



VISITOR INFORMATION SUMMARY



QUT is committed to providing a safe and healthy work environment. As a visitor at QUT, it is essential through this induction, you are aware of key Health, Safety and Environment (HSE) arrangements, requirements, and the unique circumstances posed by the university environment.

BEFORE YOU ARRIVE ON CAMPUS

Liaise with your QUT contact to discuss and plan the scope of the activities and any location specific requirements. This includes discussion of required HSE controls, QUT systems that must be followed.

SAFETY ON CAMPUS

QUT is open to staff, students and the general public 24 hours a day, 7 days a week. Public safety and security needs to be ensured at all times.

All visitors have an obligation to follow safe practices, to avoid actions which may harm themselves or others and to report hazards to the campus contact in the work environment.

BEHAVIOUR ON CAMPUS

As a university, QUT encourages open debate and freedom of speech and recognises the rights of individuals to express their views on matters of public interest.

At the same time, the university takes seriously its obligation to provide a safe environment for students, staff and visitors to its campuses. Offensive behaviour, language, discrimination or harassment of any type, is not acceptable under any situation on any of the university's campuses.

SIGNAGE



Safety signs are displayed around the university to notify people of safety hazards, provide safety information, PPE requirements and in particular, identify specific risk areas or activities.

POLICY ON USE OF ALCOHOL

QUT is committed to combating problems arising from alcohol use and to providing the community with model behaviours as an employer and an educator.

The bringing, keeping or consuming of alcohol on any University site must be in accordance with the requirements of the *Liquor Act 1992 (Qld)* and relevant University regulations, and will be effectively policed by Campus Coordinators or their delegates.

ANIMALS – DOMESTIC OR NATIVE

Domestic animals, including dogs and cats, are not to be brought onto University grounds. Assistance dogs accompanying people with disabilities are permitted. Native animals or birds are not to be fed.

CHILDREN ON CAMPUS

Children must be supervised at all times (the responsibility of the carer) while on campus and must not be allowed to interfere with the work or study responsibilities of staff or students. Children must not be taken into high risk working environments, including laboratories and workshops.

The university reserves the right to direct the removal of a child or children from a campus in specific circumstances.

SMOKE FREE QUT

Smoking is prohibited on all QUT premises. Smokers are required to follow directions given by authorised QUT staff and security personnel in regard to the implementation of the university's policy on smoking.



ACCESS AND ENTRY REQUIREMENTS

Before arriving on campus, confirm your intended arrangements with your contact so building access can be arranged. Note: Some spaces, such as laboratories or workshops, will require additional induction to be completed prior to entry.

At times, work needs to be done in occupied areas, or areas adjacent to this, where staff, students, and others continue to work or study. Where the nature of work may impact others (e.g., noise, dust, vibration, odours), you must liaise with the QUT contact before entering the area to determine if the activity/visit can safely proceed or alternative arrangements need to be made (i.e. schedule out of hours).

LABORATORY AND TECHNICAL SPACES



The nature of university learning and research activities can be unique, and visitors may face unfamiliar hazards.

Chemical laboratories contain substances which may be explosive, flammable, carcinogenic, toxic, or have harmful health effects. In addition, some laboratories, clinics or research facilities contain lasers, strong electromagnetic fields, radioactive material and various biohazards.

Before entering these areas, your QUT contact must arrange a specific induction or instructions for entry. Do not enter any laboratory or technical facility without proper authorisation.

INCIDENT AND HAZARD REPORTING

If you identify a hazard or situation which may impact the safety of yourself or others, please notify your QUT contact.



Any incident involving university staff, students, visitors, contractors, consultants and members of the public, or causes damage to university property, must be reported to your QUT contact immediately.

VEHICLES ON CAMPUS

Parking is limited on university campuses. All visitor vehicles must display a current valid parking permit on the windscreen whilst parked on campus.

Staff and students move around our campuses across the day. Vigilance and constant awareness is required when driving vehicles on and around campus. Limit your vehicle speed when on campus to 10km/hr, and be prepared for the unexpected.

ENVIRONMENT

With your help we create pleasant and functional workspaces that have a relatively low carbon footprint. We aim to:

- reduce energy use and our carbon footprint
- decrease the amount of waste generated
- increase the proportion of waste we recycle
- use water carefully
- prevent pollution
- purchase low impact goods and services, only when needed
- lessen travel impacts
- continually improve our environmental performance.

FURTHER INFORMATION

For further details or clarification regarding the information included in this HSE induction summary, please liaise with your QUT contact.

EMERGENCY MANAGEMENT

QUT has established emergency processes to prepare for, and respond to an emergency.



Wardens are located in all QUT buildings, and are identified in an emergency by wearing coloured helmet and vest. In an emergency or drill, you are required to follow their instructions, along with QUT Security Officers, and emergency personnel.

Evacuation signs are located in all QUT buildings identifying the location of firefighting equipment, manual call points, evacuation routes and exits, and assembly points. Manual call points (Break Glass Box) and fire extinguishers are located within all buildings.

FIRE DETECTION EQUIPMENT OR SYSTEMS MUST NOT BE ISOLATED BY VISITORS.

At QUT, there are two standard responses in the event of an emergency:

SHELTER IN PLACE: enacted when an external emergency situation (e.g. weather event) sees it safer to stay inside the building. Wardens will advise of this situation, stay calm, and remain inside the building. You will be advised when the situation has passed.

EVACUATION: the most common response to an emergency. In most QUT buildings, audible alarms will sound (otherwise wardens will direct as required), with two distinct tones:

1 WARNING TONE: BEEP, BEEP, BEEP. Stop your activities, turn off equipment, and prepare to be evacuated, but do not leave until advised.

2 EVACUATE TONE: WHOOP, WHOOP, WHOOP. Immediately evacuate the building via the signed exits, and proceed to the nominated assembly area and follow instructions of wardens, QUT Security and Emergency Personnel.



FIRST AID AND MEDICAL EMERGENCIES



In a medical emergency, call "000" then notify QUT Security on 3138 8888.

QUT provides Automated External Defibrillators (AEDs) at various locations around campus. First aid personnel and facilities are also available throughout our campuses.