



GENERAL SAFETY INFORMATION AND PROCEDURES INDUCTION

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OUR UNIVERSITY – AN OVERVIEW

- 1 The University of Newcastle employs approximately 2,000 full time staff and caters for over 20,000 students. In addition, other academic, social and sporting activities attract many more people to the campuses and many activities occur every day. Residential Accommodation is provided on the Callaghan and the Central Coast Campuses where students live and study.
- 2 The University of Newcastle maintains facilities in several locations including The Callaghan Campus, The Central Coast Campus (at Ourimbah), the City Precinct (including The Conservatorium of Music, University House, Northumberland House, The David Maddison Building and 468 Hunter St.), Port Macquarie as well as facilities at the John Hunter, Mater, Wallsend and Gosford Hospitals, Gosford Old Court House and the Newbolds Buildings and various shared spaces in other regional centres.
- 3 The Callaghan Campus comprises of over 140 Hectares of natural bushland. The area is unique as a biodiversity area and is one of only four in the Newcastle and Lake Macquarie area. The University is internationally renowned for its beautiful bushland campus that provides an excellent environment for study, research, work and recreation. Its trees and reserves have been protected and rehabilitated and the University prides itself on the natural values it holds.
- 4 The Ourimbah Campus is a joint venture/shared facility with TAFE NSW and the Central Coast Community College. It is set in a natural valley is located on an 85 hectare site adjacent to national parkland.
- 5 The structure of The University includes 5 Faculties and 3 Divisions with a combination of academic research, teaching and general activities. In the main, the University Division coordinates the physical activities and support services that are performed on campuses in order to provide facilities, infrastructure and fixed equipment for The University's research and teaching. The faculties manage teaching and research planning and implementation, as well as the support actions that allow for these activities. Examples of faculty actions include; preparing for practical study activities, curriculum development and implementation, and research support services.

CONTACT DETAILS

CALLAGHAN AND C.B.D. CAMPUS (Newcastle)

EMERGENCY – ALL HOURS

Fire, Police, Ambulance	000
Security (Emergency)	4921 5888
(General)	4921 5729

GENERAL SWITCHBOARD 4921 5000

FACILITIES MANAGEMENT

General Office (8:00am to 5:00pm) 4921 6500

HEALTH AND SAFETY UNIT

Manager	4921 6546
Senior Safety Officer	4921 7330

CENTRAL COAST CAMPUS (Ourimbah)

EMERGENCY – ALL HOURS

Fire, Police, Ambulance	000
Security	4348 4222

HOSPITALS

WYONG	4393 8000
GOSFORD	4320 2111
or	0418 627 914

SECURITY (General) 4348 4291

GENERAL SWITCHBOARD 49215000

- 6 The University is a unique place where a variety of activities are undertaken. The people teaching, learning, and performing research, are required to operate under a variety of responsibilities. Many of the students are young adults and/or international students who may not be aware of the hazards that can exist. The campus activities being performed and the number of people attending The University will vary over the progression of a year. Ensure that the safety controls that are used have made allowance for all the unique working conditions at The University.
- 7 Contacts at The University who may be able to assist whenever an activity is being undertaken include:
- Faculty and School office – manage teaching and learning activities, changes or alterations to courses etc., teacher and lecturer contacts, and general information with regard to student enrolments.
 - Security Services – maintain security on all campuses, providing the first line of contact in all emergency and other abnormal events.
 - Human Resource Services – staff management activities including employment related issues, and Health, Safety and Welfare management.
 - Facilities Management (FM) – manage infrastructure changes, improvements and maintenance. All activities that require infrastructure modifications or repair, need to be organised through FM to ensure that they are appropriate and that all statutory requirements have been met. These can include but are not limited to contractor management, Occupational Health and Safety, the Building Code of Australia and local government requirements. FM coordinate the University’s physical infrastructure and are required to have an overview of all the current and future activities and needs. They have an understanding of proposed or planned University wide improvements and they manage and deal with any conflicting needs in regard to building use.
 - Maintenance –coordinate and maintain services and infrastructure and are the principal managers of fault rectification works. The maintenance staff can provide information and support for any activity that requires repair and maintenance of equipment and services. Wherever a fault needs rectifying or an alteration is required, a [“Maintenance Request”](#) form needs to be completed.

Other useful University contact can be found at <http://www.newcastle.edu.au/service/>

GENERAL SAFETY REQUIREMENTS

- 8 All people performing work for The University must be familiar with and comply with current safety legislation including NSW Occupational Health and Safety Act 2000, NSW Occupational Health and Safety Regulations 2001, NSW Codes of Practice and relevant Australian and International Standards.
- 9 Before commencing any work activity, a risk assessment must be undertaken. Documented risk assessments and work method statements can be completed by anyone, and need to be done in consultation with ‘everyone who’s safety may be effected’. A copy should be held with the person performing the work and updated whenever a change in circumstance is realised. The documents shall be available at all times for the information of any person who may be affected by the work activity.
- 10 Safety problems should be reported to your supervisor who may initiate a Maintenance Request and an [Incident/Hazard Report Form](#) should be forwarded to the Occupational Health and Safety Unit. This form should also be used to notify of any injury or illness occurring as a result of work activities. Emergency Hazards should be reported to Security Services immediately by anyone who recognises the emergency.
- 11 “Restricted Areas” shall not be accessed unless approved by the controller of the area and after taking all necessary precautions. Because of the diversity of activities that are performed at the University, everyone needs to be aware of the hazards that may be present in the area they require access. These areas include but are not limited to Laboratories (chemical, biological, radiation, medical, physical processes etc), workshops, plant rooms, secure spaces, store areas and the like. If access is required in these areas, prior to entry extra information must be obtained as to the nature of the potential hazards and the relevant controls required to be implemented, such as safety glasses, lab coats etc.
- 12 Special Access areas within The University require additional control measures to be implemented prior to access. These areas include The Special Education Centre, the Child Care Centres, the Residential Colleges, The Medical Centre within the Student Services building, The Student Counselling Services Rooms within The Hunter building, and The Animal Holding and Research Areas.

