



CURTIN CAMPUS INDUCTION

INTRODUCTION

Welcome to Curtin University!

In keeping with our organisational values of integrity and respect, 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 workers, inviting workers to participate 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. This includes taking reasonable care of your own health and safety and that of others around you.

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

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.

INJURY OR ILLNESS

Minor Injuries

When a minor injury occurs apply first aid treatment as required or contact a campus [First Aid Officer](#) as displayed on the Incident Team Posters in each building. Alternatively, if on Bentley campus attend the Health Service in Building 109 and seek advice.

The Safer Community Team (SCT) are also first aid trained and are available to offer assistance during their working hours. Please note the hours of work for the SCT vary for each campus.



Serious Injuries

1. Contact **000** to notify emergency services.
2. Inform Curtin University's Safer Community Team on (08) 9266 4444. Do not move the injured party and try to keep them calm.
3. Remain with the injured party until emergency services arrive.

All injuries and incidents incurred on Curtin premises are to be reported to your Curtin Contact as soon as possible.

EMERGENCY CONTACT

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

Dial **000** and inform the Safer Community Team on (08) 9266 4444.

GENERAL SECURITY ASSISTANCE including non-life-threatening emergencies:

Safer Community Team

Perth metropolitan campuses - (08) 9266 4444.

Kalgoorlie - (08) 9266 4444

PERSONAL SAFETY

Your safety on campus is one of our biggest responsibilities and concern. The Safer Community Team can be contacted 24 hours per day for assistance. For any life-threatening emergencies please call 000 immediately. The Safer Community Team offer a range of services and systems to keep our campuses safe. The team are trained to manage general safety and security issues. For more information:

- Visit their [webpage](#)
- Call 9266 4444
- Email: saferscommunityteam@curtin.edu.au

EMERGENCY EVACUATIONS

If you are notified of a fire alarm activation or evacuation you must follow the direction of the Warden, Safer Community Team or Emergency Services Personnel. The general instructions in these situations are:

Remain calm;



Collect small personal belongings (e.g. wallet/ car keys). DO NOT take computers and other large items;

Check if there are any persons with disability requiring assistance in your immediate area and offer to help them if required;

Immediately leave the building via the nearest 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 during an 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, Safer Community Team or Emergency Services Personnel have given the all clear or follow the instructions in the instructional [video](#)

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)



An Automated External Defibrillator (AED) is a portable medical device that when used analyses a person's heart rhythm and only delivers an electrical shock if the person's heart is not producing a suitable rhythm. If the pads are placed on a conscious person, the AED will **not** deliver a shock.

No training is required to use an AED. Please follow the instructions on the outer cover then listen and follow the instructions provided by the automated voice. If an AED has been used, operators must notify Emergency Management on 9266 4444 or via [email](#) so it can be maintained and returned to service.

AED Locations

AEDs are located inside or outside most buildings on each campus. To locate your nearest AED please refer to the Curtin [Campus Maps](#).

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



NEED MORE HEALTH AND SAFETY INFORMATION?

If you require any advice or additional information, please contact us at:

Email HealthandSafety@curtin.edu.au

Visit the website healthandsafety.curtin.edu.au

Phone: (08) 9266 4900

Acknowledgement:

I hereby acknowledge receipt of the Curtin Campus Induction. I certify that I have read and understood the content of the induction.

Name:	
Signature:	
Date:	
Curtin Supervisor Name:	
Signature:	
Staff Id:	
Date:	