



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Faculty of Medicine OHS Building Induction

St Lucia Clinical Unit

UQ FACULTY OF MEDICINE OHS BUILDING INDUCTION

UQ is dedicated to the maintenance of an effective health safety management system and driving a proactive health and safety and wellness culture. We want to make sure your time with us here at FoM is a productive, interesting and safe experience.

This presentation provides an overview about the important safety systems and practises we have in place across the Faculty of Medicine. **During your time at UQ you will be required to complete online OHS education**

*This building induction contains specific information
for Faculty of Medicine staff and students at
The St Lucia Clinical Unit*

Access and operational hours

Monday to Friday 6am to 11pm (Enquires counter is open from 8am to 4pm)

OHS

We all have obligations under the:

- Work Health & Safety Act and Regulation 2011
- Other relevant legislation (Radiation, Drugs and Poisons etc.)
- Relevant Codes of Practice and Australian Standards
- University of Queensland Policies, Procedures, Guidelines

We're all required to:

- Comply with all occupational health and safety instructions
- Avoid, eliminate, minimise hazards & report any OHS issues
- Avoid placing at risk the health and safety of ourselves or anyone else
- Wear the correct personal protective equipment (PPE) - clothing, eyewear, gloves and enclosed footwear when participating in practical activities e.g. procedural skills workshops <https://ppl.app.uq.edu.au/content/2.30.05-personal-protective-equipment-and-minimum-standards-dress>



Basic safety advice

- Be aware of your surroundings, work environment & know what to do (and who to call) in the event of an emergency
- Make sure someone has contact numbers for you – if you're working alone outside normal hours check in with them regularly and keep all doors to your area secured. If working alone you must evacuate at the first 'alert' tone. Do not wait for the 'evacuate' tone.
- Report unauthorised persons in your area to local security – do not lend your swipe card to anyone.
- Inform your Supervisor of any issues that may effect your ability to perform your duties safely.
- Immediately report unsafe behaviour to your supervisor.
- Do not use damaged/faulty equipment or defective PPE and report any issues to your supervisor.

Carefully read and understand all Safe Operating Procedures, Instructions and Risk Assessments applicable to your area before you commence work

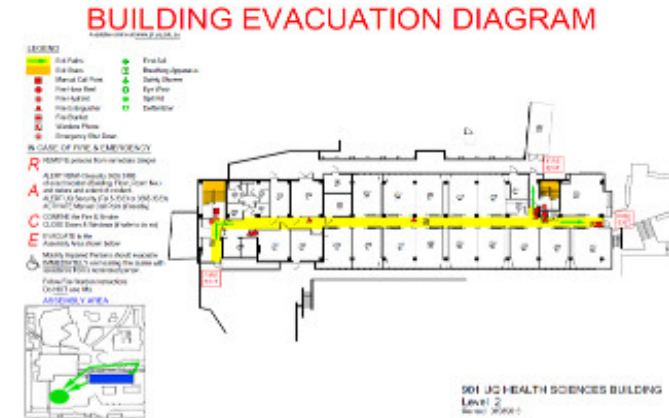
Risk assessments outline any hazards you may be exposed to during specific tasks and will detail the ways in which risks can be eliminated or minimised.

Ensure you adhere to the risk control measures, including PPE outlined in the risk assessment

BUILDING INDUCTION Emergency Procedures

On completion of the local building induction you will be familiar with local emergency procedures and the locations of:

- Emergency Equipment e.g. Fire extinguishers, First Aid Kits and AEDs
- Break Glass Alarms
- Emergency Evacuation diagrams
- Designated Emergency Assembly Areas
- The contact details for local First Aiders, Fire Wardens and Safety Coordinators



On the **FoM OHS Safety Notice Board** you will find

- UQ WHS Policy
- Safety Alerts/ Health, Safety and Wellness Communiqué
- OHS Information relevant to the building
- Emergency procedure cards,
- Evacuation Diagrams
- FOM OHS Team contact details

In case of emergency

- FIRE
- MEDICAL
- ENVIRONMENTAL
- BOMB THREATS
- ANY CRITICAL INCIDENT

Phone Triple Zero (000)

