



IN AN EMERGENCY

1 Call Emergency Services (Fire/Ambulance/Police)

- On internal phone – **Dial 0 first, then 000**
- On mobile phone – **Dial 112**

2 Call and notify Griffith Security

- On internal phone – **Extension 7777**
- On mobile phone – **Call 1800 800 707**

Health and Safety Contacts

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|---|---------------------|
| ◦ Health & Medical Services - Nathan: | 07 373 57299 |
| ◦ Health & Medical Services - Gold Coast: | 07 555 28734 |
| ◦ HR & Safety: | 07 373 54011 |
| ◦ All Campuses Maintenance: | 07 373 58888 |
| ◦ Student Crisis Support: | 1300 785 442 |
| ◦ Staff Crisis Support: | 1300 360 364 |

Support is also available by searching the staff directory for
(<https://www.griffith.edu.au/search>)

First Aid Officers ~ Mental Health First Aid Officers
~ Building Wardens ~ Health & Safety Consultants ~
Local Health & Safety Contacts ~ Equity Champions

IN A MEDICAL EMERGENCY

1. Make sure the immediate area is safe

Do not put yourself or anyone else in danger!

2. Call an ambulance on 000 (or 112 from a mobile phone)

(remember to use an extra 0 if using an internal phone).

You will need to give the following details to the ambulance:

- Exact location – e.g. town, suburb, campus, building number
- What happened (be clear and concise);
- Symptoms (if possible); and
- Your name and contact details.

Note: Automatic External Defibrillators (AED) are available at all Griffith campuses. Contact Security to locate the closest AED.

3. Contact Security on Ext. 7777 (or 1800 800 707)

Security will assist with escorting the ambulance to the casualty.

Calm and reassure the injured/ill person, make them as comfortable as possible and wait with them until help arrives.

4. Log the incident in GSafe

(<https://prod.riskcloud.net/?ccode=griffith>)

What to do in case of a minor injury or illness

Contact the nearest First Aid Officer for assistance by searching the staff directory (<https://www.griffith.edu.au/search>)

There are trained First Aid Officers on all University campuses