GENERAL ENVIRONMENTAL REQUIREMENTS

- 13 The University has a commitment to minimising impact on the environment and requires that the Environment Protection and Biodiversity Conservation Act (1999) and allied legislation is complied with by all persons at all times. Because of the variety and intensity of activities, and the potential for contamination of nearby waterways, such as the wetlands centre and other creek systems, adequate controls need to be implemented to ensure that a spill does not occur. Planning shall be made for the isolation of materials from the waterways in the event that an accident occurs. The University has systems in place for proper disposal of waste, and information can be obtained from your University contact. It is essential that you do not place anything other than water down drains, sinks, stormwater or on the grounds. The only exception is the use of sinks which have controls attached such as a collection sump.
- 14 Environmental problems such as accidental spills, illegal dumping or any other action which may cause harm to the environment, shall be reported to Facilities Management or Security Services immediately the problem is known.
- 15 Any work that may cause impact on bushland and landscaping is to be avoided. Any activity likely to cause impact or requires the disturbance of flora and fauna, shall be advised to Facilities Management at least a suitably appropriate time for the locations inspection and assessment prior to work commencing.
- 16 Smoking is prohibited within and around buildings and cigarette butts and other rubbish shall only be placed in appropriate bins, ashtrays or other waste receptacles.

SPECIFIC PROCEDURES

- 17 Vehicle use within the campus shall be in accordance with [The University of Newcastle Traffic and Parking Rules](#) and the NSW Road Rules. Failure to comply may result in infringement notices (Parking and Traffic Fines) being applied. Motor vehicle users are to give way to pedestrians where there is potential for a conflict. The roadways on the Callaghan Campus are limited to 40km/h except in areas where it is 10km/h such as in front of Maths and Design bus stops.
- 18 Traffic Calming Devices (speed humps) on the Callaghan Campus are to be treated as pedestrian crossings.
- 19 Parking Permits must be obtained and displayed to park on the Callaghan Campus and The Conservatory of Music car parks. The permit must be displayed in a visible place on the left side of the dash board of the vehicle. Vehicles shall only be parked in the appropriate areas and in marked bays. (Further information is available from The University of Newcastle Traffic and Parking Rules which can be found at <http://www.newcastle.edu.au/policy/legislat/traffic/traffic.htm>)
- 20 Paths and pavers at The University are important means of access by the high number of pedestrians that move around the campuses. Pedestrians are warned to take care and be observant while accessing these areas and any hazards in the pathways should be reported to Facilities Management. Driving of vehicles on these paths and paving is not permitted unless prior permission has been obtained from Facilities Management.
- 21 The University has a policy of equity and diversity and harassment, conflict, sexual or racial insults or flaunting of rules is not permitted. Such actions may result in disciplinary action. Information about what constitutes unequal treatment can be found at <http://eonline.uow.edu.au/>

EMERGENCY PROCEDURES

22 Emergency procedures:

When an emergency occurs:

- Contact Security Services on **4921 5888 for Callaghan or 4348 4222 for Central Coast**, and state the location and the nature of the emergency. (If an ambulance, fire or police services are required you will then be asked to contact **000**)

At the Callaghan Campus and Central Coast campuses, instruct the service to the nearest entrance to the location of the incident.

Security service will intercept the service and bring them to the location so as to avoid delays in finding the location of the emergency.

23 First Aid and other Medical assistance at Callaghan Campus can be obtained by students, staff and contracted personnel from The Medical Centre located within the Student Services Centre Building, [Telephone number 4921 6000 (or 16000 on internal phones)]. This centre maintains Nursing and Medical Doctor services from 8am until 6pm on weekdays. Security should also be contacted for further assistance if it is required (Tel 4921 5888).

24 In all other University Campuses and buildings, Trained First Aid staff are available for initial response and the nearest location can be found on notice boards within the building.

25 A Ourimbah Campus, a qualified Nurse is available 3 days per week and can be contacted through Security Services (Tel 4348 4222)

26 Evacuation procedures shall be followed by all people upon being ordered to evacuate, or sounding of a continuous alarm. While working in, or visiting buildings, all people shall locate and be aware of the appropriate emergency exits, and follow any instructions given by the University Emergency Wardens and/or Security Services. (Note: Testing of alarms occurs weekly and consists of a number of short bells or sirens. At this time, evacuation is not required.) The University has adopted a Warden System for evacuations where there is a 'sweep' performed of buildings in the event of an emergency. You must follow any directions given by the Warden, by Security or by Police or other emergency personnel, during any emergency. Instructions on what to do in the case of particular emergencies can be found in The Emergency Procedures 'flip-chart' which is located on noticeboards around The University.