



# HEALTH AND SAFETY INDUCTION

## (Volunteers, Ambassadors and Visitors)

### INTRODUCTION

Welcome to Curtin's health and safety induction program for visitors, volunteers and ambassadors

In keeping with our organisational values of integrity, fairness, respect and care, Curtin University is committed to providing and maintaining high standards of health and safety so we can prevent injuries in all our workplaces.

A healthy and safe work environment can only be achieved by consulting with staff, and by continually improving our health and safety management system.

This induction is designed to increase awareness of your health and safety responsibilities while engaged in Curtin business. It provides important information about how you can use Curtin's policies and practices to ensure that high standards in health and safety are maintained.

Health and safety is everyone's responsibility and all workers, students and visitors play an important role in maintaining a healthy and safe workplace.

Our aim is to ensure that you do not learn about health and safety by accident.

### DUTY OF CARE

Ambassadors, volunteers and visitors have a duty of care for health and safety while on Curtin campuses or undertaking work for Curtin. This includes:

- Always taking reasonable care for your own health and safety and that of others around you
- Complying with the University's [Health and Safety Policy](#), safe work procedures and Safety/Emergency instructions provided by your Supervisor and/or Curtin Contact.
- Use safety and emergency equipment (including personal protective equipment) as directed by your Supervisor and/or Curtin Contact.
- Reporting incidents and hazards to your Supervisor and/or Curtin Contact as soon as possible after the event.
- Participating in consultation on the management of work health, safety and emergency management risks as required for your position (including risk assessments)



## INCIDENT AND HAZARD REPORTING

Incidents and hazards are to be reported to your Supervisor and/or Curtin Contact as soon as possible after the event so that appropriate action may be taken to provide assistance, prevent recurrence and mitigate risk.

What needs to be reported?

- Injuries/illnesses
- Hazards
- Property damages
- Near misses
- Accidents

If you do not have access to Curtin online systems, please report incidents/hazards to your Curtin contact who will enter it into the University's reporting system ([C.H.A.R.M](#)) on your behalf.

## RISK ASSESSMENTS

When undertaking university activities, fieldwork or research you will need to complete a risk assessment to identify, assess and control the health, safety and emergency management risks associated with your activity, fieldwork or research.

Refer to your Supervisor and/or Curtin Contact and the *Risk Management and Inspections tab* on the [HSEM Website](#) for more information.

## INJURY OR ILLNESS

### Minor Injuries

When a minor injury occurs apply first aid treatment as required or contact a campus [First Aid Officer](#). Alternatively, if on Bentley campus attend the Health Service in B109 and seek advice.

The Safer Community Team are first aid trained and are available 24/7.

### Serious Injuries

1. Contact **0 000** from a Curtin internal phone or **000** from a mobile or off site phone to notify emergency services.
2. Inform security on 4444 (internal campus phone) or (08) 9266 4444 from external or mobile phone
3. Do not move the victim and try to keep them calm.
4. Remain with the victim until emergency services arrive.



All injuries and incidents are to be reported to as soon as possible to your Supervisor and/or Curtin Contact

## EMERGENCY CONTACT

**LIFE-THREATENING EMERGENCIES** (FIRE, POLICE OR AMBULANCE):

Dial **0 000** from any campus phone Dial **000** from an external or mobile phone – and always inform the Safer Community Team.

**GENERAL SECURITY ASSISTANCE** including non-life-threatening emergencies:

**Safer Community Team** - Dial **4444** from any campus phone Dial **+61 8 9266 4444** from an external or mobile phone.

## PERSONAL SAFETY

Your safety on campus is one of our biggest responsibilities and concern. The Safer Community Team offer 24 hour service, every day of the year to the Bentley, Technology Park, CBD, Midland and Kalgoorlie campuses.

The Safer Community Team offer a range of services and systems to keep our campuses safe and friendly. The team are trained to manage general safety and security issues. For more information:

- visit their [webpage](#)
- Call 9266 4444
- Email: [securitycommsoffice@curtin.edu.au](mailto:securitycommsoffice@curtin.edu.au)

## EMERGENCY EVACUATIONS

**In the case of a fire alarm activation or evacuation notification you must follow the direction of the warden, Safer Community Team or 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, Safer Community Team or Emergency Services Personnel.
- DO NOT use the lifts in an emergency evacuation.
- DO NOT carry hot liquids or food when evacuating the building. This will slow your evacuation and could create a risk to another person i.e. spillage slip hazard and/or burns hazard.
- DO NOT re-enter the building until the Warden or emergency services personnel have given the all clear

## AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)



An AED is a portable medical device that when used analyses an unconscious person's heart rhythm and delivers an electrical shock if the person is having a Sudden Cardiac Arrest (SCA).

A SCA occurs when electrical changes in the heart cause the heart to suddenly stop beating and blood to stop flowing around the body.

This results in vital organs being deprived of oxygen causing:

- collapse
- unresponsiveness
- loss of pulse
- no breathing

The AED is easy to use as it uses voice and visual prompts to guide the user through the step by step defibrillation process.

The AED monitors the presence of normal electrical activity in the heart and will only deliver a shock if it detects a shockable heart rhythm.

Therefore, if the AED is placed on a conscious person, the AED will not deliver a shock.

If an AED has been used, operators must notify Emergency Management on 9266 4900 or via email at [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au) so the AED can be returned to service.

## AED Locations

AEDs are located across several buildings around the campus and in three Security vehicles which are readily available during an emergency.

[Click on here for an AED location map \(Bentley campus\).](#)



## CLEAN-AIR CAMPUS

As of 1 January 2012, Curtin University by-laws were amended so that smoking is prohibited on all Western Australian campuses.

**Smoking is not permitted on any Curtin campus.** If you wish to smoke, you will need to leave the campus as there are not designated smoking areas.

For more information, visit the [Clean-Air Campus website](#).

## NEED MORE HSEM INFORMATION?

If you require any advice or additional information, the Health, Safety and Emergency Management Department is located in building 599.

Email [HealthandSafety@curtin.edu.au](mailto:HealthandSafety@curtin.edu.au)

Visit the website [healthandsafety.curtin.edu.au](http://healthandsafety.curtin.edu.au)

Phone: (08) 9266 4900



**Acknowledgement:**

I hereby acknowledge receipt of the Health, Safety and Emergency Management Induction. I certify that I have read and understand the content of the induction.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Curtin Supervisor Name:</b>	
<b>Signature:</b>	
<b>Staff Id:</b>	
<b>Date:</b>	