



INTRODUCTION

Welcome to Curtin's health and safety induction program.

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.

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



HEALTH AND SAFETY

Promoting a safer place to work and study



Curtin University



Promoting a safer place to work and study

HEALTH AND SAFETY POLICY

Policy Statement

Curtin University is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.

We will ensure we uphold Curtin Values and a culture that promotes workplace respect and where we believe that health, safety and wellbeing are paramount and bullying will not be tolerated.

Health and safety is the responsibility of everyone. All staff, students, contractors and visitors play an important role in contributing to a healthy and safe workplace.

The University will continue to evolve its Health and Safety Management System through a process of continuous improvement with a focus on the effective management of all health and safety risks. This will be achieved in consultation with our staff and our Safety and Health Representatives. Our goal is to prevent workplace injury and illness.

The University will:

- Ensure compliance with relevant legislation and the University's Health and Safety Management System;
- Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
- Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
- Maintain an effective mechanism for consultation and communication of health and safety matters;
- Maintain an effective process for resolving health and safety issues and managing health and safety risks;
- Provide appropriate health and safety training;
- Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met.

Deborah Terry AO, Vice-Chancellor
June, 2017

Make tomorrow better.

healthandsafety.curtin.edu.au

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DUTY OF CARE

As Council members you 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 and Safety/Emergency instructions provided by your Curtin Contact.
- Using safety and emergency equipment as directed by your Curtin Contact.
- Reporting incidents and hazards to your 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.

INCIDENT AND HAZARD REPORTING

Incidents and hazards are to be reported to your 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.

INJURY OR ILLNESS

Minor Injuries

When a minor injury occurs apply first aid treatment as required or contact a [First Aid Officer](#). Alternatively, 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 phone) or (08) 9266 4444
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 as soon as possible to your 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 – always inform the Safer Community Team

GENERAL SECURITY ASSISTANCE including non-life-threatening emergencies:

Dial 4444 from any campus phone **Dial 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 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

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 others 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 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

Visit the website 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.

Name:	
Position:	Council Member
Signature:	
Date:	
Curtin Contact Name:	
Signature:	
Staff Id:	
Date:	