**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 D, Ground Floor, DG. 16
Ph: 9394 5890 (during normal working hours)
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) 9394 5700 / Fax: (02) 9394 5757

The latest information regarding health and safety on campus for contractors can be found on the TAFE website, visit: sydneytafe.edu.au/about/work-us

**WORK HEALTH AND SAFETY IS EVERYONE’S RESPONSIBILITY**

*Published: February 2017*
TAFE NSW is committed to ensuring a safe and healthy working and learning environment for employees, workers, students and visitors.

This pamphlet provides advice on what you need to do to help keep TAFE NSW workplaces healthy and safe.

**WHS LEGISLATION**

Under the Work Health and Safety Act 2011 and Regulations, an employer, known as a ‘person conducting a business or undertaking’ (PCBU) has a primary duty of care to all workers. The Act includes contractors, subcontractors and employees of contractors within the definition of ‘workers’. For the purposes of this brochure we are referring to all workers on our sites who are NOT employees as ‘contractors’.

**Section 28 - Duties of Workers** states: While at work, a worker must:

(a) take reasonable care for his or her own health and safety, and

(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and

(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with this Act, and

(d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Contractors will also need to comply with other sections of the Act, Regulations and Codes of Practice.

**CODE OF CONDUCT AND CHILD PROTECTION**

In addition to the legislative requirements for WHS, contractors must comply with the Department’s Code of Conduct and child protection legislation.

*Note: CCTV cameras are in operation at the campus.*

**MINIMUM SAFETY REQUIREMENTS**

- Ensure your actions do not adversely affect others.
- Misuse of any safety equipment such as fire extinguishers and emergency showers is a serious breach of WHS policy.
- 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.
- Wear appropriate clothing/footwear according to WHS policy standards & procedures.
- If PPE is required in a signposted area/room IT MUST BE WORN. You are responsible for providing, maintaining and wearing your own PPE.
- Keep corridors, entrances and exits clear at all times.
- Report any suspicious activity, accidents/injuries, near misses or any other work health and safety issues.
- Be sun sensible, that is, apply sunscreen, wear hats and sunglasses, and drink plenty of fluids.
- Comply with any instructions from staff in relation to WHS, e.g. evacuation directions.
- Comply with requirements in relation to signing in and out when arriving and leaving the campus.
- Have safe systems of work, information, instruction, training, supervision and adequate facilities for welfare.
- Comply with health and safety programs which should include as a minimum:
  > Chemical Safety
  > Consultation
  > Emergency Management
  > Ergonomics & Manual Tasks
  > First Aid
  > Hazardous Work
  > Incident & Injury Management
  > Infectious Diseases
  > Plant & Structures
  > Risk Management.
- Please keep TAFE properties and buildings clean - refrain from littering and vandalism/graffiti.
- Always carry your medications such as an Epipen.
- Check hazardous materials registers as required.

**EQUIPMENT**

If you are bringing your own equipment to a TAFE workplace you must ensure that it is safe. TAFE NSW reserves the right to prohibit the use of equipment on site if there are safety concerns.

**TRAINING AND INDUCTION**

It is expected that your employer will provide comprehensive and appropriate WHS training to all workers in their employment. In addition to this, TAFE NSW will provide site-specific induction and annual induction training. From time to time, contractors may be invited to attend other training provided by TAFE NSW.

**CONSULTATION**

Under the WHS Act 2011, contractors fall under the definition of workers and therefore are included in consultation arrangements in the workplace. It is important that you participate in and contribute to consultation in your TAFE NSW workgroup.

**FIRST AID**

All campuses have first aids and other facilities to assist anyone in the workplace who requires first aid. It is also expected that your employer ensures you are adequately equipped to meet your first aid needs.

**EMERGENCY PHONE NUMBERS**

In case of a life threatening situation when emergency assistance is required from the police, ambulance or fire brigade, call the TAFE Emergency Number (24 hours) on: **9217 3333 or call 000**