

Visitor Induction Checklist

Faculty/School/Area name



At Curtin University, the health and safety of our visitors is important. The following requirements are designed to ensure that no visitor is placed at risk of injury or illness during their visit to Curtin University and applies to all visitors at Curtin University campuses.

Visitors are required to read, understand and follow the requirements at all times whilst at Curtin University campuses. Upon review and understanding of these requirements you are requested to sign in using the **Building XXX Visitor Sign In register**. This signature will confirm your understanding and agreement to follow the rules contained below.

1. Upon signing in the Curtin University representative will escort you to your relevant visiting area.
2. In the event of specific safety rules applying to the area you will be visiting the Curtin University representative you are visiting will inform you of any specific safety requirements you will need to follow in addition to the rules contained here.
3. If the building evacuation alarm sounds or you are requested to evacuate the building by a Curtin University representative then you are to follow all reasonable instructions and leave the building by the nearest safe exit and proceed to the Assembly Point and wait there until further instructions are given. Your Curtin University Representative and / or Fire Warden will you advise of the Assembly Point.
4. 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.

For **general Security assistance** including non-life threatening emergencies call **4444** from an internal phone or **9266 4444** from an external or mobile phone.

5. Each visitor is reminded to take such care as they are capable of to ensure their own health and safety and the health and safety of Curtin University employees whilst at Curtin University.
6. All visitors will follow any safety sign / instructions displayed in specific areas throughout the campus.
7. In the event that you identify a health and safety hazard, you are requested to immediately advise your Curtin University representative so that immediate corrective action can be implemented.
8. Any incidents (e.g. accidents involving personal injury) or near miss should be immediately reported to your Curtin University representative who will complete an incident report and ensure you obtain appropriate medical treatment.
9. All visitors must use and / or wear any Personal Protective Equipment provided to them for use in designated areas. Equipment must only be used in the manner and for the purpose designated. If unsure please obtain clarification of instructions from your Curtin University representative.
10. Visitors are requested to declare any hazardous substances or items they bring onto campus so that appropriate health and safety measures may be implemented to manage risks.
11. Visitors are reminded that smoking is not permitted anywhere on campus.