UNSW Health & Safety Policy and the UNSW Environment Policy

Access through http://www.safety.unsw.edu.au
Levels 2 - 7

- Kitchen Breakout Space
- Office and Open Workstations
- Toilets
- Meeting rooms
OPEN PLAN SEATING

- Desk numbers have been assigned. IT is currently assigning IP addresses, etc.
- **You may not swap desks without consulting the School office**
- These open areas are large – you will need be respectful of your neighbours.
- If you need to work as a group, please move to a meeting room, breakout area or social area such as the kitchen.
- Cupboards are provided at the end of each workstation.
- Please do not store food or equipment in these areas.
- Please do not play music without using headphones.
Office Safety Toolkit

It is often thought that an office environment is a very safe environment to work in.

You can check out the **Office Safety Toolkit** from [UNSW safety Website](#).

** If you have been allocated a desk, Please complete **[HS114 Workstation Checklist]** **
Air Conditioning (A/C) After Hours Control

- All supply air is automatic between 7am – 10pm.
- Afterhours operation is activated by pressing the temperature thermostat button for the following areas:
  - **Individual Offices:** Thermostat in room next to light switch
  - **Breakout areas:** Thermostat on wall (see next slide)
  - **Open workstation areas:** Thermostat on wall (see next slide)
- The afterhours operation is activated when holding down the button for more than 2 seconds. The LED light will glow once activated.
- The afterhours run time will be set to operate for a period of 1 hour when enabled.
- The afterhours activation can be terminated when pushing the button for more than 5 seconds.
After Hours A/C Buttons

A/C Afterhours Button

A/C Afterhours Button
After Hours Lighting Control Buttons

Lighting Control Afterhours Button
Lighting Control

• All lighting from Basement to Level 7 is automatic between 7am – 10pm
• Afterhours operation is activated as follows:
  – Individual Offices: Switch on wall next to door
  – Open workstation areas: Button at passenger lift and goods lift
  – Breakout areas: Button at passenger lift and goods lift

• When the button at the passenger lift is pressed in afterhours mode, it will initiate lights for a 2 hour period.
• This button can be used for staff who need to access the floor or work back in these areas after hours.
Meeting Rooms

• There are a number of meeting rooms on each floor.
• Do not assume these rooms are freely available.
• Most rooms can be booked via the Exchange Outlook Calendar.

• Please leave meetings rooms tidy at all times.
• Please switch off lights and AV equipment before you leave.
• Please leave the room ready for the next people using it.
Keys and Swipe Card Access

- The building is open from 7am to 6pm Monday to Friday.
- Swipe card access has been arranged through the EET School office for the building, lifts and main doors into ‘secure’ areas on the Western side of the building.
- Swipe card is required to enter the building out of normal office hours, and to get access to your floor from the lifts (you will need to swipe your card in the lifts).
Emergency Procedures --- E10 Building

• In an emergency the siren will initially emit multiple “Beeps”, please prepare to leave followed by multiple “Whoops”. You must immediately leave the building via the nearest exit. DO NOT use the lifts.

• First Aider List

<table>
<thead>
<tr>
<th>First Aid Officers</th>
<th>Phone Number</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gladys Fong</td>
<td>54000</td>
<td>5</td>
</tr>
<tr>
<td>Irshadahmed Mansuri</td>
<td>54471</td>
<td>4</td>
</tr>
<tr>
<td>Rahmat Kartono</td>
<td>59902</td>
<td>2</td>
</tr>
</tbody>
</table>

• First Aid Kits are located on the north eastern end of the building on levels 2, 3, 4, 5, 6 & 7 and are clearly marked.

• Please familiarise yourself with all emergency exits on each floor.
## Floor Wardens in Hilmer Building Levels 2-7

<table>
<thead>
<tr>
<th>Warden Name</th>
<th>Phone No.</th>
<th>Level</th>
</tr>
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<tbody>
<tr>
<td>TBC</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Vidhya Sethu</td>
<td>57737</td>
<td>6</td>
</tr>
<tr>
<td>Daming Zhang</td>
<td>54070</td>
<td>6</td>
</tr>
<tr>
<td>Derrick Ng</td>
<td>50063</td>
<td>5</td>
</tr>
<tr>
<td>Chamith Wijenayake</td>
<td>55375</td>
<td>6</td>
</tr>
<tr>
<td>Karen Scott</td>
<td>56570</td>
<td>5</td>
</tr>
<tr>
<td>Carolyn Clarkson</td>
<td>54000</td>
<td>5</td>
</tr>
<tr>
<td>Rakesh Joshi</td>
<td>56726</td>
<td>4</td>
</tr>
<tr>
<td>Irshadahmed Mansuri</td>
<td>54471</td>
<td>4</td>
</tr>
<tr>
<td>Soo Chong</td>
<td>50757</td>
<td>3</td>
</tr>
<tr>
<td>Michael Ferry</td>
<td>54453</td>
<td>3</td>
</tr>
<tr>
<td>Runyu Yang</td>
<td>56787</td>
<td>3</td>
</tr>
<tr>
<td>Dewei Chu</td>
<td>55090</td>
<td>2</td>
</tr>
<tr>
<td>Bill Joe</td>
<td>57287</td>
<td>2</td>
</tr>
<tr>
<td>Rahmat Kartono</td>
<td>59902</td>
<td>2</td>
</tr>
<tr>
<td>Nagarajan Valanoor</td>
<td>54263</td>
<td>2</td>
</tr>
</tbody>
</table>
Emergency Procedure (West)

