



Health and Safety Advice for Students

Welcome to UTAS! We take seriously our responsibility to ensure a healthy and safe learning environment for all students, visitors and others. Please read this leaflet and keep it for future reference as it outlines health and safety advice and information. Important telephone numbers are listed at the end of this brochure.

The University is a workplace and covered by Tasmania's health and safety laws. Under these laws, as a student, you have a responsibility to yourself and others to undertake your activities at UTAS in a safe manner. How can you achieve this?

If you notice a hazard

Hazards should be reported immediately to prevent incident and injury. Use the University's Safety Hazard Notification and Control Form available at:

http://www.admin.utas.edu.au/hr/forms/notice_safety_haz.pdf

If you become ill or injured on campus

- Seek assistance from a member of staff. In the case of emergency contact security on **7600** (Hobart), **3336** Launceston and Burnie.
- Ensure your illness or injury is adequately treated. UTAS has qualified first aid officers in most areas.
- Report your injury or illness. This can be done using the UTAS Accident/Incident Report Form which can be found on the web at: http://www.admin.utas.edu.au/hr/forms/acc_inc_rep.pdf
- Claims for reimbursement of medical expenses related to these injuries may be available through your student body.

If you are injured on industry placement, field trip or off-campus performance

- Follow incident / injury reporting procedures within the particular workplace.
- Ensure the incident/ injury has been reported, as soon as practicable, to your placement coordinator/lecturer or contact a UTAS staff member.
- Claims for reimbursement of medical expenses related to these injuries may be available through your student body.

If there is an emergency

- If you are the first person at the scene of an emergency, ensure your own safety and ring the relevant Emergency contact numbers **7600** (Hobart), **3336** Launceston and Burnie.
- In the event of an evacuation you should remain calm and follow the directions of staff members.
- Assemble at the assembly point nearest to the evacuation site and await further instructions from fire wardens.



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If you feel intimidated or in danger

- Contact Security to report immediate threats.
- Harassment and Discrimination Contact Officers can also provide support and assistance. A full list can be found at http://www.admin.utas.edu.au/hr/eeo/harass_contacts.html
- The University's student counselling service may also be able to assist – see their webpage at: <http://www.studentservices.utas.edu.au/counselling/>

There are policies to help ensure your health and safety

These are available at the HR website <http://www.admin.utas.edu.au/hr/ohs/ohs.html>

Some particularly relevant policies include:

- Smoke-free Area Policy http://www.admin.utas.edu.au/hr/ohs/pol_proc/smoke_free.pdf
- Laboratory Safety http://www.admin.utas.edu.au/hr/ohs/pol_proc/laboratory.pdf
- OH&S Responsibilities of Managers, Staff & Students <http://www.admin.utas.edu.au/hr/ohs/respon.html>

Lecture length is normally limited to 1 hour of continuous seated time. A 5-minute stretch break should be included each hour. This is to prevent muscular fatigue and blood circulation problems. Should you have any specific health requirements you should report this to your lecturer.

Teaching spaces are not to be overcrowded. Your lecturer will ask that you do not sit in aisles or place bags or personal belongings in passageways. Should safe access or egress be compromised, then alternate teaching arrangements will need to be made.

Speed Limits on all campuses must be observed (normally 10 kph).

OH&S Contact numbers

Hobart: 6226 7509

Launceston and Burnie: 6324 3275

Security contact numbers

Hobart: Urgent - 6226 7600 Non-Urgent - 6226 2046

Launceston and Burnie: Urgent - 6324 3336 Non-Urgent - 6324 3444

Student Counselling Services

Hobart: 6226 2697

Launceston: 6324 3787

Burnie: 6430 4949