

Faculty of Science and Technology

Work Health and Safety Induction

2023 - 2024

Charles Darwin University acknowledges all First Nations people across the lands on which we live and work, and we pay our respects to Elders both past and present.

Topics

- About the Faculty
- Areas we operate
- What you can expect from us
- What we expect from you
- High-risk areas
- Area inductions
- Emergency procedures
- WHS committee
- Where to report an injury or hazard

About the Faculty

- The Faculty consists of three higher education disciplines:
 - Engineering
 - Information Technology
 - Environment

Two Research Institutes:

- the Research Institute of Environment and Livelihoods (RIEL)
- Energy Resources Institute (ERI)

About the Faculty

And Three Research Centres:

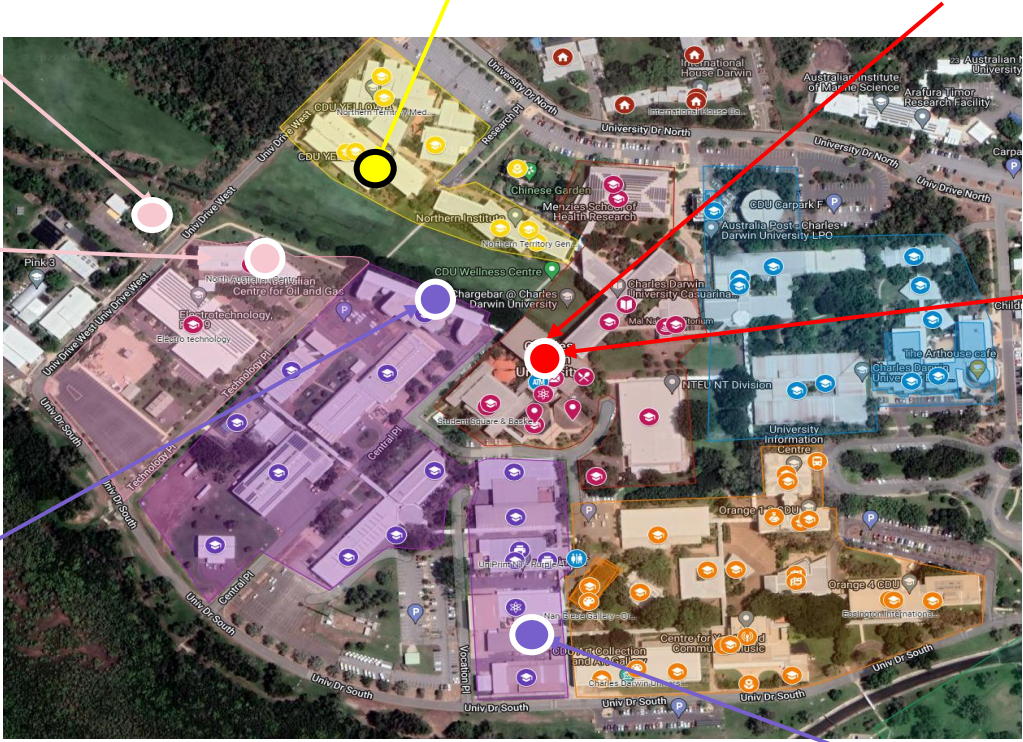
- The Advanced Manufacturing Alliance (AMA)
- The North Australian Centre for Autonomous Systems (NACAS)
- The Northern Territory Academic Centre for Cyber Security and Innovation (ACCI)

Areas we operate – Casuarina

- Pink 8 - HDR students
- Yellow 2 –Environment/RIEL staff and students
- Red 1.2 – Environment/RIEL staff and students

