



**As a visitor on a QUT campus, it is essential you are aware of key Health, Safety and Environment (HSE) arrangements, responsibilities, and the unique circumstances within a university environment.**

## **ACCESS AND ENTRY REQUIREMENTS**

Visitors must confirm arrangements while at QUT so building access can be arranged. Note: Some spaces, such as laboratories or workshops, will require specific induction to be completed prior to entry.

## **CHILDREN ON CAMPUS**

Children must be supervised at all times, and is the responsibility of the visitor while on campus. Children must not be taken into high risk working environments, including laboratories and workshops. QUT reserves the right to direct the removal of a child or children from a campus.

## **EMERGENCY – WHAT TO DO**

QUT has established emergency processes to prepare for, and respond to an emergency. Wardens are located in all QUT buildings, and are identified in an emergency by wearing a red or white coloured helmet and yellow vest. In an emergency or drill, you are required to follow their instructions, along with QUT Security Officers and emergency personnel. At QUT, there are two standard responses in an emergency:

**SHELTER IN PLACE:** Wardens will advise when it is safer to stay inside the building during an emergency situation (e.g. weather event). You should stay calm, remain inside the building, and you will be advised when the emergency has passed.

**EVACUATION:** In most QUT buildings, audible alarms will sound (otherwise wardens will direct as required), with two distinct tones:

1. **ALERT TONE:** BEEP, BEEP, BEEP. Stop your activities, turn off equipment, and prepare to evacuate.

2. **EVACUATE TONE:** WHOOP, WHOOP, WHOOP. Immediately evacuate the building via the signed exits, proceed to the nominated assembly area, and follow instructions of Wardens, QUT Security and emergency personnel.

## **FIRST AID AND MEDICAL EMERGENCIES**

In a medical emergency, call “000” then notify QUT Security on 3138 8888. QUT provides Automated External Defibrillators (AEDs) at various locations around campus. First aid personnel are also available throughout our campuses.

## **INCIDENT AND HAZARD REPORTING**

If you identify a hazard or situation which may impact the safety of yourself or others, please notify your QUT Contact. Any incident involving university staff, students, visitors and members of the public, causes damage to university property, or causes environmental damage or pollution must be reported to your QUT Contact immediately.

## **LABORATORY AND TECHNICAL SPACES**

Chemical laboratories contain substances which may be explosive, flammable, carcinogenic, toxic, or have harmful health effects. In addition, some laboratories, clinics or research facilities contain lasers, strong electro-magnetic fields, radioactive material and various biohazards.

Before entering these areas, your QUT contact must arrange a specific induction or instructions for entry. Do not enter any laboratory or technical facility without proper authorisation.

## **SAFETY AND BEHAVIOUR ON CAMPUS**

All visitors have an obligation to follow safe practices, to avoid actions which may harm themselves or others. The university takes seriously its obligation to provide a safe environment for students, staff and visitors. Offensive behaviour, language, or harassment of any type, is not acceptable under any situation at QUT.

## **SIGNAGE**

Safety signs are displayed around the university to notify people of safety hazards, personal protective equipment requirements, safety information, and in particular, identify specific risk areas or activities.

## **SMOKE-FREE QUT**

Smoking is prohibited on all QUT premises. Smokers are required to follow directions given by authorised QUT staff and security personnel regarding the University’s smoke-free policy.

## **USE OF ALCOHOL**

The bringing, keeping or consuming of alcohol at QUT must be in accordance with the requirements of the Liquor Act 1992 (Qld) and relevant University regulations. This will be monitored by Campus Coordinators or their delegates.

## **VEHICLES ON CAMPUS**

Parking is limited on university campuses. When parked on campus all vehicles must display a current valid parking permit on the windscreen. Staff and students move around our campuses across the day. Limit your vehicle speed when on campus to 10km/hr, and be prepared for the unexpected.

## **FURTHER INFORMATION**

Contact Health, Safety and Environment for further information or clarification on details contained within this induction document at [hse@qut.edu.au](mailto:hse@qut.edu.au) or 3138 4130.