



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# Faculty of Medicine OHS Phase 1 Student 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 on teaching and learning space for Faculty of  
Medicine Students at St Lucia Clinical Unit*

The St Lucia Clinical Unit is open to students Monday to Friday: 6am until 11pm (swipe card access provided after Building Induction is completed). The St Lucia Clinical Unit Enquires counter is open Monday to Friday 6am until 11pm and is situated on Level 4 of Building 69

# Basic Safety Advice

- Be aware of your surroundings & 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.
- Use the UQ Safe bus to move around the St Lucia Campus outside normal hours and in bad weather
- Report unauthorised persons in your area to local security – do not lend your swipe card to anyone.
- Inform your Tutor of any issues that may effect your ability to perform your activities safely during the session.
- Immediately report unsafe behaviour to your Tutor or coordinator.
- Do not use damaged/faulty equipment or defective PPE and report any issues to your Tutor.
- **Carefully read and understand Safe Operating Procedures, Instructions and Risk Assessments before you commence workshops and tutorials** - 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***

RA's are available via <https://medicine-program.uq.edu.au/current-students/student-ohs>

# Building Induction: Emergency Procedures

On completion of this local building induction you should 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 Coordinator

**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	

**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
- Do not meet personnel at assembly point

**MEDICAL EMERGENCY**

- Phone Triple Zero (000)
- Arrange emergency location point to meet emergency team
- Delegate people to:
  - stay by the phone
  - meet emergency team
- Coordinate help and maintain order with emergency response
- Note: Notify site/campus/building security if time permits

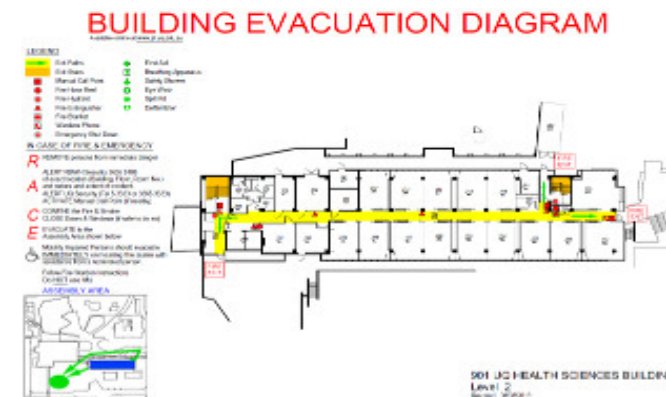
**ENVIRONMENTAL INCIDENT (e.g. spill, explosion)**

- Phone Triple Zero (000) (Note: do not use a mobile phone)
- Clear persons to surrounding areas/buildings levels in case of a spill, also those who may be downstream of the incident area
- Alert relevant Office/ Centre/ Department
- 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 telephone:
  - keep calm (taking the call is not a crime)
  - identify background if possible
  - record information for police
- Phone Triple Zero (000) and state location of threat (building, floor and room)
- 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

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



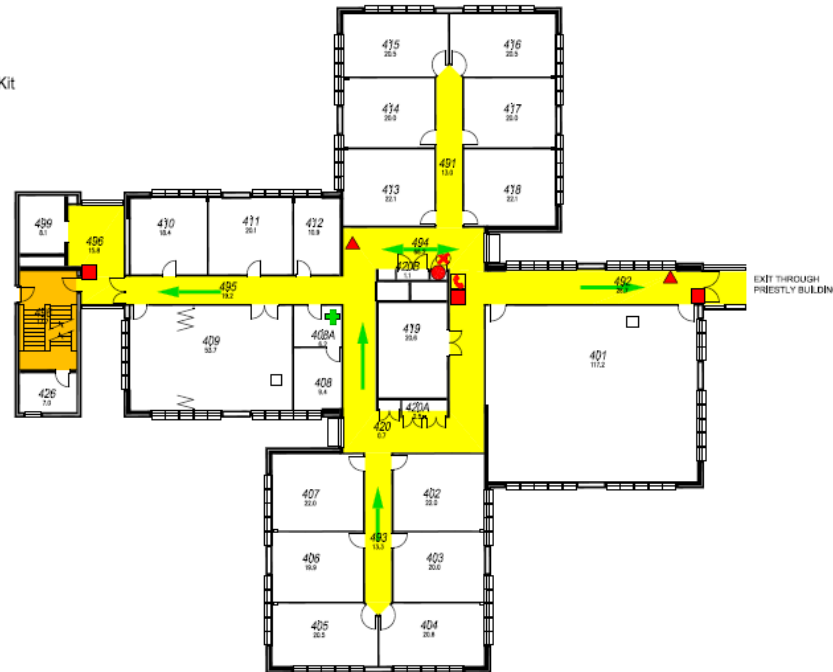
# Emergency Equipment Location Level 4:

**LEGEND**

- |  |                      |  |                        |
|--|----------------------|--|------------------------|
|  | Exit Paths           |  | First Aid              |
|  | Exit Stairs          |  | Breathing Apparatus    |
|  | Fire Indicator Panel |  | Safety Shower          |
|  | Manual Call Point    |  | Eye Wash               |
|  | Fire Hose Reel       |  | Spill Kit              |
|  | Fire Hydrant         |  | Defibrillator          |
|  | Fire Extinguisher    |  | Low Voltage Rescue Kit |
|  | Fire Blanket         |  |                        |
|  | Wardens Phone        |  |                        |
|  | Emergency Shut Down  |  |                        |

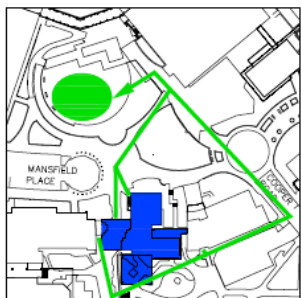
**IN CASE OF FIRE & EMERGENCY**

- R** REMOVE persons from immediate danger
  - A** ALERT UQ Security (Tel 5 3333 or 3365 3333)
  - A** ACTIVATE Manual Call Point (if nearby)
  - C** CONFINE the Fire & Smoke
  - C** CLOSE Doors & Windows (if safe to do so)
  - E** EVACUATE to the Assembly Area shown below
- Mobility Impaired Persons should evacuate IMMEDIATELY on hearing the alarm with assistance from a nominated person.
- Follow Warden Instructions  
Do **NOT** use lifts
- ASSEMBLY AREA**



Please see this diagram with the location of Emergency Equipment on Level 4 – as well as the Assembly Area in case of a fire and emergency.

A copy of this diagram can be found on the wall in the corridor leading towards the Priestly Building



**BUILDING 69**  
Level 4  
Revised 05/09/2014

# Emergency Equipment Location Level 5:

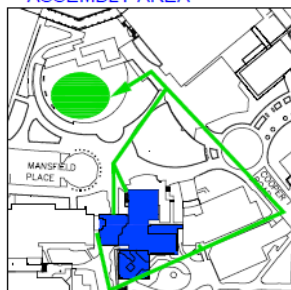
**LEGEND**

- |  |                      |  |                        |
|--|----------------------|--|------------------------|
|  | Exit Paths           |  | First Aid              |
|  | Exit Stairs          |  | Breathing Apparatus    |
|  | Fire Indicator Panel |  | Safety Shower          |
|  | Manual Call Point    |  | Eye Wash               |
|  | Fire Hose Reel       |  | Spill Kit              |
|  | Fire Hydrant         |  | Defibrillator          |
|  | Fire Extinguisher    |  | Low Voltage Rescue Kit |
|  | Fire Blanket         |  |                        |
|  | Wardens Phone        |  |                        |
|  | Emergency Shut Down  |  |                        |

**IN CASE OF FIRE & EMERGENCY**

- R** REMOVE persons from immediate danger
  - A** ALERT UQ Security (Tel 5 3333 or 3365 3333)  
ACTIVATE Manual Call Point (if nearby)
  - C** CONFINE the Fire & Smoke  
CLOSE Doors & Windows (if safe to do so)
  - E** EVACUATE to the Assembly Area shown below
- Mobility Impaired Persons should evacuate IMMEDIATELY on hearing the alarm with assistance from a nominated person.
- Follow Warden Instructions  
Do NOT use lifts

**ASSEMBLY AREA**



Please see this diagram with the location of Emergency Equipment on Level 5 – as well as the Assembly Area in case of a fire and emergency.

