

# Occupational Health & Safety (OHS) Student Induction



# Agenda

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- Occupational Health & Safety Act 2004
- Evacuation Procedure
- Lockdown Procedure
- First Aid
- Student Code of Conduct, Breaches and Student Support Services
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- Authorised areas
- Personal Protective Equipment
- Chemical Safety
- Ergonomics
- Cameras on campus
- Excursions and Workplace visits
- Specific study area inductions

# Why do we have a OHS Student Induction

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The health and safety of our students, staff and visitors is very important to us.

All enrolled students can contribute to a safe learning environment.

You can help this by:

- Informing your teacher if you have an illness/condition (i.e. Asthma, anaphylaxis)
- Follow Student Policy and Procedures
- If you are unsure about an activity or process or can not do something safely on your own, ask for help
- Ensure you have been inducted on how to use equipment and follow standard operating procedures (SOP's)
- Take action and notify your teacher of any hazards, incidents or near misses

# Occupational Health & Safety Act 2004

## Who the OHS Act protects

The OHS Act seeks to protect the health, safety and welfare of employees and other people at work.

It also aims to ensure that the health and safety of the public is not put at risk by work activities.

## Section 32 – Duty not to recklessly endanger persons at workplaces

A person who, without lawful excuse, recklessly engages in conduct that places or may place another person who is at a workplace, in danger of serious injury, is in breach of the Act.

## What does this mean for you?

- Follow directions from SuniTAFE staff
- Always act / behave in a safe manner to avoid harm to yourself and others
- Follow requirements in the Student Code of Conduct Policy

## Additional Sections to review:

Section 23 – Duties of employers to other persons

# Emergency Management

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SuniTAFE adopt the following standards for Emergency Management.

**Code Red = Fire/Smoke**

**Code Purple = Bomb Threat**

**Code Blue = Medical Emergency**

**Code Black = Personal Threat**

**Code Grey = Lockdown**

**Code Brown = External Threat**

**Code Orange = Evacuation**

Please follow Institute staff directions in the event of an emergency.

# Evacuation Procedure

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Emergency Wardens are located at each campus to assist the SuniTAFE community during emergency events.

Wardens will be wearing fluoro vests and a white or yellow hat.

You must follow any instruction given by a warden during an emergency.

If you become aware of any emergency, report this to your teacher or nearest staff member immediately and alert all others in the area, who may be affected e.g. in case of fire. If required, call 000.



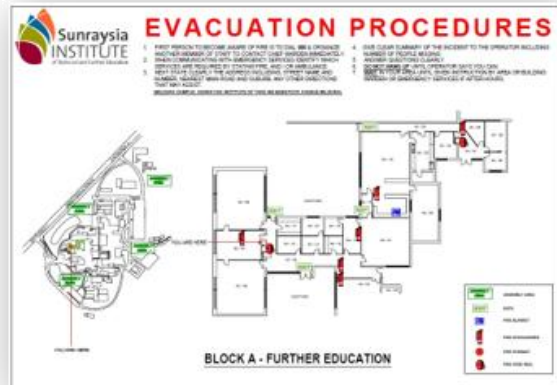
# Evacuation Procedure

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In case of an emergency and when you hear the fire alarms;

- Stop what you are doing
- Wait for instructions from your teacher or emergency warden
- Evacuate to an Emergency Assembly Point if you are instructed to do so or see an immediate threat

Be prepared and familiarise yourself with the emergency exits nearest to your location.



# Evacuation Meeting Points

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Mildura

# Evacuation Meeting Points

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Swan Hill

# Evacuation Meeting Points

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SMART Farm

# Lockdown Procedure

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SuniTAFE has plans in place to respond to violent or aggressive persons. This includes “locking down” if required.

Follow directions of staff to safe lockable space.

If a student encounters a violent or aggressive person they should;

- Move from danger to safety, away from the person
- Move to a safe lockable space e.g. a classroom
- Notify SuniTAFE staff, if able
- Contact 000
- Contact Security 5022 7855
- Remain in safe lockable space until advised it is safe to exit

# First Aid

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Mildura	5022 3996
Swan Hill	5036 0213



There are first aid kits and trained first aid officers throughout SuniTAFE. Posters are displayed in each building of your nearest First Aid Officer and their contact details.

Kit locations are identified by the symbol shown.

Any student who is injured must report the injury to their teacher who will get assistance from a first aid officer. An Accident/Injury/Illness Report must be completed and sent to the Senior OHS Consultant.

