

## SAFETY: WHAT VISITORS NEED TO KNOW

Welcome to Griffith University! At Griffith we take seriously our responsibility to ensure a healthy and safe learning environment for all students, visitors and others. Please read this leaflet and keep it for future reference as it outlines health and safety advice and information.

As a visitor you have a responsibility to yourself and others to undertake your activities at Griffith in a safe manner. How can you achieve this?

### ***If you notice a hazard:***

- Hazards should be reported immediately to prevent incident and injury. Notify a member of staff or security (see number below).

### ***If you become ill or injured on campus:***

- Seek assistance from a member of staff and/or call Security.

### ***If you find someone who is ill or injured:***

- Ensure it is safe for you to assist the ill or injured person before providing assistance.
- Seek assistance from a staff member or Security
- Provide required information for reporting and investigation purposes.

### ***If there is an emergency:***

- If you are the first person at the scene of an emergency, ensure your own safety and contact Security immediately.
- In the event of an evacuation you should remain calm and follow the directions of staff members.
- Assemble at the assembly point nearest to the evacuation site and await further instructions from fire wardens.

### ***If you feel intimidated or in danger:***

- Contact Security to report immediate threats.

### ***Smoking is prohibited:***

- In buildings or parts of buildings under the University's control
- In any outdoor area of a food outlet, or any outdoor area where food and drink is provided
- Within 5 metres of air intakes, external doors, windows and ventilation louvres, and
- In any other areas so designated from time to time by the University.

## **Important contact numbers**

**South Bank campus security - 3735 6200 or if using internal phone ext. 56 200**

**Gold Coast campus security - 5552 7777 or if using internal phone ext. 77 777**