



WORKPLACE INDUCTION - NATIONAL OFFICE

Welcome to the Department of Jobs and Small Business.

We are committed to the health, safety and wellbeing of our staff and visitors.

Please take the time to read the following information relating to your health, safety and security while at the Department.

WORKPLACE HEALTH AND SAFETY ESSENTIALS

As a visitor to the Department you have a duty under the Work Health and Safety Act 2011 to:

- ▶ take reasonable care for your own health and safety
 - ▶ take reasonable care that your acts or omission do not adversely affect the health and safety of others
 - ▶ comply with all reasonable instruction that is given by the Department to allow you to comply with this Act
 - ▶ co-operate with any reasonable policy or procedure of the Department relating to health and safety of the workplace
- immediately report all incidents,

hazards including near misses and injuries to your point of contact within the Department

- ▶ following a briefing from your Departmental point of contact, ensure you understand the:
 - emergency evacuation plan (including site plan)
 - assembly point
 - first aid procedure, first aid officers and location of first aid kits

SECURITY ESSENTIALS

Please ensure that you:

- ▶ wear your security pass at all times
- ▶ only access the areas and information for which you have been granted permission
- ▶ as a visitor remain with your Departmental contact point
- ▶ report lost security passes to reception
- ▶ return your security pass to reception upon completion of your visit.



IN THE EVENT OF AN EMERGENCY – NATIONAL OFFICE

E.g. Fire, explosion, bomb threat.

1. Dial 000
2. Alert the nearest Warden
3. Notify the Emergency hotline (02) 6121 6420

When you hear the alert tone “BEEP-BEEP-BEEP”

This is the signal for Emergency Control Organisation (ECO) Wardens investigate and prepare their floor for a possible evacuation.

- ▶ please await further instructions from the ECO Warden and your Departmental contact

When you hear the evacuation tone “WHOOOP –WHOOOP –WHOOOP”

This is the signal for an **evacuation** of the floor to commence.

When instructed to do so by the ECO Wardens, you must:

- ▶ move calmly towards the nearest fire exit
- ▶ follow instructions given by the ECO Wardens
- ▶ exit the Departmental premises via the fire exit (or as instructed by the ECO Warden) and proceed directly to the assembly point
- ▶ wait for further instructions. Stay at the assembly point until the all clear is given or you receive further instructions

AFTER HOURS PROCEDURE

For afterhours emergencies (do not assume it is a false alarm):

- ▶ call “000” immediately
 - ▶ evacuate via the nearest exit (usually the fire exit) and proceed to the assembly point
 - ▶ call the afterhours Emergency hotline (02) 6121 6240 or the 24 hour security guard (02) 6240 5703
 - ▶ stay at the assembly point until the emergency services have declared its safe to return
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