A copy of this diagram can be found on the wall in the corridor leading towards the Priestly Building

**BUILDING 69**  
Level 5  
Revised 27/03/2018

# In case of emergency...

## 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 Security on 336 53333
- Arrange easily located point to meet emergency team
- Delegate people to
  - stay by the phone
  - meet emergency team
- Confirm site and meeting place with Security
- Security will call ambulance if required

## ENVIRONMENTAL INCIDENT (e.g. spill, explosion)

- Phone Security on 336 53333. Do not use a mobile phone
- Alert people in surrounding area/buildings (and, in case of a spill, also those who may be downwind of the affected area)
- Alert relevant School/Centre/Section etc.
- If safe to do so, contain the spill, fire, etc.
- Obey all directions from Security and/or emergency services

## BOMB / ARSON THREATS / LIFE THREATS

- If threat is received by telephone:
  - keep caller talking (do not hang up)
  - identify background if possible
  - record information for police
- Phone Security on 336 53333 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

## In case of emergency

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

**Phone UQ Security**

**336 53333**

**FOR CONFIRMED FIRES PHONE 000**

**Security will contact Emergency Services**

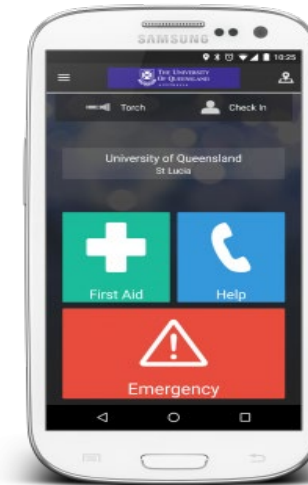
<b>Floor Warden</b>	Amarjeet Kaur/Jodie Caruana	Ph 32047/32049
<b>First Aid Officer</b>	Amarjeet Kaur	Ph 32047
<b>Safety Coordinator</b>	Robyn Oram/Lawrie Myers	Ph 53221/51269

# Useful Apps

UQ has created custom mobile and web applications and purchased licenses for third party applications to provide UQ staff and students free access to apps that enhance their university experience

- 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/>

A full list of UQ Apps can be found on UQ Mobile Apps - <https://my.uq.edu.au/mobile-apps>





# Student Wellbeing

## Do you have a problem or question? Not sure who to contact?

The St Lucia Student Hub is a 'one-stop shop' manned by an enthusiastic group of people there to help you.

The Student Hub includes representatives from:

*St Lucia Clinical Unit Professional and Academic Team*

UQ Student Support (Student Advisor and Learning Advisor)

Student Help on Campus (SHOC)

E: [med.stluciestudents@uq.edu.au](mailto:med.stluciestudents@uq.edu.au)

*Medical Student Support Team (MSST)*

Individualised wellbeing support

Assists students access most appropriate UQ or other support team

Assists and advises staff about student support

E: [med.mss@uq.edu.au](mailto:med.mss@uq.edu.au)

T: (07) 3365 1704 **After hours crisis support:** 1300 851 998

<https://medicine-program.uq.edu.au/team/student-support-contacts>



# Faculty of Medicine OHS Contacts



Paul Lovelock  
Manager, OHS  
FOM Herston



Deon Knight  
OHS Manager  
TRI/TPCH/Herston



Jenyl Brady  
OHS Officer  
Herston



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](mailto:med.ohs@uq.edu.au)