IN THE EVENT OF AN EMERGENCY DIAL .... 56666

LOCATION: BUILDING E10 (E10)
FLOOR/LEVEL: LEVEL 7 (WEST)
Emergency Procedure (East)

Do NOT use Lift and Atrium Stairs
Atrium Stairs
Smoke can travel through the Atrium area. The Internal Stair must not be used during an emergency evacuation.
Assembly Point
- is the grassed area between the Law Building and Sam Cracknell Pavillion
Automated External Defibrillator (AED)

- AED is located at the ground floor foyer.
- Everyone can use the AED. (Not necessary to have been trained as in first aid.)
First Aid Kits

- Location:
  - Level 2 North East corner of building
  - Level 3 North East corner of building
  - Level 4 North East corner of building
  - Level 5, Staff Kitchen, North East corner
  - Level 6, Kitchen, North East corner
  - Level 7, Kitchen, North East corner

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University Health Service

University Health Service is available at Level 1, University Terraces. 
http://www.healthservices.unsw.edu.au/

Access is via Gate 2, then take the lift (located next to the IGA Supermarket) to Level 1, University Terraces.
Injury/ incident Report

• Should an accident, incident or near miss occur, you must report it within 24 hours through myUNSW as follows:

  – For Students
    ➔ Log in myUNSW
    ➔ Click on “My Student Profile tab”
    ➔ Click on “Report a Hazard/ incident”

  – For Staff
    ➔ Log in myUNSW
    ➔ Click on My Staff Profile tab
    ➔ Click on “Health, Safety & Environment”
    ➔ Click on “Report a Hazard/ incident”
Nearest HELP Point in Hilmer Building (E10)

Inside Building:
On Level 1, outside Room 137

Outside Building:
On western end near Law Building
StaySafe App

- StaySafe@UNSW is our Security app. Download it to your smart phone for direct access to:
  - Emergency contacts
  - Requesting a security escort
  - Tracking the night security bus
  - and more!
- The app also features a torch, alarm, security tips and a newsfeed. Download the app for free from the [App Store](https://apps.apple.com) or [Google Play](https://play.google.com).
Health & Wellbeing

Do not neglect your mental health – act early.

Staff:

• The Employee Assistance Program (EAP) is a free confidential counselling service for employees and their immediate family members. Further information about this service can be found at website: https://www.hr.unsw.edu.au/employee/eap.html

• Workers compensation Unit website: https://www.raia.unsw.edu.au/workers_compensation/index.html

• UNSW Health Service provides a quality health service to staff students and visitors of UNSW. Further information about this service can be found at the website: http://www.healthservices.unsw.edu.au/

• Support for staff in their work with students can be found at website: https://www.counselling.unsw.edu.au/en-au/staff.aspx

Students:

• Support and resources for students including information about counselling, medical and health services, wellbeing, safety, bullying etc. can be found at the website: https://student.unsw.edu.au/wellbeing

• Counselling and Psychological Services provides a free and confidential service to all students enrolled at UNSW. Further information can be found at the website: https://www.counselling.unsw.edu.au/
Training

- Ensure you have completed the 2 mandatory online training courses.
  - Health Safety Awareness (Online course)
  - Ergonomics Training (Online course)

All Staff and Students can enrol in the courses. Please follow the instructions on the website. [http://safety.unsw.edu.au/Training](http://safety.unsw.edu.au/Training)

If you have further questions, Please contact the H&S Unit [safety@unsw.edu.au](mailto:safety@unsw.edu.au) with your z id number to be enrolled.
Any Safety Concerns

Building issues,
Senior Building Facilities Manager, Estate Management
  Paul Prammer,
  Tel:  9385 1875
  Mobile: 0466 201 354
  Email:  p.prammer@unsw.edu.au

Other issues,
HSE Chairperson:
  Ian Skinner: Tel 9385 5153, Email: i.skinner@unsw.edu.au
School HSE officer:
  Zhenyu Liu: Tel 9385 5509, Email: z.liu@unsw.edu.au
Staff representatives:
  Roy Zeng       Rukmi Dutta       Baburaj Karanayil (TETB)  Chris Lu
  Yanhuo Luo    Matthew Boreland (ANFF)  Torsten Lehmann

Student representatives:
  – Undergraduate - ELSOC President, Email: president@elsoc.net
  – Postgraduate – ELPGSOC Donna Lyn Kocherry, E-mail: z5024699@student.unsw.edu.au

You can find further information at https://www.engineering.unsw.edu.au/electrical-engineering/resources/workplace-health-and-safety