

# SAFETY & WELLBEING AT UTS: GUIDE FOR STUDENTS AND STAFF



## RECYCLING

Please dispose of paper waste in the recycling bins provided. About 80% of all other waste is recycled.



## WELLBEING

At UTS we promote a work/life activity balance. Look out for the events and information sessions held throughout the year. Helpful information is available at [www.safetyandwellbeing.uts.edu.au/wellbeing](http://www.safetyandwellbeing.uts.edu.au/wellbeing)

## CONTACTS:

### SAFETY & WELLBEING

9514 1326  
9514 1063  
9514 1062  
[www.safetyandwellbeing.uts.edu.au](http://www.safetyandwellbeing.uts.edu.au)

### SECURITY

Broadway: 9514 1192  
Haymarket: 9514 3399  
Kuring-Gai: 9514 5551  
[www.fmu.uts.edu.au/security](http://www.fmu.uts.edu.au/security)

### HEALTH AND COUNSELLING

9514 1177  
[www.ssu.uts.edu.au/health](http://www.ssu.uts.edu.au/health)  
[www.ssu.uts.edu.au/counselling](http://www.ssu.uts.edu.au/counselling)

### ACCIDENT/INCIDENT REPORTING

9514 1056 or 9514 1102  
[www.safetyandwellbeing.uts.edu.au/emergency/accident.html](http://www.safetyandwellbeing.uts.edu.au/emergency/accident.html)

### HARASSMENT OR DISCRIMINATION

9514 1084  
[www.equity.uts.edu.au/about/preventing](http://www.equity.uts.edu.au/about/preventing)

### HUMAN RESOURCES - STAFF SERVICES

9514 1060  
[www.hru.uts.edu.au](http://www.hru.uts.edu.au)

### SPECIAL NEEDS AND FINANCIAL ASSISTANCE FOR STUDENTS

9514 1177  
[www.ssu.uts.edu.au/fassist](http://www.ssu.uts.edu.au/fassist)  
[www.ssu.uts.edu.au/sneeds](http://www.ssu.uts.edu.au/sneeds)

### HOUSING FOR STUDENTS

9514 1529  
[www.ssu.uts.edu.au/housing](http://www.ssu.uts.edu.au/housing)

### INTERNATIONAL STUDENT ISSUES

For current students 9514 1796  
For commencing students 9514 1531  
[www.uts.edu.au/international/study/services](http://www.uts.edu.au/international/study/services)

### SPORT, RECREATION, CLUBS AND SOCIAL ACTIVITIES

9514 1444  
[www.utsunion.uts.edu.au](http://www.utsunion.uts.edu.au)

UTS:

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THE UNIVERSITY IS COMMITTED TO PROVIDING A SAFE AND HEALTHY WORK AND STUDY ENVIRONMENT FOR STUDENTS, STAFF AND VISITORS AND ADOPTING A SOCIALLY RESPONSIBLE APPROACH TOWARDS PROTECTING AND SUSTAINING THE ENVIRONMENT.



## ENVIRONMENT, HEALTH AND SAFETY (EHS) RESPONSIBILITIES

**All staff and students** must take reasonable care of themselves and others, cooperate with action taken to protect health and safety and not wilfully place at risk the health, safety or wellbeing of others.

**Supervisors and managers** are legally responsible to ensure that the staff and students they supervise are protected from risks to their health and safety. They are responsible for ensuring all activities and facilities they supervise do not present a risk to health and safety.

**Academics** are legally responsible to ensure the students they supervise are protected from risks to their health and safety. They are responsible for ensuring all activities and facilities they manage in research and teaching are safe.

**To help you comply, resources and information are available at [www.safetyandwellbeing.uts.edu.au](http://www.safetyandwellbeing.uts.edu.au)**



## EMERGENCY PROCEDURES

To report emergencies to Security, dial '6' from any internal telephone or Free Call **1800 249 559** (24 hours).

Let the Security Officer know:

- > the nature of the problem (e.g. fire, medical, emergency, assault)
- > the location of the emergency
- > your name and the telephone extension you are calling from.

