Health and Safety Advice for Visitors

Welcome to the University of Tasmania.

Please read this leaflet and keep it for future reference as it contains important health and safety information.

The University is a workplace

The University's campuses and other facilities are workplaces under Work Health and Safety legislation and as a visitor to our workplace we have a responsibility to ensure your health and safety.

Also, as a visitor you are required to:

- take reasonable care for your own health and safety; and
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Work Health and Safety Act.

Information

- Please obey all signage and notices – these are displayed for your health and safety and the safety of others.
- If you require information please talk to a University staff member in the area that you are visiting.
- A University staff member may provide verbal directions or printed instructions for you to follow.
- You may be required to enter your details in a visitor registration book and in some instances a staff member may guide you personally – please follow their instructions.
- For longer term visitors, there are a number of policies, standards as well as guidance information which may be provided to you and which you are required to read and comply with.
- Information is also available on the Work Health and Safety website under policies and standards: http://www.utas.edu.au/work-health-safety/whs-essentials

Induction

- Access to some areas is strictly controlled, such as to laboratories, workshops and studios.
- You may be required to complete a site induction before being allowed entry to these areas.

Smoking

- The University is a smoke free campus so smoking/vaping is only permitted in designated smoking areas. For information on the location of these areas please visit: http://www.utas.edu.au/work-health-safety/myhealth/smoke-free

Animals

- Animals are not permitted on University controlled workplaces unless they are an accredited or trained assistance animal. For further information please refer to the Assistance Animals Information Sheet under WHS Resources: http://www.utas.edu.au/work-health-safety/whs-essentials/whs-forms

Driving

- Traffic signs on all campuses must be observed – this includes speed limits.
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If you notice a hazard

- Hazards should be reported immediately to prevent incident and injury. Hazards can be reported by either notifying a University staff member or by contacting the Work Health and Safety Unit.

If you become ill or are injured

- If you become ill or are injured, please seek assistance from a member of University staff.
- The University has qualified first aid officers in most areas and Security Officers are also trained first aiders.
- In the case of a medical emergency, an ambulance should be called via phoning 000 as well as contacting University Security.
- Report your injury or illness to a University staff member or by contacting the Work Health and Safety Unit.
- Note: University staff can utilise the MySAFETY online incident and hazard notification system available on the Work Health and Safety website and can record the incident details on your behalf.

If there is an emergency:

- If you are the first person at the scene of an emergency, ensure your own safety and then ring the relevant emergency contact number.
- In the event of an evacuation, remain calm and follow the directions of fire wardens and staff.
- Assemble at the designated Assembly Point nearest to the evacuation site and await further instructions from the fire wardens.

If you feel intimidated or in danger:

- Contact Security to report immediate threats.
- Help Point telephones are located on most campuses to enhance personal security. Pressing the button on the Help Point calls Security direct.

Security contact numbers

- Hobart, Launceston and Burnie: 6226 7600
- Rozelle: 0402 696 321

Emergency contact numbers

- For emergencies, telephone the police, fire brigade and ambulance on 000.
- Note: if using a University telephone, you must dial ‘0’ before dialling 000 to obtain an outside line.
- Text Emergency Call – 106, this national call service is for persons who are deaf or have a speech or hearing impairment. It is a Text Emergency Call, not SMS

WHS Unit contact numbers

- All areas 03 6226 6298
- Email: health.safety@utas.edu.au

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