

# HSW Local Orientation Checklist

**Use this form for:** Showing a new person the safety facilities in and around the building

**Walk the new person around their building, showing toilets, kitchen, photocopiers, etc.:**

Location	Things to explain
<input type="checkbox"/> Outside lifts where posters are located	<p>Evacuation Diagram – shows how to evacuate and location of emergency equipment</p> <ul style="list-style-type: none"> <li>• Evacuation tones:                             <ul style="list-style-type: none"> <li>○ <b>“Beep...Beep...” alert tone (like a truck’s reversing tone)</b> <ul style="list-style-type: none"> <li>▪ DO NOT evacuate yet – this is just a warning that there MAY be a need to evacuate.</li> <li>▪ Cease work, check immediate area for signs of fire/smoke</li> <li>▪ Shut down experiments, secure confidential information and generally prepare your area so you can leave immediately if an evacuation is required</li> </ul> </li> <li>○ <b>“Whoop...Whoop...” evacuation tone</b> <ul style="list-style-type: none"> <li>▪ Evacuate the building via the nearest safe exit, taking your personal effects as you may not be able to re-enter the building.</li> <li>▪ Follow the directions of wardens.</li> </ul> </li> </ul> </li> </ul> <p>Show Emergency Assembly Area on chart (you will take them there later).</p> <p>Emergency Colour Chart – explains how to respond to common emergencies. Point out where first aid locations, defibrillators and emergency assembly area are shown.</p> <ul style="list-style-type: none"> <li>• 4 first aid treatment options in ECMS:                             <ul style="list-style-type: none"> <li>○ Band-Aid Boxes in most tea rooms - For trivial injuries that weren't from a failure of any University system (e.g. blister, paper cut)</li> <li>○ First Aid Locations - For normal first aid treatment – explain where the nearest first aid location is (you will take them there later)</li> <li>○ After Hours First Aid Kit - For first aid injuries needing more than just a band-aid when First Aid Locations are closed</li> <li>○ Campus Security - For emergency first aid or other treatment 24 hours a day, 7 days a week.</li> </ul> </li> <li>• Your supervisor is your first point of call for safety matters, but the HSW team is also available for HSW advice.</li> </ul>
<input type="checkbox"/> Nearest stairwell	<ul style="list-style-type: none"> <li>• Show where they should exit the floor. Do not use lifts.</li> </ul>
<input type="checkbox"/> Fire extinguishers and manual call point	<ul style="list-style-type: none"> <li>• Fire extinguishers can be used if you have the right type of extinguisher for the fire (check on the side of the cylinder). Follow the PASS acronym;                             <ul style="list-style-type: none"> <li>• <b>P</b>ull the pin and test the extinguisher works</li> <li>• <b>A</b>im at the base of the fire</li> <li>• <b>S</b>queeze the operating handle</li> <li>• <b>S</b>weep the nozzle from side to side</li> </ul> </li> <li>• The red manual call point (‘break glass alarm’) – use this if you see a need to evacuate the building and the alarm has not already sounded. If you push this with your thumb, the plastic window will break and activate the alarm</li> </ul>
<input type="checkbox"/> Toilets, photocopier, tea room, etc	<ul style="list-style-type: none"> <li>• Describe anything else necessary for them to know</li> <li>• Show them the location of the band-aid box</li> </ul>
<input type="checkbox"/> Building tour	<ul style="list-style-type: none"> <li>• Take them to the nearest first aid location, after-hours kit and defibrillator</li> <li>• Walk them to the emergency assembly area via the simplest stairwell exit</li> <li>• Return them to their desk</li> </ul>

Please sign the ‘Local HSW Orientation’ as having been completed on the inductee’s induction pack.

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Owner	ECMS HSW Team		Review Date:	3 November, 2018	Page 1 of 1

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