

RSFAS WHS NEWS QUARTERLY – April 2019 – WHS Tips and Traps

Workplace Health and Safety is everyone's responsibility. What you know can make a difference. Below are some tips that you may find useful.

1. How do I report an incident or a potential hazard? [Figtree](#) – is the reporting tool for both staff and students.
2. What **emergency procedures** do we have in place? Take some time to familiarise yourself with the [CBE Emergency plan](#). Or see the [ANU Emergency response procedures](#) and the [Emergency Flip Chart](#).
3. Where is the **Emergency Flip Chart** in my office? All offices should have one flip chart in an easy-to-access and visible location. Please make sure your copy is either **next to your phone** or on the notice board in your office.
4. Where is the nearest **fire exit** to me? Fire exits and fire stairs must be used during an evacuation (or emergency drill). You must **follow the instructions from Fire Wardens**. These links will take you to the [fire exits on Level 4](#) and the [fire exits on Level 3](#).
5. Who are the **RSFAS First Aiders** and where are **the First Aid Kits** located? Level 4 – Anna Pickering, located in the Front Office and Aaron Bruhn in Office 4.45. Level 3 – Ian McDermid in Office 3.08. All CBE First Aiders are listed on the CBE Health & Safety webpages [here](#). A First Aid room, with first aid kits, is located on the ground floor of Building 26C.
6. Can I use privately owned **electrical goods** in my office (e.g. power extension cords, additional monitors and printers, desk fan, kettle and coffee maker etc), without approval and without them being tested and tagged? ANU policy requires all ANU owned electrical goods used in offices or facilities to be tested and tagged and checked annually. The use of privately owned electrical appliances is discouraged. All non ANU-owned electrical appliances must be inspected, tested and tagged according to the relevant safety standards, before being used in University workplaces. Please refer to the [ANU Procedure: Electrical safety management](#) and RSFAS Director's [email dated 16 August 2017](#).
7. I am going to **travel overseas**. Are there any specific safety issues that I should be aware of? You should consider a few things depending on the travel destination. 1) Is it a high risk destination? Please check [SmartTraveller website](#) and the [ANU Procedure: Working safely away from campus](#) for any safety alerts/travel advice; 2) Do you need additional immunisation? Please read the [ANU Immunisation Procedure](#); 3) Please also make sure that your emergency contact details in your travel form and HORUS staff profile are up-to-date.
8. Are you aware of the **recent traffic changes** around the CBE Buildings? The extended portion of Kingsley Street leading into Kambri has opened to pedestrian and vehicle traffic. Some construction work continues on the Kambri site. This road feeds the new Kambri short stay parking station and the traffic flow will increase significantly. New pedestrian crossings and road signage are under discussion. In the meantime, please exercise extra caution when crossing roads in the CBE precinct. For more information, please see the [CBE WHS email here](#).
9. What do I do if I need help or have safety concerns when I am **on campus after hours**? Please apply common sense, for example, keep your office door locked and only answer the door unless you know it is safe to do so. You should also be aware of the key contacts for **Security (02 6125 2249)** and other services including the [On Campus Night Bus service](#). Download the [ANUOK app](#) on your phone if practicable.
10. What are the main **causes of trips, slips and falls** in CBE? **Wet and slippery surfaces, stairs and distraction while walking** (e.g. while using mobile phones) are among the main causes of trips, slips and falls in our buildings. Please report any wet and slippery surfaces either via [Figtree](#), or alert the [CBE WHS team](#) or your [Health and Safety Representative](#). Please be aware of these risks.