School of Optometry and Vision Science
General Safety Induction 2024

For staff, students and visitors

In any emergency, phone Security on the UNSW emergency No:

93856666 *(Externally)* 56666 *(Internally)*

When the call is answered, describe;

- The location of the emergency (building and room number)
- The type of emergency
- Your name and contact number

Faculty/Division **Medicine**		School/ Divisional Unit **Optometry and Vision Science**		
Document number **OWHS-009-017**	Initial Issue: **10/01/2024**	Current version: **1.1**	Current Version Issued: **10/01/2024**	Next review date **January 2025**

UNSW Work Health and Safety Home: https://safety.unsw.edu.au/

School of Optometry and Vision Science: https://www.optometry.unsw.edu.au/

CONTENTS:

1. **Introduction**

2. **Safety in the School of Optometry and Vision Science**

    2.1 HS Management Systems
    2.2 Space Managers
    2.3 WHS Committee

3. **HS – Duty of Care**

4. **Risk Management and Risk Assessment**

    4.1 UNSW Risk Assessment
    4.2 SALUS

5. **Risk Mitigation**

    5.1 General Principles of Risk Control
    5.2 Safe Work Procedures
    5.3 Material Safety Data Sheets – ChemAlert
    5.4 Personal Protective Equipment

6. **Emergencies and Incidents**

    6.1 Basic Emergency Procedures
    6.2 Evacuations
    6.3 Evacuation Assembly Area
    6.4 Specific Emergency Procedures
    6.5 Incident Reporting
    6.6 Location of Fire Exits and Fire Suppression Systems

7. **Employee Assistance Program**

8. **Student Assistance Programs**

9. Miscellaneous HS Information

9.1 Medical Problems
9.2 Learning Difficulties
9.3 Inappropriate Use of School Resources

10. HS Training

11. Site Specific Workplace Hazards

11.1 Instant Hot Water Dispensers
11.2 Major Incidents and Injuries
11.3 Disaster Recovery and Electrical Failures

12. UNSW Resources

12.1 UNSW Security
12.2 HS Websites
12.3 Staying safe on Campus

13. COVID SAFE PROCEDURES

1. Introduction:

The School of Optometry and Vision Science (SOVS) and The University of New South Wales (UNSW) are committed to complying with the requirements of the Occupational Health and Safety Act 2000 and the Occupational Health and Safety (HS) Regulation 2001.
To this end, this booklet has been prepared to provide advice to staff, students and visitors about the School's policies, programs and procedures regarding safety, health and environment.
This booklet draws heavily on the HS materials of the School of Safety Science and the materials are used with permission. The School of Optometry and Vision Science acknowledges the extensive and valuable assistance of the School of Safety Science and A/Prof Chris Winder, Head of School.

2. Safety in the School of Optometry and Vision Science:

In keeping with UNSW structures, the SOVS is located in the Faculty of Medicine and Health, with a Head of School as its manager. The Head of School (HoS) is responsible for providing and maintaining a safe working environment in the SOVS, allocation of resources, and developing and maintaining a safe system of work. The School has a Head of School's Advisory Committee (HoSAC) to develop policy and provide advice to the HoS on management issues. The SOVS HS Committee provides advice to the HoS on HS issues, reviews risk assessments, and develops policies related to OHS in the SOVS. Finally, Space Managers are responsible for day-to-day management of School areas.

2.1. HS Management System

The SOVS uses the UNSW HSMS (Health & Safety Management System). This includes policy, procedures and guidelines and can be viewed at the website:
https://safety.unsw.edu.au/sites/default/files/documents/HS718_Guide_to_UNSW_HS-management_system.pdf

The School is implementing the UNSW OHSMS. SOVS "space managers" and HS representatives assist staff, students and visitors in complying with the UNSW HSMS.

2.2. Space Managers

The day to day management of SOVS HS activities is co-ordinated through "Space Managers". The current Space Managers are:

Rupert Myers, North Wing:

Level 1:	Clinic	Katariina Pakarinen
Level 2:	General Areas	Paul Zytnik
	Pre-Clinical Lab	Dale W. Larden
	ROK Group	Pauline Kang
Level 3:	Western Wing	Nicola Kapo
	Northern Wing	Nicola Kapo
	Eastern Wing	Maria Markoulli

Old Main Building – SOVS Areas:

HDR Space (CFEH_L1_South Wing)	Dale. W. Larden
ORLAB (LG22)	Brian Cheng

Any HS or other issues related to these spaces should be referred to the relevant Space Manager.

2.3. HS Committee

The SOVS HS Committee has representatives from the following departmental areas:

Nominated Members:

Head of School:	Prof. Lisa Keay l.keay@unsw.edu.au
Chair - Document Control Officer:	Dale W. Larden d.larden@unsw.edu.au

Elected Representatives:

Level 1, Rupert Myers, North (Optometry Clinic):	Katariina Pakarinen k.pakarinen@unsw.edu.au Tracy Kane t.kane@unsw.edu.au
Level 2, Rupert Myers, North:	Dale W. Larden d.larden@unsw.edu.au Paul Zytnik paul.zytnik@unsw.edu.au
Level 3, Rupert Myers, West:	Nicola Kapo n.kapo@unsw.edu.au
ORLAB, Old Main Building:	Brian Cheng bbcheng@unsw.edu.au
CFEH, Rupert Myers South:	Lisa Nivison-Smith l.nivison-smith@unsw.edu.au

Post-Graduate Students:

Current Post-Grad Representative:	Pawan Baral pawan.baral@unsw.edu.au Ha Duong ha.duong@unsw.edu.au

Undergraduate Students:

Current Student President:	Justin McNamara j.mcnamara@student.unsw.edu.au

You may report any HS issues to your representative or any committee member.