To call ambulance, fire brigade or police dial '0' then '000' from any internal telephone, then contact Security. Emergency Procedures posters provide details on evacuation procedures. All staff and students **must** view the *Escape from UTS* evacuation video. [www.fmu.uts.edu.au/security/emergencies/escape.html](http://www.fmu.uts.edu.au/security/emergencies/escape.html)

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## HAZARDS AND RISKS

Students should report hazards to a staff member or Security Officer so that something can be done to fix them.

Staff should report hazards to their supervisor or Building Services on ext. 7477 or Security on ext. 1192 if appropriate.

To report a serious hazard, please contact Security immediately by dialling '6' or Free Call **1800 249 559** (24 hours).



## SAFE WORK PRACTICES

**Staff** must always follow safe work practices as provided by your supervisor.

**Students** must always follow safe work practices as provided by your lecturer, demonstrator or other supervising staff. This includes wearing any protective equipment required.

Ask for help if you are unsure about how to use a piece of equipment or undertake a task, particularly before carrying out new or unfamiliar work.



## COMPUTER COMFORT

For practical information regarding correct workstation set up and gentle stretch exercises please see the short videos at the links below.

### Workstation set up

[www.safetyandwellbeing.uts.edu.au/workingsafely/workstation-setup-video.html](http://www.safetyandwellbeing.uts.edu.au/workingsafely/workstation-setup-video.html)  
or [www.safetyandwellbeing.uts.edu.au/workingsafely/workstation\\_animation.html](http://www.safetyandwellbeing.uts.edu.au/workingsafely/workstation_animation.html)

### Gentle stretch exercises

[www.safetyandwellbeing.uts.edu.au/workingsafely/stretching-exercises.html](http://www.safetyandwellbeing.uts.edu.au/workingsafely/stretching-exercises.html)

### A hard copy guide can be printed from

[www.safetyandwellbeing.uts.edu.au/internal/computer-comfort.pdf](http://www.safetyandwellbeing.uts.edu.au/internal/computer-comfort.pdf)



## ACCIDENT/INCIDENT REPORTING

If you are involved in an accident at UTS, report it to a staff member or Security Officer and then complete the UTS Accident/Incident Report Form available online at [www.safetyandwellbeing.uts.edu.au/forms](http://www.safetyandwellbeing.uts.edu.au/forms).

If the accident is serious, call Security immediately by dialling '6' from any internal telephone or Free Call **1800 249 559** (24 hours).

**If you need to see a doctor or miss more than one day of work or study, please call Safety & Wellbeing on 9514 1056.**

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## FIRST AID AND HEALTH SERVICE

See the First Aid poster in your work or study area for the name, location and phone number of First Aid Officers. If there is no First Aid Officer about, contact Security by dialling '6' from an internal telephone or Free Call **1800 249 559** (24 hours). **Note: All Security Officers are trained in first aid.**

The Health Service (Broadway Campus) provides a confidential general medical practice for students and staff. Appointments are made by phoning **9514 1177**.



## SMOKE FREE ENVIRONMENT

Smoking is not permitted inside any building on any campus of the University, nor in any University vehicle. This includes areas adjacent to entrances and exits of buildings, windows and air intakes for air conditioners. Smoking is only permitted in designated smoking areas. Please dispose of cigarette butts in the bins provided.

Please contact the UTS Health Service on 9514 1177 for advice regarding quit smoking programs.



## BICYCLE STORAGE

Bicycle racks are located outside most buildings and are often covered by a security camera.



## CAMPUS SHUTTLE BUS

The University operates a shuttle bus service. Timetables are available from the UTS Security Offices and online at [www.fmu.uts.edu.au/campus/transport/security-bus.html](http://www.fmu.uts.edu.au/campus/transport/security-bus.html)



## SECURITY SYSTEMS

All buildings are accessible by a Personal Identification Number (PIN).

To apply for a PIN, contact your faculty office. You can check your PIN online at <http://pinaccess.uts.edu.au>