OH&S Information Lecturers and Tutors Week One

In order to inform students of essential OHS information, all lecturers should make a short announcement in Week One, containing the following:

**PLEASE BE AWARE OF UNSW EMERGENCY PROCEDURES AND ALL EVACUATION POINTS FOR EACH BUILDING YOU TEACH IN**

**Hazards:**

If students see anything that might cause an accident, such as wet floors, leaking ceilings, loose wires etc., they must report it to the lecturer in charge. The lecturer should:

- assess the risk
- take accident prevention measures, such as:
  - moving students to another part of the room
  - blocking access to the danger
  - moving to another room
  - or cancelling the lecture

**Inappropriate Behaviour**

Remind students the process of how to report Bullying, discriminatory and anti-social behaviour

**Emergency:**

If an alarm sounds, students should:

- immediately gather up their possessions
- proceed in an orderly fashion to the nearest exit point in the theatre or classroom
  - if there are special fire exits in a theatre, the lecturer should point them out to the students in the first lecture and tell the students to congregate a safe distance from the building in the event of an emergency.
- Congregation points are designated by Campus Security and lecturers should be cognisant of the relevant areas for the buildings in which they teach. Signage near lifts and/or entrance ways will detail this information. If you cannot find this information, it should be reported to your OHS rep (refer to www.business.unsw.edu.au/ohs for your OHS rep).

**Insufficient Seating**

If there is insufficient seating in a lecture theatre or classroom for all students, the lecturer should arrange a new venue. If the lecturer thinks that the number of students without seating creates a hazardous environment, they should cancel the class until more suitable accommodation can be found.

In the event of a student or staff member being involved in an accident or noticing a potentially hazardous situation, please report through your OHS representative or contact security on Extension 56666.