3. HS - Duty of Care

By law, UNSW must provide a working environment that is safe and without unreasonable risks to health for students, visitors and staff. These obligations are known as a duty of care. Students, staff and visitors also have a duty of care while at the University.

In the context of this section of the Act, the obligations of **students are considered to be the same as employees.**

Duties of Workers *(Section 28 – Work Health and Safety Act 2011 No 10)*

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 person conducting the business or undertaking to allow the person to comply with this Act, and

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

Refer Also:

SafeWork NSW Website:

http://www.safework.nsw.gov.au

Work Health and Safety Act 2011*:*

http://www.legislation.nsw.gov.au/#/view/act/2011/10

Work Health and Safety Regulation 2011:

http://www.legislation.nsw.gov.au/#/view/regulation/2011/674

General Safety requirements in the School of Optometry and Vision Science

The School believes that accidents are preventable, and that safety, health and environmental performance can always be improved. The following points provide a general framework about general safe behaviour that is consistent with the UNSW HS Policy:

- All staff, students and visitors have a duty of care to ensure their own health and safety.
- All staff, students and visitors must act in accordance with all general safety directions and all specific safety rules in areas of high risk (for example, laboratories).
- Behaviour that endangers the health and safety of others is unacceptable and will not be tolerated.
- Behaviour that endangers the environment is unacceptable and will not be tolerated.
- Racial or sexual discrimination is unacceptable and will not be tolerated.
- UNSW is a no smoking employer.
- The School does not permit the use of illegal drugs or allow intoxicated persons on site.
- Workplace hazards and risks are identifiable and therefore risks can be eliminated or controlled.
- All activities that use School facilities or resources and for which a potential risk exists must be assessed using the UNSW Risk Assessment system, introduced at Section 4.1.
- The use of all hazardous substances must be reviewed prior to use. This must include at least a review of the Material Safety Data Sheet (MSDS) for the chemical (see section 5.3).
- Where a risk cannot be eliminated, it must be controlled in accordance with Clause 5 of the NSW HS Regulation 2001 using the hierarchy of controls (introduced at Section 4.2).
- Where a risk can only be rendered safe through the use of controls, these must be specified and used. Selection of control must be made using the hierarchy of controls (introduced at Section 5.1).
- Where they exist, Safe Working Procedures must be followed (introduced at Section 5.2).
- No person should operate any plant or equipment until they have been trained in its safe use, and until they have been assessed as competent in its use.
- All facilities, plant, equipment, materials (and the like) should be maintained to a satisfactory standard.
- No hazardous substance should be used without reference to the material safety data sheet (introduced at Section 5.3).
- If personal protective equipment (PPE) is required to be used as a risk control, it must be used properly and in all specified situations (introduced at Section 5.4). Such PPE must comply with relevant Australian Standards. Ask your supervisor if you are unsure about whether PPE is necessary for any particular task that you undertake.
- No eating or drinking in areas where risks exist.
- In any emergency, please follow directions given by Staff (see Section 6).
- Accidents or unsafe acts should be reported to Supervisors or Space Managers as soon as possible.

4. Risk Management and Risk Assessment

Risk management means the systems, processes, procedures and standards that are used to minimise the occurrence of incidents and accidents, including injuries to people, damage to equipment and to buildings as well as "near hits."

4.1 UNSW Risk Assessment

From July 2003, all prospective activities conducted by staff or students that use SOVS facilities and resources and that have a risk associated with them are required to have a risk assessment conducted for them. Risk Assessment conducted in the SOVS will be in accordance with the UNSW Risk Management Procedure (HS329)

Refer: https://www.gs.unsw.edu.au/policy/documents/HS329.pdf

Risk assessments conducted using this system includes a number of steps: background information, identification of hazards, possible risks, risk reduction and control, assessment of risks, elimination or control of the risks, verification and supervisor approval. The SOVS and associated research labs have risk registers. You should consult the relevant register or your supervisor to be informed of potential hazards and risks associated with your job.

4.2 SALUS

UNSW Risk Assessments and Safe Work Procedures are now incorporated into an online database called SALUS:

https://apac.ehssrisk.sai360.net/unsw/#/main

SALUS is accessible to all staff and students via secure login with zID

5. Risk Mitigation

5.1 General Principles of Risk Control

The Hierarchy of Controls – In order of Preference

- **Elimination:** If at all possible, the risk should be eliminated.
  Where elimination is not possible, the risk should be controlled using means that are commensurate with the risk. Options for control and their order of priority include:
- **Substitution**: For example, replacement of materials with less hazardous materials, or reorganisation of tasks or processes to make them less risky.
- **Isolation**: This is where hazards or risks are located away from everyday activities. Isolation may be by location (carrying out the activity at an isolated area) or by time (carrying out the risk activity at a time when few people are around).
- **Engineering controls**: These are controls that rely on plant or equipment (such as machine guards, fume cupboards or bio-safety cabinets) to control risk. Further, engineering controls must be kept in good working order; any problems should be promptly reported to the Supervisor or Space Manager.
- **Administrative controls**: These are controls that rely on safe systems of work to minimise risk. Examples include general procedures, such as hazard information, competency training and adequate supervision; or **specific safe work procedures** (SWM, tag and lock out procedures, job rotation and the like).
- **Personal protective equipment**: These include helmets, safety glasses, respirators and masks, ear muffs, impervious gloves, aprons, safety boots and harnesses for fail protection.

