HEALTH, SAFETY AND WELLBEING POLICY

Policy
Taylors College, Perth is committed to health, safety and wellbeing of all staff, students, visitors and contractors. We take seriously our responsibility to ensure a healthy and safe learning and working environment. This policy outlines health and safety information and contact details.

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

All staff, students, visitors and contractors are expected to:
- Comply with work health and safety legislation and Study Group policies and procedures
- Cooperate with any work health and safety instructions given by Taylors College staff.
- Complete relevant work health and safety training and laboratory induction
- Use equipment properly and as instructed
- Report any hazards or incidents
- Conduct their activities in a manner which prevents personal injury or injury to others, and damage to property.

Security and Safety

IF YOU FEEL INTIMIDATED OR IN DANGER
- Contact Student Services at Reception to report immediate threats.

IF THERE IS AN EMERGENCY
If you discover an emergency you should
- Contact Student Services on 6462 1300
- 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 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 Student Services 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 Students Services on:
6462 1300

First Aid Officers
- Annique Lynch
- Sharon Wang
- Matt Reed
- Mayumi Inui

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

Smoking
Taylors College is a smoke free campus. This restriction has been established to minimise the harmful effects of passive smoking and its related discomfort to others, and to meet legal obligations.

Health and Wellbeing
As a Taylors College student, you can access the following free services:

- Counselling service
- TeenHelp

Contact Student Services to access these services.

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