- Pink 7 – Engineering and IT, ERI Director

- Purple 12 – Engineering & IT staff and students



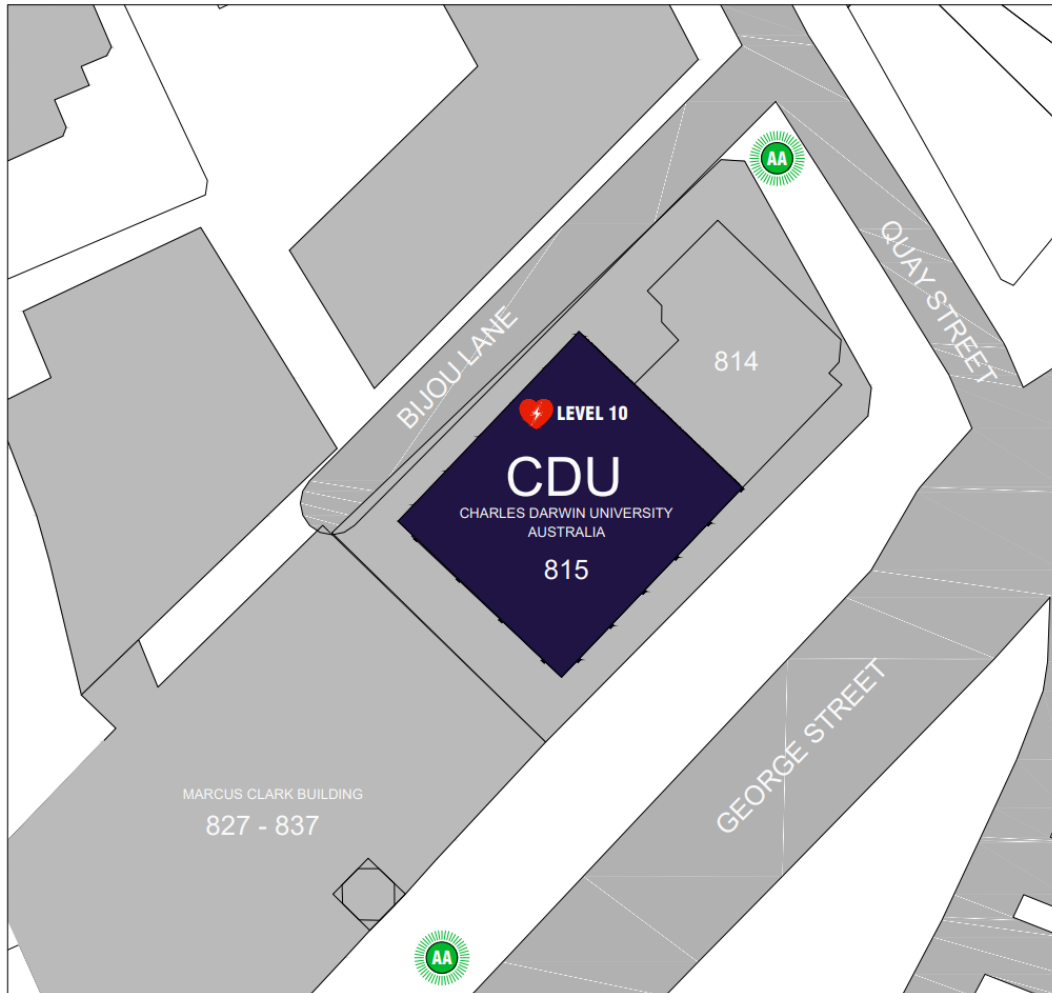
Red 1.3

- Faculty Operations & Quality Team
- Pro Vice-Chancellor
- Associate Dean – Teaching & Learning
- Associate Dean - Innovation
- NACAS