Thus the first option is to eliminate the risk if possible. If not, then substitution, then isolation and so on.

Where a risk assessment specifies that a control, such as isolation, engineering control, SWP or PPE is recommended, it must be used, and must be used properly.

5.2. Safe Work Procedures

Safe work procedures are administrative controls in the form of written procedures that are designed to minimise risks when using equipment or undertaking a process or task and should always be followed. The procedures normally include general information, specific information and instructions on how to carry out the task or process. Guidelines for writing safe work procedures are available on the UNSW HS website.
For example, a safe working procedure might contain:

- A description of the hazards associated with the use of the equipment, process or task;
- The precautions to be taken before the equipment is used or the task undertaken. This includes: any actions and observations necessary to ensure the work area is safe; check that the equipment is in good order; the materials to be used; and the steps to prepare the equipment for use;
- Steps to be followed when using the equipment or undertaking the task;
- A list of the required controls (especially PPE) to be used;
- Steps to be followed when the task is completed to make the equipment and area safe for others.

UNSW Safe Work Procedures are now incorporated into an online database called SALUS

https://apac.ehssrisk.sai360.net/unsw/#/main

SALUS is accessible to all staff and students via secure login with zID

5.3. Material Safety Data Sheets - ChemAlert

The Material Safety Data Sheets (MSDS) should contain information on the properties and hazards of a hazardous substance, and on how exposure to such hazards can be minimised in normal use, or in emergency situations.
MSDS must be accessible to staff and students at all times, and must be kept in the Hazardous Substances Register.

MSDS locations include.

Old Main Building:	**ORLAB (Level LG) –** *(Adjacent to SOVS Computer Lab)*
PC1/PC2 Labs:	**RMB; Level 3; 3.068**

CHEMALERT:

MSDS information is also available through ChemAlert

https://safety.unsw.edu.au/chemalert-0

5.4. Personal Protective Equipment (PPE)

- PPE is designed to protect the person wearing or using the equipment from a particular hazard;
- PPE must be properly fitted and used. Staff and students should be expected to be asked to demonstrate correct use of PPE;
- PPE must be in good condition and properly maintained. It must be replaced if defective;
- When a sign or notice is displayed directing the use of PPE within an area, then anyone entering the area must use or wear that PPE;
- When a sign or notice is displayed directing the use of PPE when operating equipment, then anyone operating or using the equipment must wear the PPE;
- All selected PPE must comply with relevant Australian or equivalent standards.

6. Emergencies and Incidents

The School of Optometry and Vision Science is located in Sector 5 of the UNSW Emergency Sectors. For the Rupert Myers Building and the SOVS areas of Old Main Building there exists a Chief Warden and a warden for each specific floor or area of the building.

Wardens are as follows:

Rupert Myers Building

Chief Warden –	**Dale W. Larden**
Deputy Chief Wardens –	**Collina Waddell** **Tanja Kegel**
Level 1 Floor Wardens –	**Katariina Pakarinen** **Lily Ho** **Alyssa Collet**
Level 2 Floor Warden –	**Dale W. Larden** **Paul Zytnik**
Level 3 Floor Warden – NORTH	**Nicola Kapo**
EAST	**Maria Markoulli**

Old Main Building (SOVS areas)

Chief Warden -	**Ms Sue Hagon**

DURING AN BUILDING EVACUATION YOU MUST FOLLOW ALL DIRECTIONS GIVEN BY THE FLOOR WARDEN AND CHIEF WARDEN

6.1 Basic Emergency procedures

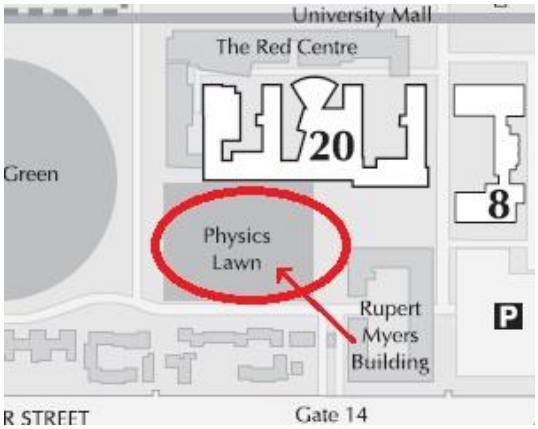
Basic procedures in an emergency are: Inform (as a minimum, people in the immediate vicinity), Confine (if possible, and without unnecessary risks), Evacuate (if necessary), Call for assistance (see front of this booklet for information on contacting UNSW Security).

6.2. Evacuations

The Rupert Myers Building has an automatic integrated alarm and evacuation system. Follow any directives given by the Chief Warden over the intercom system, or from the floor warden for that area.

6.3. Evacuation Assembly Area

The Evacuation Assembly Area for the Rupert Myers Building is **Physics Lawn** (See Below). It is located on the grassed area in front of the Old Main Building and west of the paved area at the end of the Rupert Myers Building.



6.4. Specific Emergency procedures

Fire

If safe to do so, and you have the necessary skills try to extinguish the fire with the appropriate extinguisher. However, it is imperative that you do not take any unnecessary risks.

Move all other persons away from immediate danger.
Break Glass Alarm: On each level, adjacent to the fire stair entrance a small red glass panel is located on the wall. They are usually immediately adjacent to the Red WIP Phones. In cases of fire this alarm can be triggered by breaking the glass with anything solid.

