Welcome to the University of the Sunshine Coast

USC is committed to the health, safety and wellbeing of all staff, students, visitors, volunteers and contractors. We take seriously our responsibility to ensure a healthy and safe learning and working environment. Please read this brochure and keep it for future reference as it outlines health and safety information and contact details.

It is important that all staff, students, visitors, volunteers and contractors understand their responsibilities with respect to health, safety and wellbeing when at USC and/or engaged in USC activities.

All staff, students, visitors, volunteers and contractors are expected to:

- comply with work health and safety legislation and USC policies and procedures
- cooperate with any work health and safety instructions given by USC staff
- complete relevant work health and safety training and laboratory induction
- use equipment properly and as instructed
- report any near misses, hazards or incidents
- conduct their activities in a manner which prevents personal injury or injury to others, and damage to property.
Where can I find information about legislation and policies?

These are available on the USC website. Click on the Health and Safety link under “Access USC” at the bottom of the USC website home page.

Some relevant USC policies include:
- Health, safety and wellbeing
- Smoking
- Land, traffic and parking.

Training and induction

USC has developed an online training module for students, visitors and volunteers. It is strongly recommended that you complete this module before starting at USC. The online training module can be found on the ‘Health and Safety’ link.

In addition, some courses require that you complete specific laboratory safety inductions. These are compulsory and you will not be able to access your class until you complete them. Contact your lecturer/tutor for more information.

Smoking

USC is a smoking restricted University. Smoking restrictions have been established to minimise the harmful effects of passive smoking and its related discomfort to others, and to meet legal obligations.

As such smoking is prohibited:
- In all buildings operated by USC.
- Within ten metres of any such building.
- In any signed non-smoking area.
- Within any USC vehicle.
- In all outdoor areas where food is served.

Native animals

USC has a number of nature reserves. We are privileged to be able to observe native animals. However, you must remember that native animals are wild animals, and should always be treated with caution.

For your own personal safety:
- Do not get too close to native animals on campus.
- Do not feed the native animals.

Health and wellbeing

As a USC student you can access the following free services:
- Counselling service
- Psychology clinic
- Flu vaccination clinics
- Student health articles
- Quit smoking program

As a visitor or volunteer you can access the USC sporting community and facilities.

These include:
- USC gym
- USC pool
- Sporting facilities
- Sporting groups

Contact details

HR CONSULTANT (HEALTH, SAFETY AND WELLBEING)
Tel: 07 5456 5924

HR OFFICER (WORK HEALTH AND SAFETY)
Tel: 07 5456 5125
Email: WHS@usc.edu.au

SECURITY

For emergencies:
Tel: 07 5430 1122 or extension 1122
For non-emergencies:
Tel: 07 5430 1168 or extension 1168
Email: security@usc.edu.au

FIRST AID

For emergencies:
Tel: 07 5430 1122 or extension 1122
For non-emergencies:
Tel: 07 5430 1168 or extension 1168

If appropriate call emergency services 000 and ask for the fire brigade, police or ambulance.

Security and safety

IF YOU FEEL INTIMIDATED OR IN DANGER
- Contact Security to report immediate threats—Campus Emergency: 07 5430 1122, extension 1122;
- At night, security escorts are available to accompany you to your public transport, your car, or to anywhere within the campus. To arrange a security escort, please contact security well before you are ready to leave, to give ample time for an officer to attend—Campus Security: 07 5430 1168, internal extension 1168 for non-urgent issues/security escorts.

IF THERE IS AN EMERGENCY

If you discover an emergency you should:
- Find the nearest emergency call point and call for help.
- Contact Security on 07 5430 1122 or extension 1122.
- If appropriate call emergency services 000 and ask for the fire brigade, police or ambulance.
- Report the emergency to a member of staff to action internal emergency procedures.
- Inform other individuals to keep away.
- Remove any persons from danger, if it is safe to do so.
- Suppress the emergency yourself, if it is safe to do so.
- Follow any instructions from Wardens.

In the event of an evacuation you should remain calm and follow the directions of staff members. Assemble at the Emergency Evacuation Assembly Point (EEAP) nearest to you and await further instructions from fire wardens.

IF YOU NEED FIRST AID

If you are injured it is vital that you seek first aid treatment. All Security personnel are trained first aid officers, and should be contacted in the case of an emergency, and/or if first aid is required.

You can contact Security on:
- Tel: 07 5430 1122 or extension 1122 for emergencies;
- Tel: 07 5430 1168 or extension 1168 for non-emergencies.

If an injury is serious, further expert medical assistance should always be sought as soon as possible.

For all medical emergencies, call 000.

IF YOU NOTICE A HAZARD

A hazard is defined as something that has the potential to harm the health, safety and wellbeing of people. If you see a hazard, report it immediately to your lecturer/tutor or relevant staff member.

Handcopies of this document are considered uncontrolled. Please refer to USC website for the latest version.