- Purple 2 – Engineering

**We also have a small presence in Yellow 1 and Purple 6

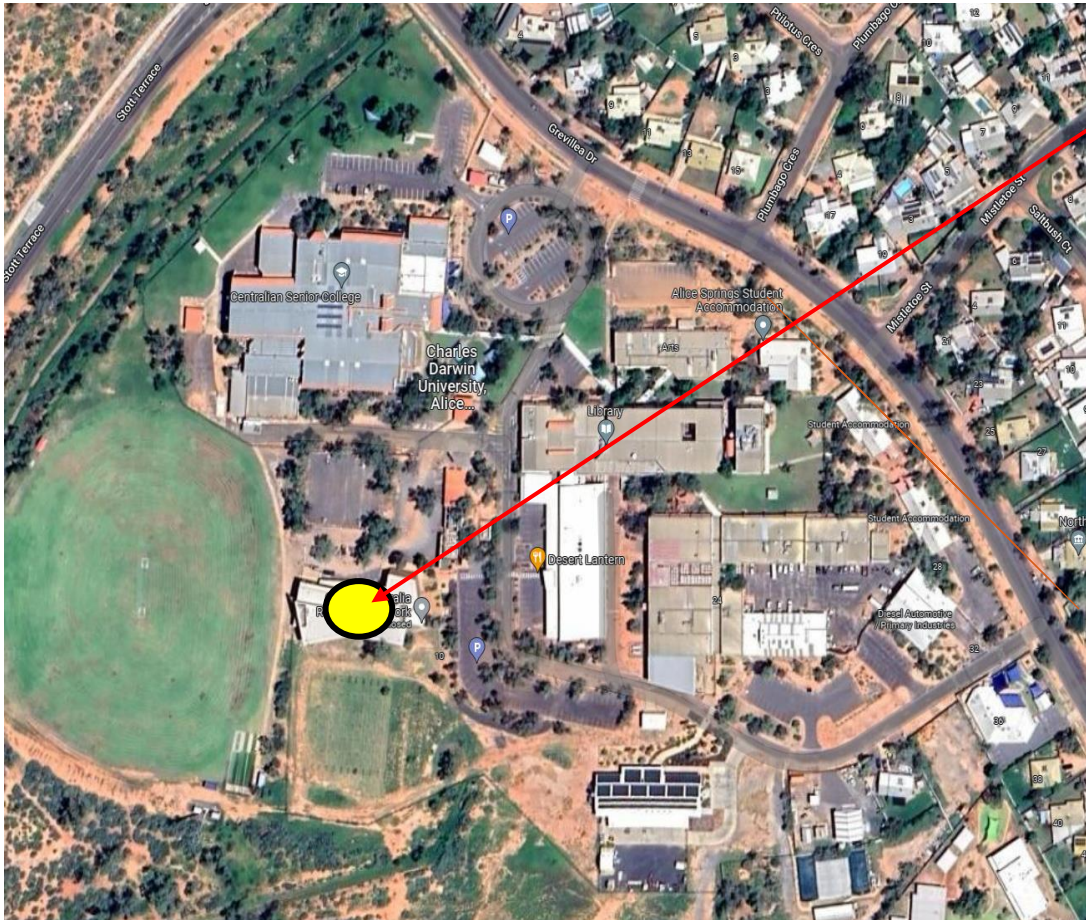
Sydney, NSW



Information Technology
(IT)

815 George Street
Haymarket, Sydney NSW
2000
Located directly across from
Central Station in the Sydney CBD

Alice Springs



Building 15

- Higher Education & Research (Environment)

What you can expect from us

- We will ensure your health and safety by providing:
 - a safe work environment
 - safe systems of work
 - adequate facilities
 - machinery and equipment that is fit for purpose
 - information training and instruction on Faculty systems

What we expect from you

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of others, including your colleagues, students and visitors
- attend training and pay attention to any WHS related notifications, information, reminders or directions
- comply with any reasonable instruction
- cooperate with any reasonable policies and procedures
- report any safety issues in a timely manner

High risk areas

Laboratories:

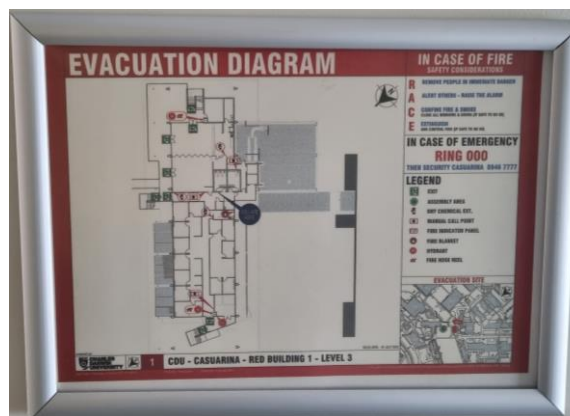
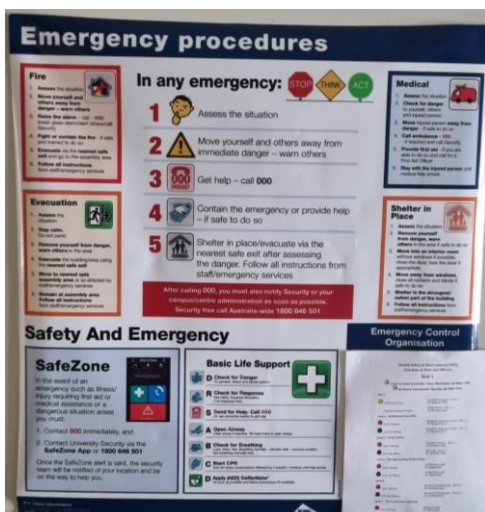
- Lab equipment
 - Chemicals
 - Plant and machinery
 - Manual handling
 - Biological Hazards
-
- Fieldwork:
 - Remote travel
 - Activities in the field

Area inductions

- You may be required to undertake a specific area induction for your duties, this may include:
 - Local Area HSE Induction Checklist – on commencement with your supervisor
 - Laboratory Induction
 - Fieldwork induction/risk assessment briefing
 - Any other induction relevant to the specific work area or activity

Emergency procedures

- Each building or area will have emergency information and evacuation maps. In the event of a fire alarm, evacuate the area immediately to your assembly area (do not wait for the warden to evacuate).



