HSEM GUIDELINES FOR PRESENTERS

PURPOSE

These guidelines support the Health and Safety Policy and provide assistance to presenters to ensure that during the presentation process, all staff, students and visitors are aware of the health, safety and emergency management requirements at Curtin University.

1. Information For Presenters

Curtin University is committed to providing and maintaining high standards of health and safety in the workplace to all staff, students and visitors.

The information contained in these guidelines can assist presenters to advise staff, students and visitors of the health, safety and emergency management requirements at Curtin University.

1.1. Emergency Management

- If the building evacuation alarm sounds you are to:

  Employees, Visitors and Contractors
  - Follow the direction of Wardens, Security and emergency services personnel;
  - remain calm;
  - collect small personal belongings (e.g. wallet/car keys) DO NOT take computers and other large items;
  - assist disabled persons in your immediate area as per their Personal Emergency Evacuation Plan (PEEP);
  - immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point;
  - DO NOT congregate around the exit doors. Remain at the assembly area/muster point until otherwise directed by a Warden.
  - DO NOT use the lifts. This is not permitted in an emergency evacuation.
  - DO NOT carry hot liquids or food when evacuating a building. This will slow your evacuation and could cause a danger to another person i.e. spillage.
  - DO NOT re-enter the building until the Warden or emergency services personnel have given the all clear.

- In the event of a life-threatening emergency (Fire, Police or Ambulance), call 0 000 from an internal phone or 000 from an external or mobile phone and advise security.

- For general Security assistance including non-life threatening emergencies call 4444 from an internal phone or 9266 4444 from an external or mobile phone. Security are available 24/7.

- The SafeZone App can be used at the Curtin Bentley Campus to directly connect you to the Security team for urgent help or first aid. The SafeZone App is free on the iTunes App Store or Google Play store.

- The Curtin Health Service is located on level 1 at building 109. The Health Services is open from Monday–Friday 8:30am to 4:30pm where a nurse is in attendance from 8:00am-6.00pm Monday to Friday. Contact phone number: 9266 7345.
1.2. Health and Safety

- Please report all injuries/illnesses, near misses, hazards and all other incidents including environmental, property damage and spills to your line manager/supervisor and via the University’s online reporting system at Health, Safety and Emergency Management.

- Smoking is not permitted anywhere on all Western Australian Curtin University campuses.

1.3 Injury Management

- For presenters at mainly seated events/meetings, especially those of duration greater than one hour, advise participants that they may stand up periodically, if this contributes to their physical comfort and wellbeing. They are reminded, however, to be mindful not to disrupt or negatively impact other participants, i.e. by standing in front of them but rather move to the extremities of the room quietly.

1.4 Housekeeping

- Presenters should notify attendees of the location of the nearest toilets.

- Attendees are to be advised to switch mobile devices on silent in order to minimize disruption during the presentation.

1.5 RELEVANT DOCUMENTS/LINKS

- Health, Safety and Emergency Management
- Emergency Procedures Booklet
- Curtin Health Service
- Curtin Security
- SafeZone App
- Clean-Air Campus

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| Approval Authority | Director, Health, Safety and Emergency Management |

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