These alarms will activate the Emergency Evacuation Procedures and will automatically call the local fire brigade. They must only be used in an actual emergency.

Spills

If safe to do so, and you have the necessary skills, try to contain the spill. However, it is imperative that you do not take any unnecessary risks.
Secure the area of the spill, evacuate any other person from the area. Contact the floor warden for that area

First Aid

The School First Aid Officers are as follows:

Rupert Myers Building:

Level 1	Alyssa Collet Katariina Pakarinen
Level 2	Dale W. Larden Paul Zytnik
Level 3	Michelle Wanandy Vinod Maseedupally

Old Main Building – ORLAB:

Ashley Ang

MENTAL HEALTH FIRST RESPONDERS:

Maria Markoulli (m.markoulli@unsw.edu.au)
Dale Larden (d.larden@unsw.edu.au)
Katariina Pakarinen (k.pakarinen@unsw.edu.au)
Nicola Kapo (n.kapo@unsw.edu.au)
Daisy Shu (daisy.shu@unsw.edu.au)

SEXUAL MISCONDUCT FIRST RESPONDERS:

https://www.unsw.edu.au/planning-assurance/safety/safer-communities/gendered-violence/find-first-responders

First Aid boxes are locations are as follows:

Rupert Myers Building:

Level 1	Clinic Reception
Level 2	Preclinical Laboratory (2.009) AOP Seminar Room (2.030)
Level 3	School Office (3.003) L3 East Lunch Room (3.047) L3 East PC2 Lab (3.071) L3 East Dispensing Lab (3.049)

Old Main Building:

Computer Lab:	OrLab Office Lab Office (OMB-G22)

Automatic External Defibrillator (AED):

There are 5 AED Units located within the Rupert Myers Building

A unit can be found on Level 1 at the start of the corridor leading to the clinic consultation rooms.

AED's can also be found on the wall to the right when facing main entrance to Rupert Myers North Wing and inside the entrance to CFEH South Wing**.**

Level 2 Lift Lobby

Level 3 Lift Lobby

Remove the unit from the wall, switch on and follow the audible instructions.

No Specific training is required to use this unit.

6.5 Hazard - Incident Reporting

All hazards, incidents or near misses should be reported online via

SALUS : https://apac.ehssrisk.sai360.net/unsw/#/main

- ***Report an Incident/Near Miss***
- ***Report a Hazard***

Incidents should also be reported to your supervisor, year representative, and/or floor warden.

6.6 Location of Fire Exits and Fire Suppression Systems

FIRE EXITS – all are marked with green exit signs

3rd Floor:

- Near lifts (to the right as you face the lifts)
- Between dispensing lab and main office

2nd Floor:

- Near lifts (to the right as you face the lifts)
- At far end of hall (furthest from the lifts) near ROK Group

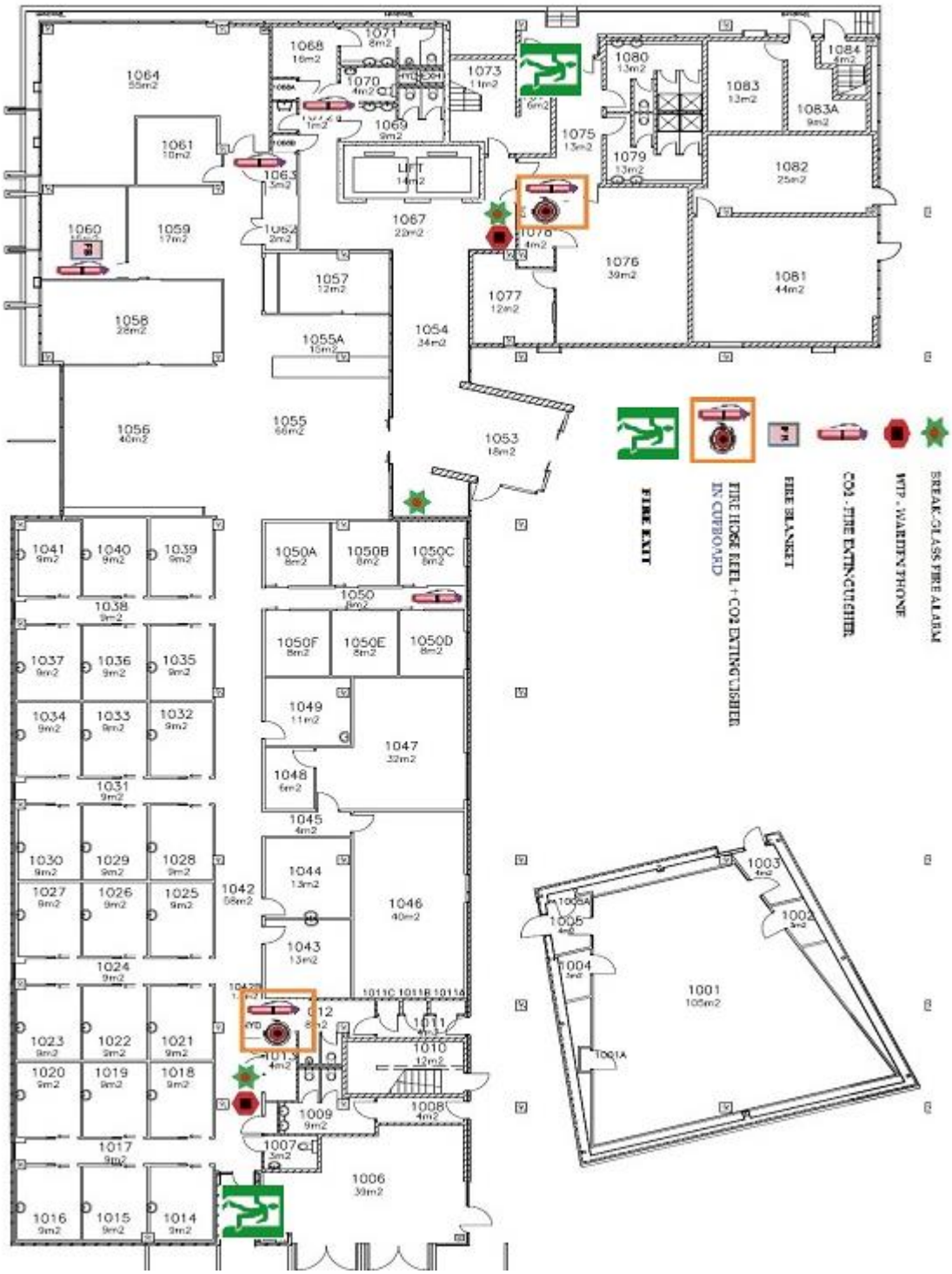
Ground Floor:

