

Key Risk Area (KRA)

KRA 2.7 Campus Environment

1. Purpose

This document provides guidance for elimination or minimisation, so far as is reasonably practicable, the risk of injuries on University of Newcastle (University) campuses.

2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

3. Guidelines

3.1. Wildlife, Snakes and Other Animals

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

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 6500 to report non-threatening encounters with wildlife and animals, such as reporting a stray dog or a possum. IFS also has a list of external agencies that they can contact regarding this;
- Workers can contact WIRES (Wildlife Information, Rescue and Education Services Inc.) directly on 1300 094 737 to report injured wildlife or have them removed.

For further information relating to approved domestic animals on campus, refer to [KRA 2.10 Animals on Campus](#).

3.2. 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 Picaridin. 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.

3.3. Birds

During the spring months on campus, magpies and other birds are likely to be nesting and may swoop. To eliminate or minimise the risks associated with swooping, so far as is reasonably practicable, 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 a deterrent;
- Walk in groups;
- Get off a bike when going through a known swooping area.

3.4. 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 40kms 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. Other recommendations include:

- Don't text and walk.
- Limit audio distractions and noise cancelling – it's important to hear what's around you.
- Whether you're a driver or pedestrian, know where pedestrian crossings are located.
- Drive to campus speed limits and observe road signs and markings.

The University's Callaghan and Ourimbah campuses contain public roads and motorists must accordingly follow the Road Rules 2014 (NSW) and public parking conditions.

If travelling or moving about on an e-scooter, e-bike or e-skateboard, the following guidelines will help to keep yourself and others safe:

- Check before you ride – the route and your equipment. Check out the active travel guides to get you to Callaghan.
- Protect yourself with a helmet and high visible clothing.
- Give way to pedestrians – always! And slowdown in crowded areas.
- Dismount and follow road rules and signs.
- Mind the traffic – even at crossing, don't approach assuming others will stop. Remember cars are bigger than you.
- Park it – use the designated marking areas on campus.
- No tandem or unsafe behaviours.
- Know the rules - it is illegal under NSW law to ride some small vehicles on public roads, footpaths and car parks. Heavy fines may apply.

3.5. 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.

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.

4. Definitions

In the context of the Health and Safety Management System Framework:

Employer	Means the University of Newcastle (the University).
Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class.

5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in [HSG 1.2 Roles and Responsibilities Guideline](#).

Specific responsibilities under this Guideline include:

Leaders and Supervisors

- Ensure a risk assessment is undertaken to identify possible hazards and risks for situations where workers are exposed to on-campus hazards.

Health, Safety and Wellbeing Team

- Provide assistance to University Leaders/Supervisors to identify situations where workers may be exposed to an on-campus hazard;
- Provide input to risk assessments when required;
- Assist with communicating the requirements for identifying on-campus hazards.

Workers

- Comply with the requirements of the KRA; and
- Take accountability for their own health and safety and their duty of care for others by reporting hazards or incidents to their Leader/Supervisor or other appropriate channels.

6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2 Roles and Responsibilities](#)

[KRA 2.10 Animals on Campus](#)

7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1	June 2018	Director, People and Workforce Strategy	-	Original version.
2	October 2023	CPCO	All	1. All sections reviewed for legal compliance 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer

8. Appendices

Nil