For serious injuries or illnesses, your emergency contact person, that you provided on enrolment, will be contacted and an ambulance may be called.

In emergencies dial 000 and notify the nearest staff member.

# Student Code of Conduct & Student Support Services

- Student Code of Conduct Policy
- Student Code of Conduct Breaches Policy
- Occupational Health, Safety & Wellbeing Policy

These policies can be found on the SuniTAFE website under our Policies tab or on the Student Portal.

<https://www.sunitafe.edu.au/about/policies/>

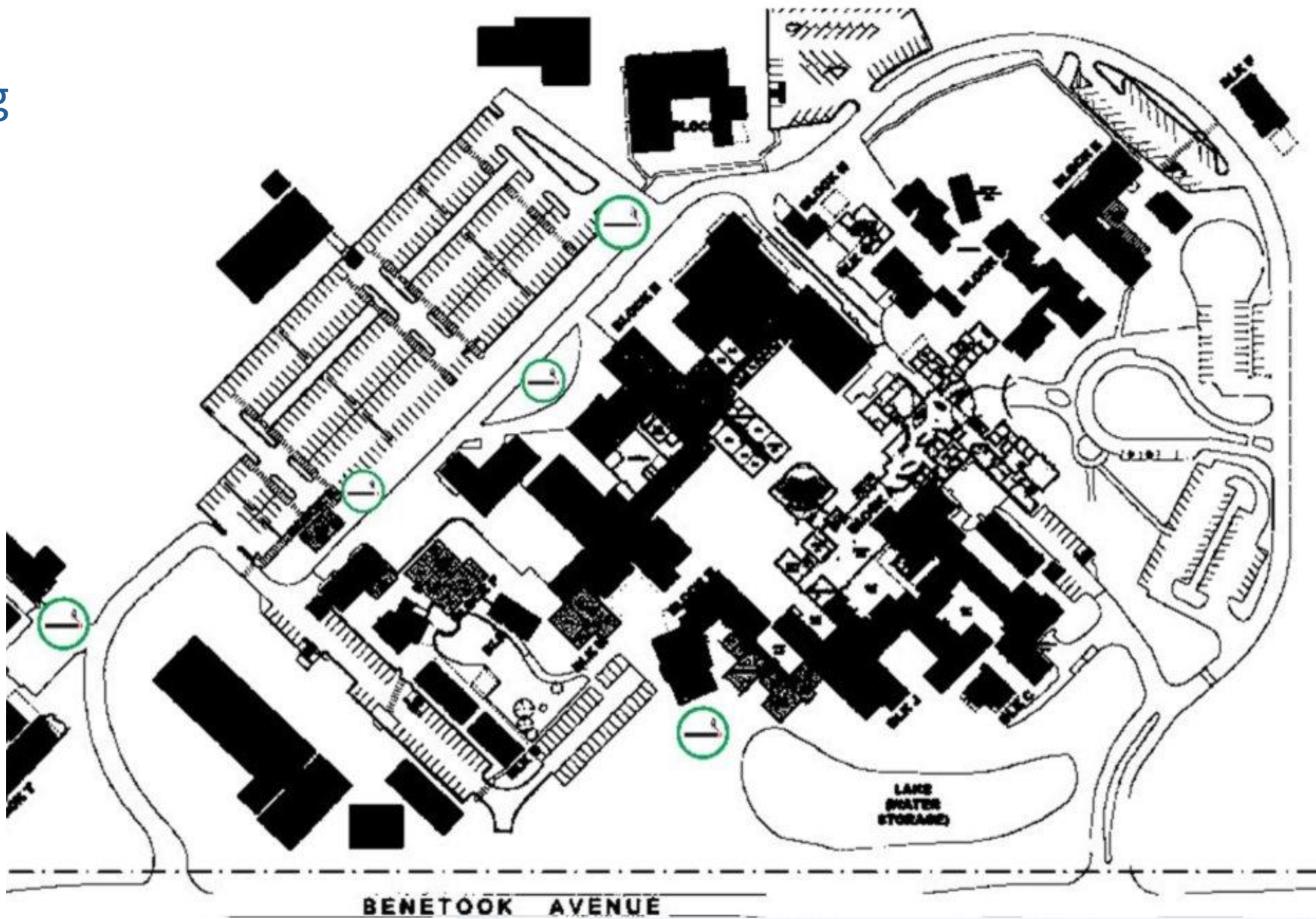
## Student Support Services

A free and confidential service for students across all SuniTAFE campuses, SuniTAFE Student Support Services aim to facilitate a positive learning environment for students by providing information, advocacy, resources, disability support, counselling, personal wellbeing & referral services to meet individual needs.