- At end of long hallway, past clinic rooms – glass door
- To the right of the lifts

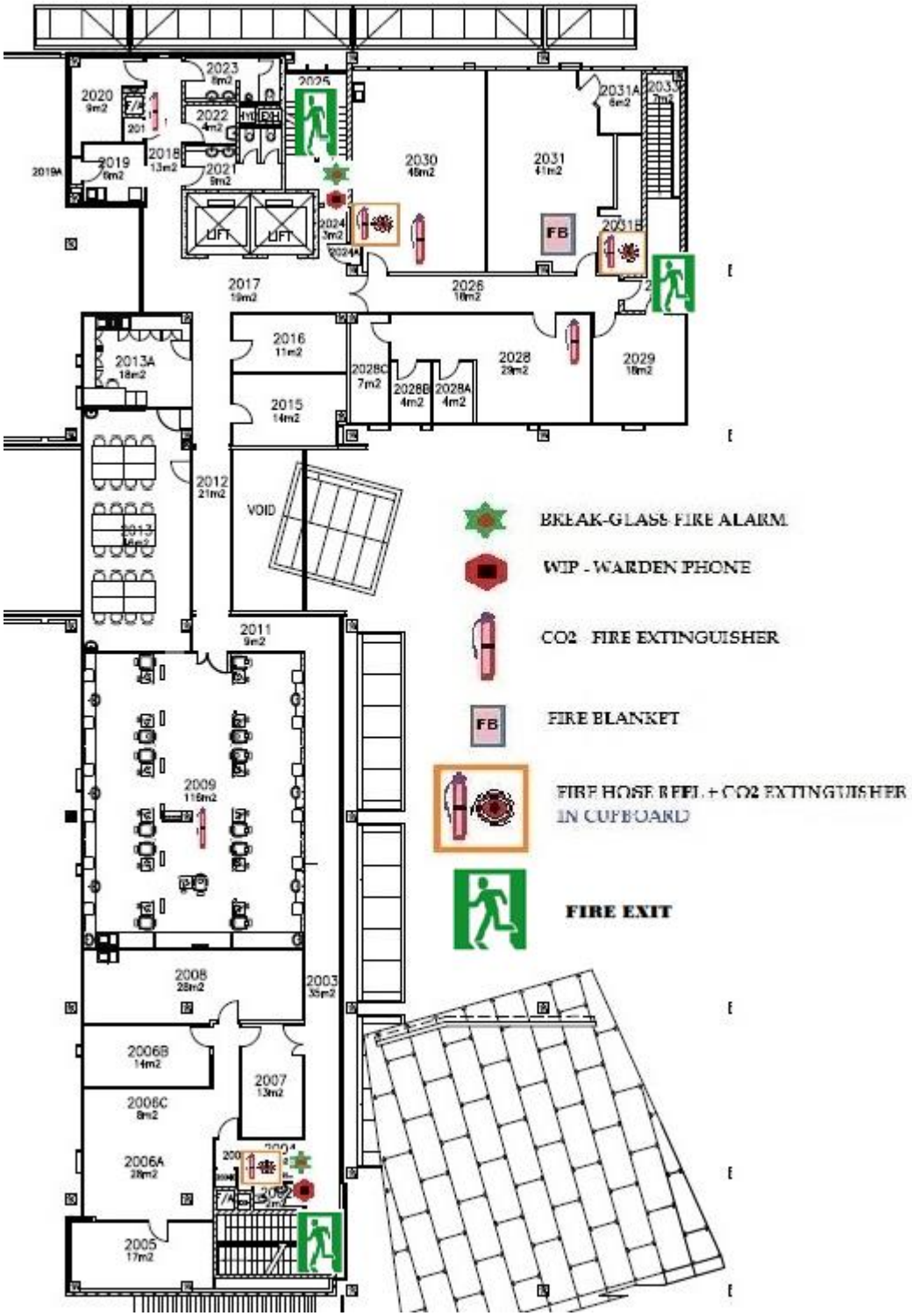
NB: The glass door exit of the building IS NOT a fire exit and should not be used routinely during evacuations unless the other exits are blocked or congested.

