

## UON Key Risk Area: KRA 2.7

### Campus Environment

#### 1. Purpose

To prevent, so far as reasonably practicable, injuries on University of Newcastle campuses.

#### 2. Scope

This document applies to all Faculties, Divisions, and organisational units of the University of Newcastle and its controlled entities.

#### 3. Definitions

In the context of this document, the following definitions apply:

- **Leaders/Supervisors:** Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- **Workers:** As defined in the NSW Work Health & Safety Act 2011, workers include employees, conjoints, students on work experience, contractors, sub-contractors and their employees. Staff, conjoints, students on work experience, and contractors may be referred to collectively as workers, or separately as staff, conjoints, students, or contractors.

#### 4. Responsibilities

##### 4.1 The Vice Chancellor, University Executive Committee, and members of University Council

- Exercise due diligence by ensuring adequate resources are in place so that the requirements of this procedure are met.

##### 4.2 University Leaders/Supervisors

- Ensure a risk assessment is conducted to identify possible hazards and risks for situations where workers are exposed to on campus hazards;
- Ensure Standard Operating Procedures (SOPs) are developed for the work involved;

### **4.3 H&S Team**

- Provide assistance to UON Leaders and Supervisors to identify situations where workers may be exposed to an identified campus risk;
- Provide input to risk assessments when required and the development of appropriate SOPs;
- Assist with communicating the requirements for identifying campus hazards.

### **4.4 Workers**

- Ensure the SOPs for the work are followed;
- Maintain regular contact with the designated contact person when this is a requirement.

## **5. Procedure**

### **5.1 Snakes, Wildlife and Other Animals**

As the University of Newcastle is located amongst bushland campuses it is possible at times to encounter native wildlife such as snakes, spiders or other animals such as unaccompanied dogs.

The following actions should be taken in the event that wildlife is encountered:

- It is better not to approach the snake or other wildlife, which may move away by itself if noise is made or it senses human presence;
- If wildlife or an animal is encountered that may pose a risk to others, Security can be contacted on 4921 5888 (Newcastle campus at Callaghan and City precinct), 4348 4222 (Central Coast) or 0412 595 054 (Port Macquarie). Security can barricade an area and take further actions if required;
- Infrastructure and Facilities Services (IFS) can be contacted on 4921 65000 to report non-threatening encounters with animals, such as reporting a stray dog or a possum. IFS have a list of external agencies that they can contact regarding this;
- Workers can contact WIRES (NSW Wildlife Information, Rescue and Education Services Inc.) directly on 1300 094 737 to report injured wildlife or have them removed.

## **5.2 Mosquitoes**

To avoid being bitten by mosquitoes on campus the following is recommended:

- Avoid being unprotected outside;
- Wear light-coloured loose fitting clothes including long sleeved shirts, long pants and enclosed footwear where possible;
- Apply an insect repellent to exposed skin. The best repellents contain at least 20% DEET or Picardin. Repellent is readily available around the University including in first aid kits;
- Electronic insect repellents are available and can be utilised if preferred;
- Ensure fly screens are properly fitted to doors and windows. Workers can log a Maximo request if any fly screens require repairs;
- To help minimise mosquitoes and eliminate possible breeding sites, log an online hazard report form or a Maximo request if you notice any containers or areas of pooling water that can be removed or cleaned.

## **5.3 Birds**

During the spring months on campus, magpies and other birds are likely to be nesting and may swoop an area. To prevent a swooping the following are recommended:

- Avoid the swoop area, a Maximo request can be logged to have signs erected in known swooping areas;
- Look at birds in the eye if you can as they are less likely to swoop;
- Wear a hat or sunglasses on the back of your head;
- Hold a stick up but do not wave it at the bird;
- Place cable ties on the back of bike helmets so the cable ties stick up as this can act as deterrent;
- Walk in groups;
- Get off a bike when going through a known swooping area.

## **5.4 Motorised and Non-Motorised Transport**

Transport on campus includes motorised and non-motorised transport. All pathways on campus are shared bicycle and pedestrian pathways. The speed limit on campus is 40KM's unless otherwise signposted.

When pedestrians are using shared pathways keep a look out for bikes as it may not always be easy to hear them approaching from behind.

When bikes riders are using shared pathways look out for pedestrians and ring the bell when approaching from behind as a warning.

The University of Newcastle Callaghan and Ourimbah campuses are public roads and motorists must follow NSW Road Rules and parking conditions.

### **5.5 Other Hazards**

Hazards on campus can include poor lighting, trip hazards, loose tree branches, broken equipment and pot holes. All hazards identified on campus require an online hazard report form to be submitted. Workers are to ensure that a Maximo request is logged for all maintenance requests. If the hazard is causing an immediate danger, Security can be contacted to barricade off the area.

### **5.6 Safety and Security**

If anyone has concerns regarding their safety while on campus, particularly after hours and/or when it is dark and/or if there is fear of wildlife, Security can be contacted to assist. Workers can be escorted to their vehicles, or the Security shuttle bus can provide transport to car parks, bus stops or the train station. Call the following numbers:

- Callaghan – 492 15888
- Ourimbah – 434 84222

## **6. References**

[UON Health and Safety Framework](#)

[UON Smoke Free Environment Policy D09/1762P](#)

[UON HSP 7.1 Incident Reporting and Investigation](#)

[UON HSP 7.2 First Aid](#)

[UON HSP 7.4 Emergency Response](#)

## **7. Attachments**

Nil

## Document Control Table

<b>Campus Environment – KRA 2.7</b>					
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<b>Supporting documents &amp; forms of this procedure/guideline:</b>	UON H&S Management System Framework UON Smoke Free Environment Policy D09/1762P UON HSP 7.1 Incident Reporting and Investigation UON HSP 7.2 First Aid UON HSP 7.4 Emergency Response				
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