Safety in School Laboratories short course – 
Chemical and Laboratory Safety
Monday 21 November 2011

Who should do this course?
This course is designed for anyone who has an Occupational Health and Safety responsibility in the school laboratory environment. This includes:

- Teaching Staff involved with science and technology studies
- Science Coordinators and Laboratory Technicians with responsibility for science laboratories
- Health and Safety Representatives

What are the course objectives?
To provide participants with a detailed understanding of the legislative compliance issues pertaining to schools, to enhance the participant's awareness of hazards, risk management and control methodologies as applied to schools and to provide specific practical training in the OHS issues pertaining to laboratory safety in the school environment.

What is the course content?

**Core**
- Safety Legislation and the Laboratory
- Dangerous Goods and Hazardous Substances legislative requirements
- Laboratory safety and emergency management
- Planning for Chemical Safety
- Chemical Safety Management
- Safe use of chemical substances
- Risk Assessments and management processes for laboratories

**Concurrent Sessions – Morning**
Attend one session selected from:
- Microbiological Safety or Storage of Chemicals or Risk Assessment Workshop

**Concurrent Sessions - Afternoon**
Attend one session selected from:
- Field Work Safety or Laboratory Construction or Risk Assessment Workshop (repeat session)

**Practical Sessions – participate in 3 activities selected from:**
- Laboratory Audits, Safe use and testing of fume cupboards, Noise Mapping, Light Mapping or Equipment Set-ups

Course accreditation: Participants have the option of being assessed on the coursework (work-based assignment) to obtain a unit of competency.

Course requirements
Participants must wear closed shoes, sensible clothing and tied back hair during practical sessions. Laboratory coats and safety glasses will be provided.

Course Cost is $600 (including GST) per participant.
Safety in School Laboratories Enrolment Form (21st November 2011)

Your Details

Title: First Name/Surname

Postal Address: Suburb: State: Postcode:

Phone (1): Phone (2): Fax:

Email Address: Date of Birth: / / 

Billing Address

☐ Same as above  ☐ Alternative billing address

Contact Name: Position:

Company Name: Phone (1): Fax:

Postal Address: Suburb: State: Postcode:

Payment Details

☐ Cheque/Money Order (payable to RMIT University ABN 49 781 030 034)

☐ Visa ☐ MasterCard

Card Number: / / / Expiry Date: / CCV Number:

Cardholder’s Name: Signature:

☐ Invoice (refer to payment terms below)

Concurrent and Practical Sessions – to assist us with numbers would you please nominate which of the following sessions you would like to attend. Course notes and a practical manual containing information from all sessions will be provided.

Please number in order of preference – eg. 1 for 1st preference, 2 for 2nd preference etc.

Concurrent Sessions – Morning

☐ Microbiological Safety

☐ Storage of Chemicals

☐ Risk Assessment Workshop

Concurrent Sessions – Afternoon

☐ Field Work Safety

☐ Laboratory Construction

☐ Risk Assessment Workshop (repeat session)

Practical Sessions

☐ Laboratory Audits

☐ Noise Mapping of a laboratory

☐ Experimental Set-ups

Safe use and testing of fume cupboards

Light Mapping of a laboratory work area

Short Course terms and conditions

Payment

• Course fee payable at time of enrolment. Organisations can be invoiced on presentation of purchase order/letter of authority. Invoices to be paid in full within 7 days and prior to course commencement.

Cancellations

• Cancellations notified less than 7 full working days prior to the course commencement date will not receive a refund
• No refunds will be issued after course commencement.
• No refunds will be issued for non-attendance.
• RMIT reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative courses will be offered in these circumstances.

☐ I accept these Terms and Conditions

Signature: .................................................. Date: ..................................................

For further information please contact either:
Susan Holden at Susan.Holden@rmit.edu.au or (03) 9925 2120
or Neale Jackson at Neale.Jackson@rmit.edu.au or (03) 9925 2681

Please send your enrolment form to:
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