FIRE SUPPRESSION SYSTEMS – EMERGENCY EXITS

Level 1 - Clinic



LEVEL 2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2019
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48m2
2031
41m2
2031A
6m2
2033
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2024
3m2
2024A
2031B
FB
LIFT
LIFT
2017
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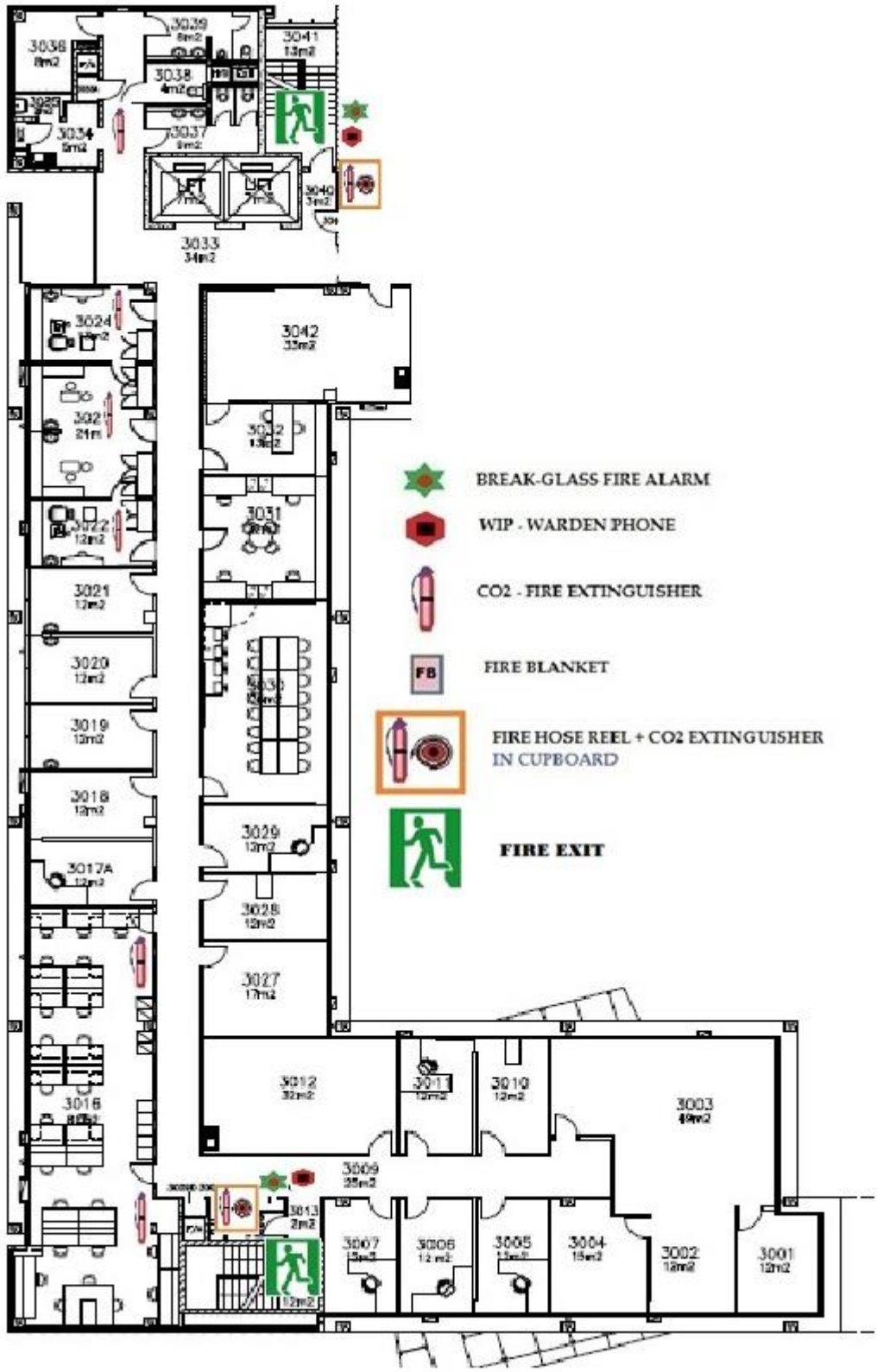
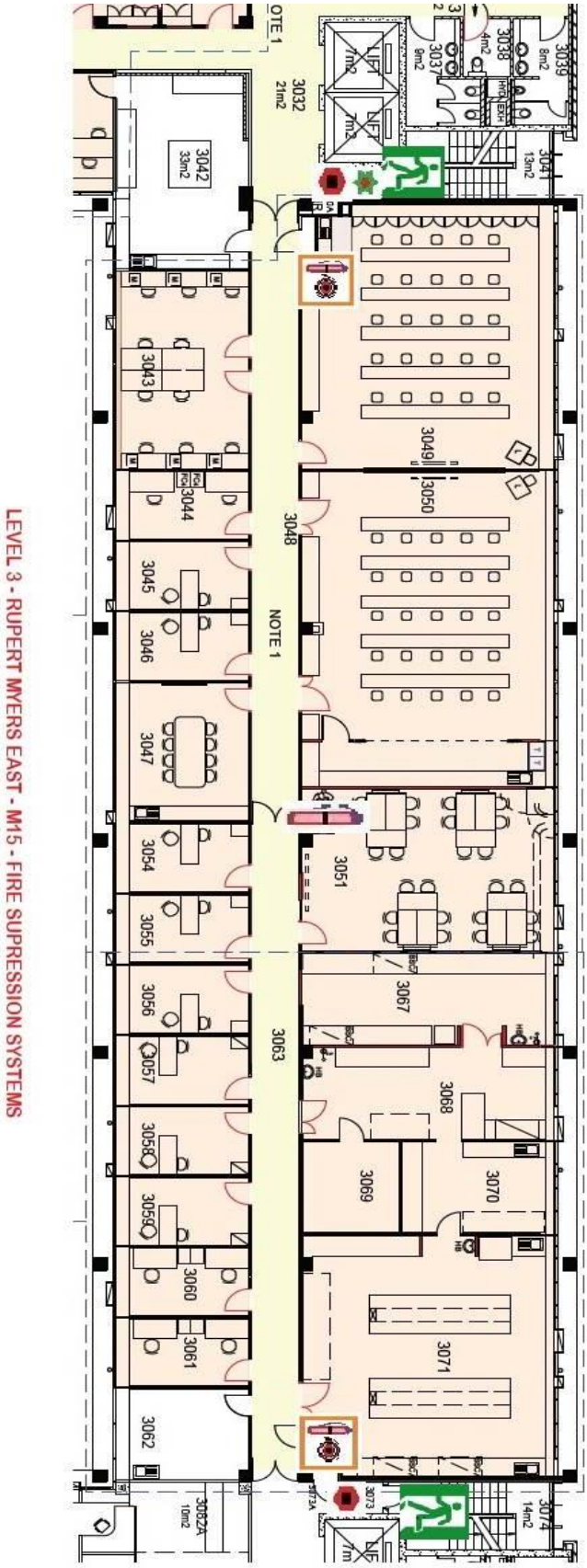
2026
18m2
2016
11m2
2013A
18m2
2028C
7m2
2028B
4m2
2028A
4m2
2028
28m2
2029
18m2
2015
14m2
2012
21m2
VOID
2011
9m2
2009
116m2
2008
28m2
2003
35m2
2006B
14m2
2007
13m2
2006C
8m2
2006A
28m2
2005
17m2
BREAK-GLASS FIRE ALARM
WIP - WARDEN PHONE
CO2 FIRE EXTINGUISHER
FB
FIRE BLANKET
FIRE HOSE REEL + CO2 EXTINGUISHER
IN CUPBOARD
FIRE EXIT

