

UOW SAFE@WORK

# STUDENT SESSION COMMENCEMENT INFORMATION: HEALTH & SAFETY AND COMMUNICATION OF EMERGENCY PROCEDURES

## Overview of information to be presented

- \* Continue to be COVID Safe. The University recommends that you follow NSW Health advice:
  - stay home if unwell, do a COVID-19 test and follow medical advice if positive
  - wear a mask when indoors and you can't physically distance from others
  - wash your hands regularly, and
  - reduce close physical contact with people you don't live with.
- \* In an emergency, remember to "Keep calm – Stay safe".
- \* Stress to students the importance of knowing what to do in an emergency. Show students the emergency evacuation diagrams and explain where the assembly areas are.
- \* Staff and Students are not to return to the building until it is safe to do so and you have the all clear from Emergency Services, UOW Building Wardens (Orange or White Vests) or UOW Security.
- \* Indicate to the students the nearest emergency exits for the area in which the class is being presented. The priority is to leave the building immediately and follow instructions of the building wardens or lecturer via the nearest **safe** emergency exit.
- \* A safe exit from the building requires an orderly and prompt response.
- \* Verify that any mobility-impaired student are aware of the procedures to ensure their safety in the event of an evacuation (Personal Emergency Evacuation Plan, PEEP). Mobility impaired people who are in immediate danger should be moved to a safe place in the presence of a building warden. The Chief Warden should be made aware of the circumstances and then communicate this to Emergency Services.
- \* The [SafeZone App](#) should be used to communicate to security if you require assistance. This includes any type of incident such as personal emergencies as well as evacuation emergencies. Reminder aggressive behaviour or verbal abuse should not be tolerated by anyone.
- \* Report any incidents and use UOW's online hazard and incident reporting tool: [SafetyNet](#)
- \* UOW Smoke-Free – Since July 2016 UOW has been Smoke-Free, this includes vapes and e-cigarettes. Please co-operate with this policy to help make our campus healthier for everyone.

PowerPoint slides covering the above information and including maps of each emergency evacuation point can be found at: <https://www.uow.edu.au/about/services/safe-at-work/safety-topics/session-commencement-responsibilities/>