



## HSEM GUIDELINES FOR PRESENTERS (General & Academic Staff)

### PURPOSE

These guidelines support the *Health and Safety Policy* and provide assistance to presenters including general and academic staff (here in known as 'presenters') to ensure that 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 Housekeeping

Prior to any presentation presenters should make themselves familiar with:

- the layout of the room / building,
- the location of the evacuation diagram and emergency exits,
- emergency contact numbers and evacuation procedures for the venue.

At the start of their presentation, presenters should notify their audience of general housekeeping information including:

- evacuation procedures, location of emergency exits and assembly areas in the event of an emergency,
- the location of the nearest toilets – including 'disabled toilets',
- advise attendees to switch mobile devices 'off' or to 'silent' in order to minimize disruption to others during the presentation or lecture.

#### 1.2 Emergency Management

In the event of an emergency, presenters are responsible for:

- following emergency procedures as detailed on the evacuation diagram, and
- Instructing their audience to follow emergency procedures as directed.

Other useful information:

- The [SafeZone App](#) can be used at the Curtin Bentley Campus to directly connect you to the Safer Community Team for urgent help or first aid. The [SafeZone App](#) is free and available on the Apple App Store or Google Play.
- The **Curtin Health Service** is located on level 1 of 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.



## External Document

### 1.3 Health and Safety

- Any injury, accident, near misses, hazards must be reported to your line manager/supervisor and on the University's online reporting system [CHARM](#).
- Smoking is not permitted on any Western Australian Curtin University campuses.

### 1.4 Injury Management / Disability

- For 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.
- Should you have any queries regarding [injury management](#), [ergonomics](#) or [disability](#) access for any of your presentations, please contact the People and Wellness team on 9266 4468.

## RELEVANT DOCUMENTS/LINKS

[Health, Safety and Emergency Management](#)  
[Emergency Procedures Booklet](#)  
[Curtin Health Service](#)  
[Safer Communities](#)  
[SafeZone App](#)  
[Injury Management](#)  
[Ergonomics](#)  
[Disability Information and Advisors](#)

### CONTACT DETAILS

Contact	Health and Safety Ph: (08) 9266 4900 <a href="mailto:healthandsafety@curtin.edu.au">healthandsafety@curtin.edu.au</a>
Approval Authority	Director, Health and Safety

### REVISION HISTORY

Revision #	Date	Amendment Description
1	07/09/2016	New Guideline
2	30/03/2017	Amended
3	15/06/2020	Reviewed and updated