LEVEL 3 – NORTH WING



LEVEL 3 – EAST WING



7. Employee Assistance Program

The Employee Assistance Program is available to all full-time and part-time staff.

Your Employee Assistance Program (EAP) is a professional, confidential coaching service for employees and their immediate family members, paid for by your employer. It is free for you and your family.

The EAP exists to help with any personal or work-related issues including:

- Conflict and tension
- Pressure and stress
- Alcohol and drug problems
- Child and family problems
- Work pressure/problems
- Emotional stress
- Separation/divorce
- Relationship difficulties
- Personal trauma
- Grief and bereavement
- Health and lifestyle issues
- Gambling and addictions
- Financial/legal referrals
- Anxiety and depression
- Work-family issues

To contact the EAP:

Call Benestar:

1300 360 364

For More Information:

https://www.wellbeing.unsw.edu.au/eap-benestar

8. Student Assistance Programs

Information relating to UNSW Student Assistance Programs is available via the following link:

https://www.unsw.edu.au/student-assistance-programs

9. Miscellaneous HS Information

9.1. Medical Problems

The University has a Health Service located in the Quadrangle Building. The Health Service can be contacted on 9385 5425.

9.2. Learning Difficulties

If you have any Learning Problems contact the Learning Centre on 9385 3890.

9.3. Inappropriate Use of School Resources

Attention is drawn to the University's expectations in relation to appropriate conduct. This includes the requirement that UNSW facilities are not to be used for the deliberate or negligent preparing, storing, transmitting or displaying of racist, pornographic or other offensive material. These requirements are outlined in policies such as UNSW Rules Relating to Student Use of Computing and Electronic Communications Facilities.

10. HS Training

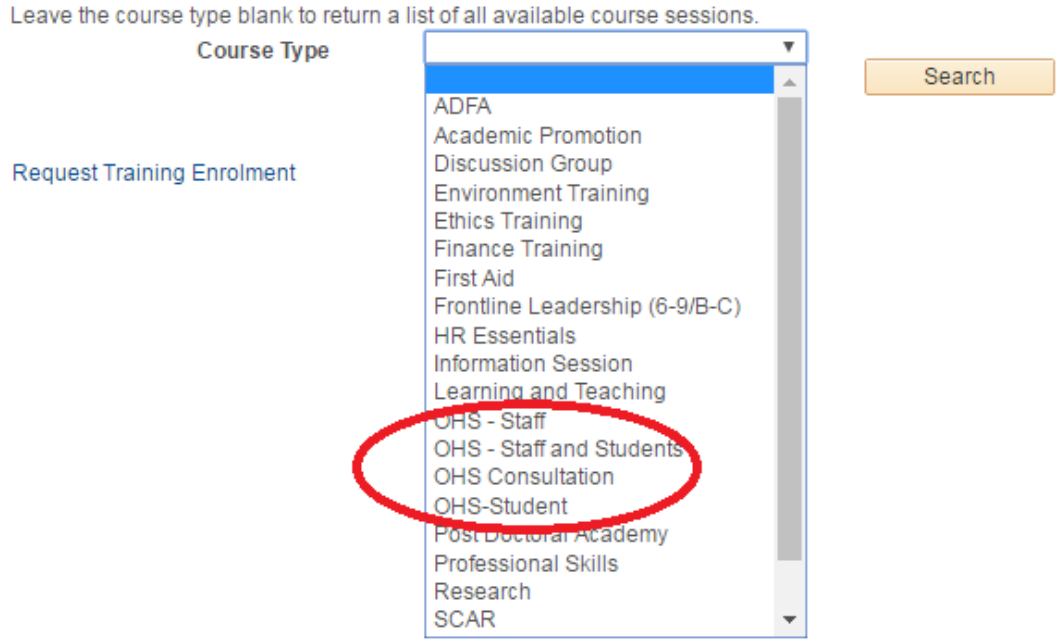
Specific Workplace Safety Training is available for staff and students at UNSW

