

Welcome to UQ Faculty of Medicine Day 1 OHS Information



SBMS OHS Inductions

SBMS OHS Induction includes:

- Face to Face OHS Induction seminar (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
- Online OHS Training Modules - Annual Fire Safety (mandatory), Health, Safety & Wellness Induction (mandatory), and Lab Safety, Chemical Safety and Biosafety appropriate to your role. Sustainability – General (mandatory) and Laboratory as required. <https://learn.uq.edu.au/>
- Other mandatory training include: Code of Conduct, Privacy, Fraud and Corruption, Cyber Security, Equity <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 Ext 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).

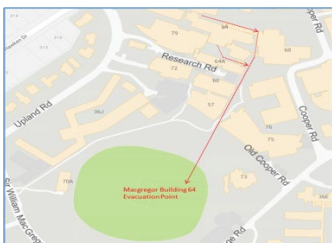
If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the Emergency Warden:

- 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.

SBMS Emergency Assembly Points



Senate Carpark – Skerman Bld



Cricket oval behind AIBN – Macgregor Bld



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

Keys (laboratories) & Proximity Cards

Swipecard access and key request forms can be found in the Induction Handbook provided at the OHS Induction. Keys and cards will not be issued until all Induction elements have been completed and approval has been given by the Health & Safety Coordinators.