Team Leader Student Support Services [0447 951 233](tel:0447951233)

# Designated Smoking/Vaping Areas

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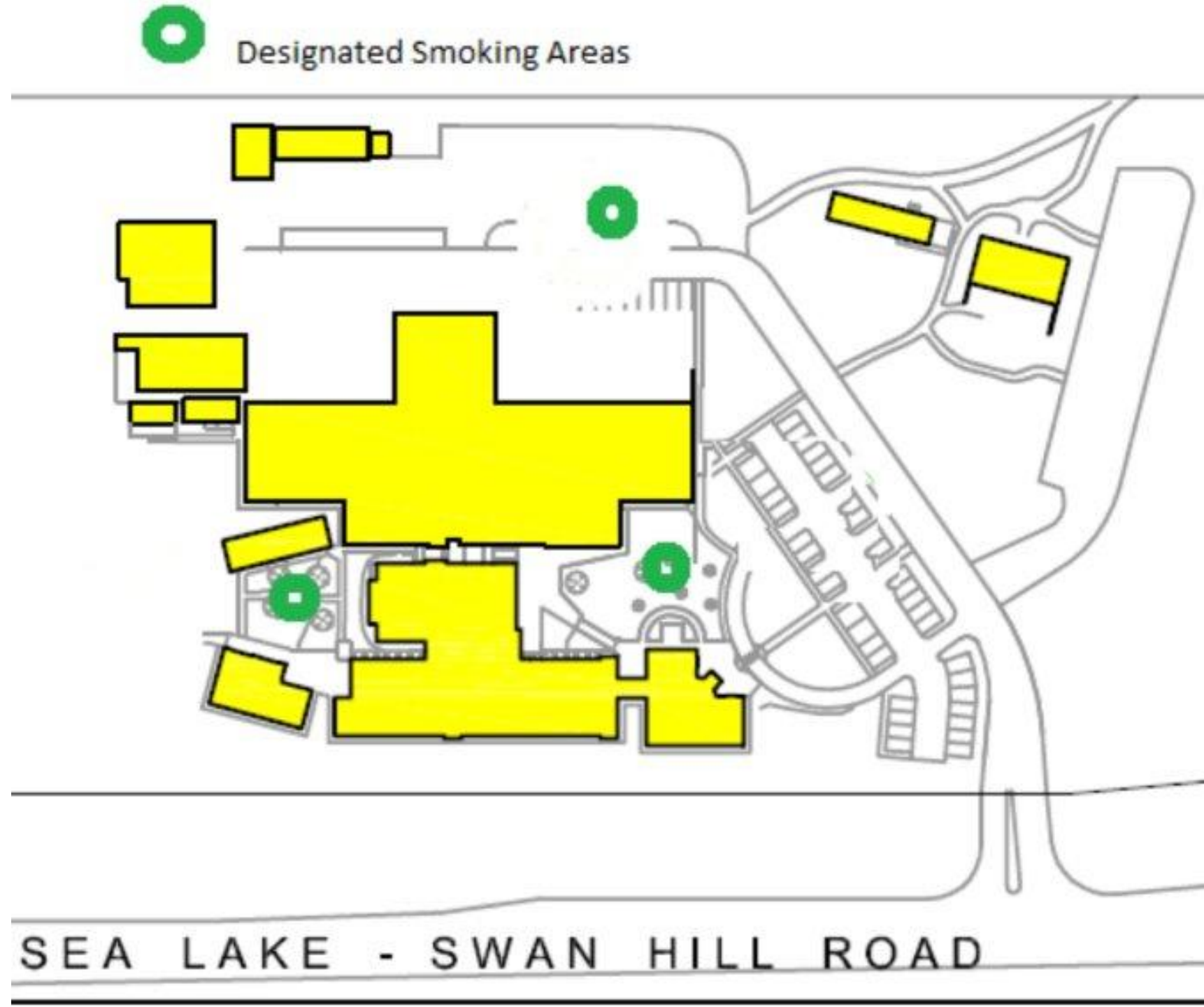


Mildura

Designated  
Smoking/Vaping  
Areas

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Swan Hill



# Designated Smoking/Vaping Areas

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SMART Farm

# Traffic Safety

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SuniTAFE campuses are busy places with many pedestrians, and significant traffic. Interaction between pedestrians and traffic is a significant risk that must be managed.

