security guards, service points and escorts. You know it is also important to remember that it's up to you to keep yourself safe too.

Leigh: You know you might even come across a situation that looks dangerous or makes you feel unsafe. That's when you need to call 333. You can call that number from any phone within the university, or the other number you can call is 9905 3333.

Alyssa: **(stops walking)** hang on, I'll just pop that in my phone. What was that number again?

Leigh: 9905 3333

Show Alyssa making new contact on phone

Simulation of suspicious activity

Leigh: Well done! Now you're ready for your first day of work. So, the top three things you need to remember are:

1. You need to get in touch with me to schedule in your Safety
2. You need to look at the OH&S Website and
3. You need to enjoy your first day.

Well, that's it from me. . If you need anything, just let me know.

Alyssa: Thanks so much Leigh! I mean, I feel so much more prepared now.

Leigh: That's great and you're welcome. Have a good day.

Alyssa and Leigh wave good bye and Alyssa goes upstairs with Leigh walking away

Wellbeing and Security

Question 7 of 8

All Monash University campuses are smoke-free environments **(One correct answer)**

1. True
2. False

Question 8 of 8

For all non-life threatening security concerns on campus, call the Security Service on **(Two correct answers)**

1. 333 (internal phone)
2. 9905 3333
3. 000
4. 0101