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|  | Welcome to UQFaculty of MedicineDay 1 OHS Information | University of Queensland |  |

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| **OHS Induction** SBMS OHS Induction includes:* OHS Induction (approx. 2 hrs)
* Next OHS Induction Seminar will be held on ……………………………………. at 10am, Room 307, Skerman Bld. Contact SBMS OHS Team, Robyn or Lawrie for more info on r.oram@uq.edu.au or [l.myers@uq.edu.au](http://l.myers@uq.edu.au)
* Online OHS Training Modules - Annual Fire Safety (mandatory), General Workplace Induction (mandatory), Lab Safety, Chemical Safety and Biosafety. Sustainability – General (mandatory) and Laboratory as required. <https://learn.uq.edu.au/>
* “Local” workplace, lab or building induction, Training Needs Analysis, New Worker Induction Checklists (received at OHS Induction), to be completed with your Supervisor and returned to SBMS OHS.

**Emergency & Fire Safety*****In the case of an Emergency, please phone Security 53333 or 000.*** If you discover a fire or emergency: * Sound the fire alarm system (if there is a push button alarm)
* Notify the appropriate emergency service contact number for assistance, e.g. for St Lucia, phone Security 3365 3333 (all hours) or extension 53333 and advise:
	+ Details of location, type and scale of the fire or emergency, and
	+ The name and location of the caller.
* Alert other people in the vicinity and notify the Emergency Warden.
* If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the Emergency Warden: * Walk to the nearest exit and proceed to the assembly point outside the building to await further instructions.
* Listen and follow instructions from the Emergency Wardens.
* In order to prevent injury and possible panic during evacuation:
	+ Do not run, push, or overtake
	+ Use stairs - do not use the lifts
* Do not return to your desk, office or room
* Do not return to your building until the "all clear" is given by the Building Warden or Fire Service.

***Outside of normal working hours (9 a.m. to 5 p.m. Monday to Friday):*** On hearing the fire alarm, occupants should evacuate the building even if the evacuate mode does not sound. **SBMS Emergency Assembly Points****P1100387.JPG** P1100385.JPG **Senate Carpark – Skerman Bld** C:\Users\uqlflowe\Desktop\5284_80729_Buildings at UQ St Lucia for iPhone app _Single use_ request permission.jpg **Physiology Refectory Plaza – Macgregor Bld** Unknown.jpeg **Great Court - Otto Hirschfeld Bld****Reporting Incidents and Injuries**UQ Safe - Incident system is designed to be used in any situation where a work-related accident, incident or injury has occurred – involving students, staff, visitors, volunteers or contractors.[www.uq.edu.au/ohs](http://www.uq.edu.au/ohs)**Keys (laboratories) & Proximity Cards**These will not be issued until all Induction elements have been completed and approval has been given by the Health & Safety Coordinators. |
| http://www.uq.edu.au/studyabroad/studentblogs/wp-content/uploads/2014/03/P1030126.jpg |
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