Health Safety & Environment (HSE)
Wardens & First Aid Officers

Red 1




Local Incident Controller: Hilary Winchester (08 8946 7790)
On Scene Commander: Security (08 8946 7777)






Role	Name	Contact Info
Red 1		
Building Warden	Danielle Chovanec - Red 1.3	Ph: 08 8946 6781
Deputy Building Warden	Tahlia Timms - Red 1.3	Ph: 08 8946 6413
Level 1 - Bookshop & Post Office		
Floor Warden	Margaret Waterson-James - Red 1.1	Ph: 08 8946 6512
First Aid Officer	Margaret Waterson-James - Red 1.1	Ph: 08 8946 6512
Level 1 - Career Centre		
Floor Warden	Elizabeth Hendry - Red 1.1	Ph: 08 8946 6395
First Aid Officer	Mita Das - Red 1.1	Ph: 08 8946 7346
Level 1 - The Ugly Ducking (Coffee Shop)		
Floor Warden	Coffee Shop staff	Ph: 8946 6163
First Aid Officer	Coffee Shop staff	Ph: 8946 6163
Level 2		
Floor Warden	Veronica Toral-Granda - Red 1.2	Ph: 08 8946 6032
First Aid Officer	Veronica Toral-Granda - Red 1.2	Ph: 08 8946 6032
Level 2 - The Lunchroom (Cafeteria)		
Floor Warden	Cafeteria staff	Ph: 8946 6163
First Aid Officer	Cafeteria staff	Ph: 8946 6163
Level 3		
Floor Warden	Allison Rensly - Red 1.3	Ph: 08 8946 6121
First Aid Officer	Allison Rensly - Red 1.3	Ph: 08 8946 6121
First Aid Officer (Alternate)	Henk Othmanen - Red 1.3	Ph: 08 8946 7469
Deputy First Aid Officer	Danielle Chovanec - Red 1.3	Ph: 08 8946 6781
Floor Warden (Alternate)	Sue Kemp - Red 1.3	Ph: 08 8946 6060

Emergency procedure

*if no wardens are in the area


Emergency procedures

In any emergency:   

1	2	3	4	5
 <p style="text-align: center;">Assess the situation</p>	 <p style="text-align: center;">Move yourself and others away from immediate danger – warn others</p>	 <p style="text-align: center;">Get help – call 000</p>	 <p style="text-align: center;">Contain the emergency or provide help – if safe to do so</p>	 <p style="text-align: center;">Shelter in place/evacuate via the nearest safe exit after assessing the danger. Follow all instructions from staff/emergency services</p>

After calling 000, you must also notify Security or your campus/centre administration as soon as possible.
Security free call Australia-wide number is 1800 646 501

For more information
T. 1800 646 501 | E. emergency@cdu.edu.au
cdu.edu.au/emergency



Safezone app

- enables staff and students to raise an alert that sends their GPS location to the Security Command Centre – security will respond to an Emergency Activation
- reduces the emergency response times by up to 50%
- supports mass communications and enterprise safety protocols – Cyclone etc.



WHS Committee

- The Faculty has a WHS Committee which meets quarterly to discuss and resolve any WHS matters relating to the Faculty
- Your Manager can tell you who is your area WHS representative
- CDU also has a university-wide WHS committee for WHS matters that affect the university as a whole
- Minutes of the Faculty committee meetings can be found in the WHS folder under the Faculty Common library in document management SharePoint site

Hazard or injury reporting

- Notify your supervisor as soon as you can if you are injured
- Report any near-misses
- Complete an Accident Incident and Injury (AIIR) form located on the Waterhole – Form Finder – Incident and Investigation [HSE-076]
- To report a hazard, use the Hazard Report Form from the Waterhole – Form Finder – Hazard Report Form [HSE – 082]
- Notifiable Incidents – some incidents may need to be referred to NT WorkSafe - Death, Serious Injuries or Dangerous Incidents – this also requires scene preservation. If unsure, notify your supervisor immediately.

Information

For more information:

- CDU Waterhole
 - All HSE related forms
 - Policies and Procedures
- Faculty SharePoint
 - Local policies and procedures – Faculty Common (link below)
[FST SharePoint - Faculty Common WHS](#)

Questions

If you have any safety questions at any time, contact:

- Your Manager or Executive member
- Your group's WHS Committee member/representative
- The HSE Team: healthsafetyandenvironment@cdu.edu.au
- Faculty support team: fst-support@cdu.edu.au