

# Health and Safety guidelines

## Fire Alarms and Extinguishers

Alarms and extinguishers are located by the main door to LG020 and outside the doors to LG040, opposite the lift in the ex Botany Entrance. Fire alarms are tested in the building on Wednesday 10am.

## Fire Exits

There are two exits. The exit in LG040 leads out to the Rear Quadrangle via the Ex Botany entrance. The main exit from LG020 leads out to the Front and Back Quadrangles along the lower ground floor corridor.

## Fire Assembly Point

The fire assembly point for the Division of Communications and Marketing is in the Front Quadrangle. All staff must make their way to this point in the event of a fire alarm sounding. Visitors to the office should be guided to an exit and the assembly point when an alarm sounds.

**Fire Evacuation Marshall:**  
**Linda Callaghan**

## Trip Hazards

Trips and falls are one of the most common accidents in offices. To minimise the risk, please be aware of placing items on the floor where they may pose a trip hazard. Cables should never be trailed across the floor without adequate mats over them. Coats and jackets should be hung up on the coat racks provided, and not draped over the back of chairs.

## First Aid kit

A First Aid box is located next to the H&S notice board. It includes basic first aid equipment such as wound dressings, cleansing wipes, bandages and plasters.

**Office First Aider:**  
**Philippa Adshead**

## Reporting an accident

Accident and Incident Report Forms must be completed and returned to the H&S Advisor. Forms are available pinned to the H&S notice board.

**Office H&S Advisor:**  
**Milena Cimmarrusti-Davila**

## Health and Safety Advisor and DSE assessor

**Milena Cimmarrusti-Davila**  
**x53553**

## First Aider

**Philippa Adshead**  
**x 52210**

## Fire Evacuation Marshall

**Linda Callaghan**  
**x58388**

Other first aiders in the John Owens Building: Lynda Connolly (x63009, MLG.013)

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## Electrical Appliances

All electrical appliances, including computers, will be tested annually. Members of staff must not bring in their own electrical appliances unless they have been PAT tested.

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## Manual Handling

Any activity that requires an individual to lift, move or support a load, will be classified as a manual handling task. If heavy objects need moving, contact Philippa who will make arrangements with the Building Attendants for them to be moved. Philippa can also arrange training for Manual Handling procedures through the STDU.

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## Display Screen Equipment

Any item of computer-related equipment including the computer, screen, keyboard, mouse, desk and chair, can be considered part of the DSE work station. The hazards associated with DSE work stations must be properly assessed so that they are adequately equipped and adjustable to suit the user's needs.

**DSE Assessor:**

**Milena Cimmarrusti-Davila**

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## Health and Safety Training

Training in all aspects of health and safety is available to University employees. Assessment of health and training needs will be incorporated into PDRs. However, if you wish to discuss ad hoc health and training needs at any other time, please talk to the office H&S advisor.

**Office H&S Advisor:**

**Milena Cimmarrusti-Davila**

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**Health and Safety Advisor  
and DSE assessor**

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x53553**

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