Then Phone UQ SECURITY 336 53333

List your departmental information here

Chief Warden		
Floor Warden		
First Aid Officer		
Safety Coordinator		

For general enquiries and non-urgent matters,
Phone Security (all hours) 336 51234

Emergency Procedures
Herston Campus - Oral Health Centre

FIRE

- Follow instructions of wardens
- If wardens are not available, warn personnel and evacuate as necessary
- Confine fire if possible (close doors and windows)
- Do not use lifts
- Go to nearest prearranged assembly point

MEDICAL EMERGENCY

- Phone Triple Zero (000)
- Arrange early located point to meet emergency team
- Delegate people to
 - notify by phone
 - meet emergency team
- Confine fire and deal with emergency response
- Note: Notify also campus/building security if fire occurs

ENVIRONMENTAL INCIDENT (e.g. spill, explosion)

- Phone Triple Zero (000) (note: do not use a mobile phone)
- Alert people in surrounding area/buildings (and, in case of a spill, also those who may be downstream of the affected area)
- Alert relevant Office/Centre/Section/etc.
- If safe to do so, contain the spill, fire, etc.
- Obey all directions from site/campus/building security and/or emergency

BOMB / ARSON THREATS / LIFE THREATS

- If threat is received by attachment:
 - keep caller talking (do not hang up)
 - identify background if possible
 - record information for police
- Phone Triple Zero (000) and state location of threat (building, floor and room number)
- Follow instructions of person in charge and prepare to evacuate if requested
- If a suspicious object is found:
 - do not touch
 - report find
 - keep area clear

First Aid Procedures

- Your First Aid Officer is: Amarjeet Kaur
- Your nearest First aid kit is located: Student Hub, Level 4 Building 69.



UQ Safe – Incident Reporting System

- All work-related injuries, illnesses, incidents, dangerous events; with or without injury i.e. near misses, must be reported via UQ Safe – Incident Reporting System

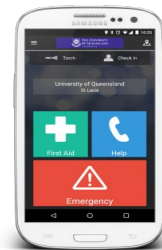
<http://ppl.app.uq.edu.au/content/2.10.07-workplace-injury-illness-and-incident-reporting-uq-safe-incident>

Risk Management

- Risk management is a core component of any safety management system. Risk assessments outline any hazards you may be exposed to and the way in which risks can be minimised and managed.
- Ensure you read the risk assessments carefully and adhere to the risk control measures, including PPE outlined in the risk assessment

Some useful apps

- **UQ SafeZone** is a free smartphone app that connects staff and students with Security and emergency services during a first-aid or emergency situation on UQ campuses and sites. All the Security and personal safety information is available via <https://campuses.uq.edu.au/information-and-services/security/safezone>



- **UQnav** is a free mobile application that contains searchable Maps of UQ's campuses, students can use UQnav to help find lecture theatres, laboratories, school and faculty offices <http://www.uq.edu.au/uqnav/>



UQ HEALTH SAFETY & WELLBEING

A range of events and activities are conducted throughout the year that can help you improve your health awareness and wellbeing

<https://staff.uq.edu.au/information-and-services/health-safety-wellbeing>

Staff can participate in:

- Yoga: omyoga@hotmail.com details of yoga courses at UQ.
- Pilates: info@flairpilates.com.au for details of Pilates courses at UQ
or contact [Flair Pilates class timetable](#).
- Students can sign-up to [UQ Fitness Passport](#)
access to a range of pools & fitness facilities for low membership price.
- [Smoke-free UQ](#): support for quitting smoking.





Faculty of Medicine OHS Contacts



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FOM Herston



Deon Knight
OHS Manager
TRI/TPCH/Herston



Jenyl Brady
OHS Officer
Herston



Mrs Robyn Oram
Scientific Manager
Safety
St Lucia



Lawrie Myers
WHS Coordinator
St Lucia

All members of the OHS Team are available to assist and advise on any issues relating to OHS or other general compliance issues. Contact med.ohs@uq.edu.au