Enrol in training via myUNSW:

https://my.unsw.edu.au

My Staff Profile\My Profile\Learning and Development\Request Training Enrolment

Search by: Course Type



11. Site Specific Workplace Hazards

Each workplace has some specific hazards. Some which can be found with the School of Optometry and Vision Science include:

11.1. Instant Hot Water Dispensers

Located above the sinks in Staff and student common rooms throughout the building are instant Hot water dispensers.

CAUTION: THESE HOT WATER DISPENSERS PROVIDE INSTANT AND BOILING HOT WATER AT CLOSE TO 100ºC. THIS WATER WILL BURN EXPOSED SKIN ON CONTACT.

Use extreme caution when using these hot water units. Hold all cups firmly underneath the tap. Concentrate on the task at hand when pouring hot water. Keep your eyes on your cup or bowl at all times to prevent overfilling.

If burnt whilst using the Instant Hot Water Dispenser:

- **Hold the affected part of your body under cold running water for at least 10 minutes.**
- **Contact your closest First-aid officer and seek medical attention as soon as possible, if required.**
- **Report the incident on-line as soon as practicable *(See Section 6.5)*.**

11.2. Major Incidents and Injuries

All injuries and incidents requiring the calling of an ambulance ***should be co-ordinated through security***. Security will then call an ambulance and arrange for the ambulance to be met and directed to the appropriate location.

Phone Security on:

INTERNALLY: Extension: 56666

EXTERNALLY: Phone: 9385 6666

Injuries specific to the eye should be referred immediately to the School of Optometry and Vision Science Optometry Clinic on Level 1.

After hours, the emergency red eye service can be contacted on.

EXTERNALLY: Phone: 0449665812

11.3. Disaster Recovery and Electrical Failures

Should power be lost to the building for periods greater than 10 minutes:

The building should be evacuated via the nearest fire escape.

1. Prior to evacuation:

- Ensure your workstation is secured.
- Ensure your work colleagues have also commenced evacuation.
- If save to do so, ensure no persons are trapped in lift – if so call security immediately.
- Ensure any freezers or fridges are shut and remain shut.

2. During evacuation:

- Remain calm
- Evacuate via the nearest fire-exit.
- Follow any and all instructions as provided by the Floor Wardens
- Follow any and all instructions made over the PA system
- Follow any and all instructions as provided by UNSW security.

3. Post evacuation and Recovery:

- Do not attempt to re-enter the building without the specific approval of UNSW security.
- Persons requiring specific entry to check on critical equipment and infrastructure will require a security escort
- Once power restored and entry permitted – check on critical equipment and infrastructure, specific to your workplace, such as fridges and freezers

12. UNSW Resources

12.1. Security

For all emergencies and for emergency assistance, contact UNSW Security on:

93856666 *(Externally)* **56666** *(Internally)*

When the call is answered describe:

- the location of the emergency (Building, Room or Laboratory Number)
- the type of emergency
- your name and phone number

12.2. HS Websites

The UNSW HS website is a useful resource contains information on many of the safety issues that may affect staff and students (for example; HS, bio-safety, chemicals, radiation, dangerous goods). Relevant web pages include:

UNSW HS Site:

https://safety.unsw.edu.au/

UNSW HS – Procedures and Forms:

https://safety.unsw.edu.au/documents-resources

UNSW HS Policy:

https://www.gs.unsw.edu.au/policy/documents/ohspolicy.pdf

UNSW HS Policy Statement:

https://www.gs.unsw.edu.au/policy/documents/UNSW%20Policy%20Statement%202016.pdf

12.3. Staying Safe on Campus

General information related to staying safe on campus is available within the following link:

https://www.estate.unsw.edu.au/news/your-safety-campus

All staff, students and visiting scholars and contractors are encouraged to complete the online Major Incident & Business Continuity Awareness Course:

https://www.estate.unsw.edu.au/course/major-incidents/story_html5.html

All staff, students and visiting scholars and contractors are encouraged to register and update their mobile phone number within myUNSW – in order to receive relevant and timely announcements regarding current emergencies and incidents…….Also, to download the free STAYSAFE at UNSW APP:

https://www.estate.unsw.edu.au/security/staysafeunsw-app

13. COVID SAFE PROCEDURES

As of publication COVID remains a serious public health issue.

This COVID situation remains highly fluid, and protocols require regular adjustment based on prevailing community transmission rates.

The latest COVID 19 information is available from NSW government:

https://www.nsw.gov.au/covid-19

General COVID Safe procedures include:

- Maintain good hand hygiene – use hand sanitizer regularly.

- Please stay home and follow the latest NSW government guidelines on testing and isolation if you display any the following symptoms

    - Fever
    - Dry Cough
    - Runny Nose
    - Tiredness – Muscle Aches and Pains
    - Sore Throat
    - Unexplained Diarrhoea
    - Shortness of Breath
    - Loss of Taste and/or Smell

SOVS HS Induction Booklet	**Document: OWHS-009-017 Version 1.0**
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