Speed limits are sign posted, and MUST be adhered to at all times.

Drivers MUST give way to pedestrians at pedestrian crossings.

## **DANGEROUS DRIVING IS CONSIDERED A SERIOUS BREACH OF THE STUDENT CODE OF CONDUCT**

When moving around the campus as a pedestrian, use designated walkways and pedestrian crossings, and remain alert and aware of your surroundings.

The roads within SuniTAFE campuses are classed as public roads and all normal road rules apply and are enforced.

### **eScooters:**

please disembark on entry to campus grounds and walk your bike to a designated parking area.

# Authorised Areas

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Students are to remain in the areas designated for student access. Students may be required to undertake specific workshop inductions before entering workshop/learning spaces.

Students are not permitted to enter any 'staff only' areas including staff offices and tea rooms without being accompanied by a member of staff.

## Residence

SuniTAFE has accommodation units for students living on campus.

No other students apart from those who are residents on campus are to enter any part of the residence area, unless invited and you have completed the Residence visitors sign in sheet located at the entrance.

# Personal Protective Equipment (PPE)

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Some work areas, activities and equipment require persons to wear appropriate PPE.

You will be advised of these requirements by your teacher as well as shown where relevant Safe Work Procedures (SWP) are located.

Students will not be able to participate in activities if they do not have the correct PPE for the class.

Some signage you will see indicating mandatory PPE requirements.



# Personal Electronic Devices

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Personal electronic devices such as mobile phones / ear buds should be used as directed by your teacher.

The use of these devices may be a safety issue, disrupt classes or interrupt your learning.





# Ergonomics

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Sitting for sustained periods is an occupational hazard for students. Take standing breaks regularly (in consultation with your teacher)

SuniTAFE endeavours to ensure that all class room furniture is fit for purpose and meets ]Australian Standards.

Students should;

- Use adjustable chairs when available.
- Report broken damaged furniture to their teacher



# Cameras on campus

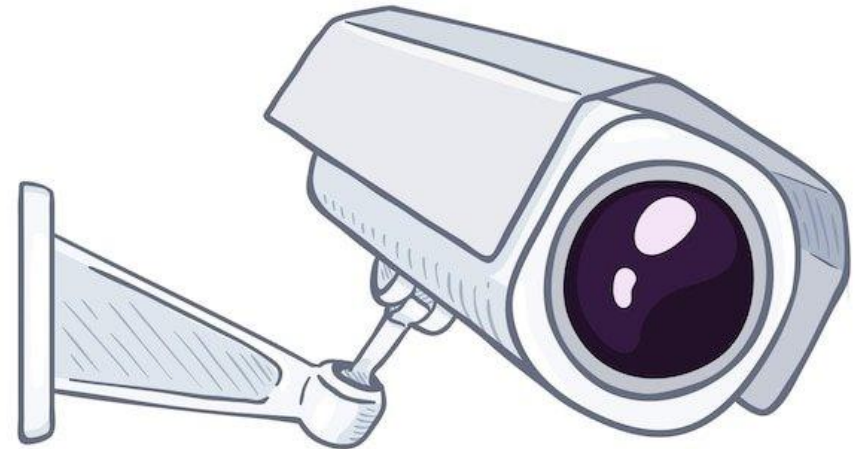
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There are many security cameras installed on SuniTAFE sites, including in classrooms and carparks.

The use of the camera is governed by an institute Surveillance Systems Policy.

Footage is only accessed in response to an incident, e.g. a theft, or an accident.

Note: cameras are visual only – no audio



# Excursions and Workplace visits

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Each Department must ensure that students are advised of excursions during the program induction process.

Each student should be informed of their rights and responsibilities while on an excursion. The Staff Member in Charge will provide each student with a comprehensive itinerary for the excursion including: purpose, dates, locations, departure and arrival times, costs, dress code and transport arrangements.

The Staff Member in Charge will arrange to remove any student from an excursion who breaches the Student Code of Conduct Policy as agreed on the Excursion Consent Form.

# Specific study area inductions

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On commencement of your course, please discuss with your teacher any questions or clarity required around this OHS Student Induction process, if you require.

## Tour

You will be taken on a tour of your specific study area and be inducted into any further occupational health and safety requirements that you need to know.

## Continuous Improvement

This document is not to be amended.

If a student or teacher has any ideas that will improve this information being provided, please contact the Manager, Wellbeing & Safety with your suggestions.

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**SunitAFE SMART Farm**

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