

# Induction Information for Visitors

Health and safety



## **Bundaberg**

Walker Street Campus  
Phone 07 4150 5600

## **Gayndah**

Pineapple Street  
Phone 07 4161 1982

## **Bundaberg**

Marine Campus  
Phone 07 4150 5881

## **Maryborough**

Nagel Street Campus  
Phone 07 4120 2300

## **Hervey Bay**

Urraween Road  
Phone 07 4120 6400

## **Gympie**

71 Cartwright Road  
Phone 07 5480 3639

## **Health and safety policy statement**

The Department of Education, Training and the Arts is committed to the protection of all employees, students and visitors from risk of injury or illness in the working and training environment. The department will not knowingly demand or expect of any person, participation in any activity which is likely to be detrimental to their health or safety.

Departmental managers at all levels are responsible and accountable for the management of workplace risk, including the identification, analysis, assessment and treatment of exposures that are likely to adversely impact on the operational performance of areas under their control.

Each employee shall be committed to the elimination of workplace risks and is responsible for ensuring their work practices are safe and that they actively participate in the department's risk management program.

## **Introduction**

We would like to take this opportunity to welcome you to WideBay TAFE.

As a visitor to this campus you will be bound by our health and safety rules. The following information encompasses minimum legislative procedures and policies affecting practices and behaviour while on campus.

You are required by the provisions of the Workplace Health and Safety Act 1995 to undergo an induction training program on arrival, or before commencing any work or business on the grounds.

It is your responsibility as a visitor to provide for your own safety and the safety of others in the workplace. To this end, you must not:

1. wilfully or recklessly interfere with or misuse anything provided for health and safety;
2. wilfully endanger the health and safety of any person at the workplace; or
3. wilfully injure yourself or others.

Under the Act, a person who has an obligation can, for failing to discharge their obligation attract a penalty of \$24,000.

If you have any health and safety enquiries, please contact the workplace health and safety officer or any health and safety committee member.

We hope your visit to our campus is a safe and pleasant one.

## **Important information**

The TAFE Health and Safety Policies and Procedures Manuals are available from the Research and Information Centres. These books contain TAFE policy.

## **Safety procedures**

On arrival, all personnel visiting college sites are to:

- Report to Customer Care to register their presence on campus.
- Personnel hiring facilities are to register with Customer Care.
- Contractors to the department are required to register in the contractor logbook at Facilities.
- Undertake a training induction program.
- Be accompanied by a staff member in restricted or high risk areas.
- Become familiar with safety and security procedures for college sites.

## **Emergencies**

To prepare yourself for any emergency situation it is your responsibility to familiarise yourself with:

1. Emergency assembly areas
2. Escape routes
3. Fire extinguisher locations
4. Exits
5. Toilets
6. Smoking areas
7. Provision for disabled and non-English speaking persons.

*Evacuation* – On the sound of the evacuation signal (an electronic siren) you must make your way to the evacuation assembly area. Training providers are responsible for safe evacuation of all clients.

*Accident* – In the event of an accident occurring whilst on campus, a First Aid Officer and Safety Representative must be advised, and the incident recorded.

*Fire and safety equipment* – Fire and safety equipment is located throughout the buildings and grounds. The equipment is appropriately labelled and suitably marked for the class of fire for which it is intended.

## **First aid kits**

Qualified personnel are available to administer initial first aid treatment to students, staff and visitors on all sites.

## **Insurance**

Should a visitor sustain an injury on an institute site, the medical expenses associated with the injury are the initial responsibility of the individual. Claims for out of pocket expenses will need to be forwarded in writing to the Director Business Operations with details validating the incident and related expenses. The circumstances in each claim will be investigated thoroughly before the institute presents the claim to the Director-General for consideration.

## **Alcohol, narcotics and firearms**

The possession of any of the above articles is prohibited on campus unless specifically authorised.

## **Smoking**

Designated smoking areas are located at each campus. No smoking is permitted outside the designated areas.

## **Misconduct**

Any person who creates a nuisance while on college grounds may be asked to leave the property by security personnel. Failure to do so, upon request by an authorised person could result in police action. Misconduct includes but does not limit an instance of misconduct to:

- Disrupting the learning of students.
- Preventing staff from performing their duties.
- Endangering the health and safety of staff students or visitors.
- Interfering with the conduct of college operations

## **Dress standards**

Normal casual dress appropriate to professional standards. Appropriate footwear must be worn at all times.

## **Personal protective equipment**

Appropriate safety equipment and protective clothing must be worn in all designated areas.

## **Personal property**

There is no college or departmental insurance coverage for personal property/vehicles whilst on college premises or grounds. The institute does not accept any liability for loss or damage to personal property whilst on campus. Parking of vehicles and use of personal property at institute facilities is strictly at owners risk.

## **Persons with disabilities**

Persons requiring specialised assistance to access college services or facilities are to make arrangements with the program coordinator or college disability officer.