**EVACUATION PROCEDURE**

Depending on the situation you will be required to:
1. Commence evacuation when directed.
2. Switch off plant & equipment.
3. If directed, close doors or windows OR open doors and windows for a bomb threat.
4. Assist people with disability.
5. DO NOT RUN.
6. DO NOT USE LIFTS.
7. Go to the designated assembly areas (see map).
8. DO NOT re-enter building until instructed.

Should an evacuation need to take place, please follow carefully the instructions given by Security Officers, Work Health and Safety Services, Floor Wardens and staff members.

**LOCKDOWN PROCEDURE**

Under some circumstances you will be required to lockdown as follows:
1. Close and lock doors & windows (barricade the door with furniture if necessary).
2. Close blinds & turn off lights.
3. Gather together out of sight.
4. Switch off mobile phones.
5. KEEP QUIET & REMAIN CALM.
6. Await instructions of lockdown completion.

If you are outside it may be safer for you to go into a building or classroom. If this is not possible, stay out of sight.

**Security**

Building A, Ground Floor
Ph: 0411 237 361
(7:30am - 3:00pm, during teaching weeks only)
0411 237 360 (3:00pm - close)
9217 3333 (24 hours)

**Designated smoking areas**

The law prohibits smoking in all indoor and enclosed areas, and also near doorways or windows. Penalties may apply. Smoking is only permitted in designated areas as marked on the map.

**General enquiries - customer service**

Phone: (02) 9710 5800 / Fax: (02) 9710 5801

The latest information regarding health and safety on campus for students and visitors can be found on the TAFE website, visit: Z.
**SAFETY RULES**

**Students**
- Ensure your actions do not adversely affect others.
- Follow all class instructions.
- Equipment must be used in accordance with the instructions provided by your teacher and should not be used for any other purposes.
- Misuse of any safety equipment such as fire extinguishers and emergency showers is a serious breach of WHS policy.
- Pranks and fooling around that can endanger others will not be tolerated.
- NO SMOKING (including e-cigarettes) in buildings, under covered walkways or near doorways or windows. Smoking is only permitted in the designated areas as signposted.
- NO EATING or DRINKING in class.
- Wear appropriate clothing/footwear according to WHS policy standards & procedures.
- Keep corridors, entrances and exits clear at all times.
- No skateboarding, cycling, playing of ball games or riding scooters on the grounds.
- Report any suspicious activity, accidents/injuries, near misses or any other work health and safety issues to your class teacher or security personnel.
- Be sun sensible, that is, apply sunscreen, wear hats and sunglasses, and drink plenty of fluids.
- Inform your teacher if you are suffering from a contagious or infectious disease.
- Please keep TAFE properties and buildings clean - refrain from littering and vandalism/graffiti.
- Always carry your medications such as an Epipen.

**Visitors**
- Sign in, if advised to do so, at Security before entering the campus.
- Ensure your actions do not endanger the health and safety of any persons on site.
- Comply with any instructions from staff in relation to WHS, for example, evacuation directions.
- Remember to sign out when leaving the campus.
- Behave in a civil and courteous manner and be aware that you can be instructed to leave the premises if your behaviour is unacceptable.

**CONDUCT AND BEHAVIOUR**

Students have the right to attend TAFE without verbal and/or physical harassment or racism. If you feel you are being harassed, it is important to deal with the matter immediately. Please phone 9710 5817 to make an appointment with a counsellor. Appointments are available Monday to Friday including most evenings. They are located in Building G. Students also have the responsibility to behave in a courteous and safe manner. Any unacceptable behaviours from students will be managed using the Student Discipline Policy and procedures.  

**FIRST AID**

All campuses have first aiders and other facilities. If you need help please ask a member of staff or security personnel. Security can also provide details of the nearest medical centres.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where personal protective equipment (PPE) is a specified requirement for a class, you will not be permitted to enter or remain in any teaching area unless you are wearing those items. You will be given a list on enrolment or at your first class of what PPE you will need, for example, hearing protection, eye protection, footwear, etc. If PPE is required in a signposted area/room IT MUST BE WORN. This is a legislative requirement and will be enforced by teachers. You are responsible for providing your own PPE. Further information can also be found in the Student Guide.

**EQUIPMENT**

If you are bringing your own equipment to TAFE classes you must ensure that it is safe. If you are unsure about the safety of your equipment, please discuss it with your teacher. In some circumstances you may be prohibited from bringing your own equipment to classes.