

Information students should know about: **OCCUPATIONAL HEALTH & SAFETY 2008**

IN AN EMERGENCY RING 8303 5444, OR RING 000 FOR AN AMBULANCE IF THE SITUATION IS LIFE THREATENING.

School Occupational Health & Safety Representative

Assoc Prof Martin Lambert

Simplistically, the OH&S Representative is the elected staff rep who, at the request of staff, will represent them on issues of occupational health & safety in the workplace, and who negotiates on OH&S issues with the Head of School/University, on behalf of the staff.

School Safety Officer

David Hale

The Safety Officer assists the Head of School with the implementation of University policies and the management of occupational health & safety in the workplace.

School Occupational Health & Safety Committee

A/Prof Michael Griffith	Chair & Head of School	Stephen Huskinson	Laboratory Supervisor
Prof Holger Maier	Deputy Head of School	Diane Keable	Secretary
Bruce Lucas	Laboratory & Engtest Manager	A/Prof Martin Lambert	OH&S Representative
David Hale	Safety Officer	Prof Peter Dowd	Executive Dean, ECMS

David Hale is also a member of the Area OH&S Committee chaired by the Executive Dean

School First Aiders

(All University Security Staff are trained First Aiders)

All First Aiders have access to a First Aid Box

Ian Ogier	Chapman Lab
Bruce Lucas	Room N155
Terry Cox	Room NG33

Fire Wardens

David Hale
Steven Huskinson
Ann Smith
Josie Peluso

Remember that if you are in a building when the fire alarm rings, you should ensure that you follow the directions given over the PA system or if the directions cannot be heard then move quickly and quietly out of the building via the nearest exit, and obey any instructions given by Fire Wardens (see Evacuation Procedures on the 'O' drive).

MAKE YOURSELF AWARE OF THE NEAREST FIRE EXTINGUISHER, AND THE NEAREST EXTERNAL EXIT

In the event of a 'Lockdown' Emergency you should ensure that you vacate any corridors or common areas, and you should go to a safe room which can be locked from the inside, e.g. if you are in the Chapman Laboratory, you should move to the George Sved Teaching Suite and lock the door into the room. Also, you should immediately obey any instructions from the Fire Wardens.

Reporting incidents/accidents or near misses

If you have an accident, **near accident**, or you notice a potential hazard in the University or on a site visit you should inform the Laboratory Manager or the Safety Officer in the School, to ensure that action is taken, as appropriate. You will also need to complete a **YELLOW** card available from the Laboratory Supervisor or Bruce Lucas and return it, completed, to the Laboratory Manager within 48 hours.