



CSCS: Visitor Induction

About this Induction

Welcome to Visitor Induction module.

In order to make your experience with us a pleasant one, we have set up this Induction. This will ensure that you are safe while visiting Charles Sturt Campus Services Limited (CSCS).



This induction will help explain some of the safety rules and procedures here at CSCS.

You are now ready to begin....

The Purpose and Aims of this Induction

The Purpose of this Induction is to inform visitors of their responsibilities to ensure the workplace health and safety of all visitors on CSCS campuses.

The Aim of this Induction is to:

- highlight CSCS's commitment to safety and your health;
- provide you with information/rules that will help you in managing your safety requirements/obligations while visiting CSCS;
- provide visitors with guide lines on what to do in a event of an emergency;
- provide you with information on identifying hazards on CSCS campuses;
- to keep CSCS and its environment a safe place for CSCS employees and visitors alike;

At the end of the Induction you should :

- be informed of your safety obligations while visiting CSCS;
- be provided with information and instructions to stay safe while visiting our campuses;
- be provided with information/ instructions for identifying hazards on CSCS campuses;
- be informed with information/ instructions in the event of an emergency;



Your Safety is our highest Priority

Visitors can be described as people who visit the CSCS campus locations for reasons of business and/or to carry out work at the premises.

All visitors are required to sign in at their predetermined locations before the commencement of their visit, as well as sign out after the completion of their visit each day.



Your Safety is our highest Priority (cont.)

Where practical visitors should be accompanied and supervised by CSCS staff at all times whilst on premises.

Visitors to the CSCS campuses have the following responsibilities:

- To comply with instructions given for health and safety;
- To use the Personal protective equipment (PPE) provided by CSCS (if any);
- Not to wilfully or recklessly interfere with or misuse any health and safety equipment;
- Not to wilfully place at risk the health and safety of anyone at CSCS;
- Not to wilfully injure yourself.



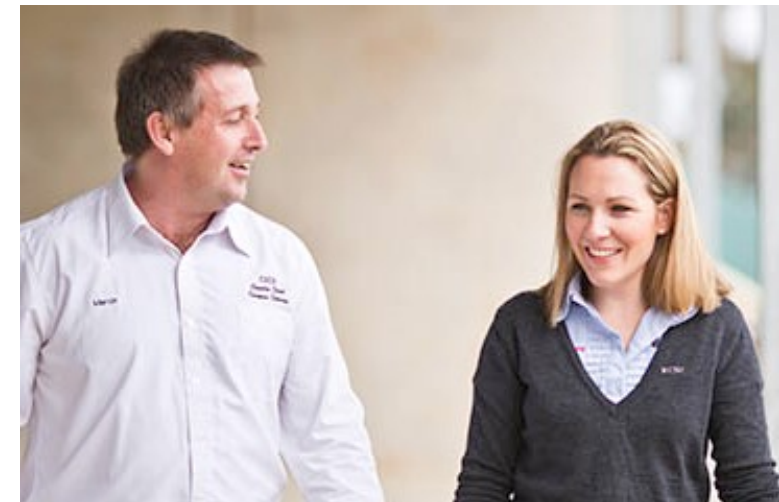
About Us

Charles Sturt Campus Services Limited (CSCS) is a company connected to Charles Sturt University (CSU) and currently employs over 100 employees.

CSCS provide services to Universities and other commercial businesses. CSCS operates in regional locations across New South Wales and the Australian Capital Territory.

These include: Wagga, Orange, Albury, Bathurst, Dubbo, Port Macquarie and Canberra.

CSCS is contracted to provide a range of services. These services include: the cleaning of offices, cleaning research, cleaning teaching, recreational and residential spaces, a laundry service, a courier service, event preparation and maintenance services.



Evacuation routes/ Emergency Situations

You will be given instruction and it is your responsibility as a visitor to be aware of the following:

- The location of the assembly points and the evacuation route;
- The location of the first-aid facilities + first-aid kits;
- The first-aid contacts;
- The locations of all relevant fire fighting equipment;



The contact details of emergency services are:

**CSCS security phone 1800 931 633
and 000 for all other emergencies**

Personal Protective Equipment will be issued

If required you will be issued with appropriate types of Personal Protective Equipment (PPE). This could include:

Hard hats, a high visibility vests, dust masks, eye and hearing protection other equipment like protective clothing and gloves.

It is essential as a visitor to ensure that you will:

- Wear enclosed footwear at all times;
- Wear all PPE given and that it is correctly fitted;
- That all PPE is handed back in at the end of your visit.



Be Aware of Possible Hazards

Hazards are defined as ‘something with the potential to cause damage or harm’ to you or others. It is essential for all visitors be aware of hazards.

If you see a hazard on a campus while visiting us, please report it immediately to a CSCS employee.



Incidents/Accident Reporting

In the event that you do get injured or there is an incident, **it is critical that you report it immediately to a CSCS employee so appropriate action can be taken.**



Signage and Emergency Alarms

At all times it is important for all visitors to:

- Follow and obey all safety sign directions and instructions;
- Don't enter unauthorised zones at any time;
- When moving between buildings, stay on the provided pathways and walkways.



Should the Emergency Alarm sound, proceed calmly to the emergency area as directed. Please remain at this point until a warden has given the “all clear”.



Smoking, Drugs and Alcohol

Smoking is only permitted in designated areas.



Persons are not permitted on campus under the influence of Alcohol or prohibited substances.



Amenities

As part of your orientation when you first arrive, a CSCS employee will direct you to the locations of the amenities such as:

- Drinking water stations;
- Toilets/ handwashing stations;



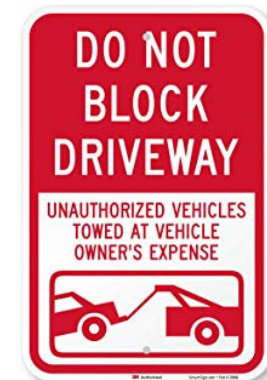
Vehicles on Campus

Always stay under the speed limit of 40 km (within a campus areas) and obey all road signs within campus.

Always park within designated parking areas.

Lock your unattended vehicle at all times.

Visitors have a responsibility for their own vehicles while on campus grounds.



Summary

Throughout this Induction we have covered the basics so that you can keep safe while on CSCS premises.

The health and safety of all is a priority at CSCS.

It is important to take reasonable care of yourself and others around you and comply with any reasonable instructions, policies and procedures given to you while here on campus.

If you have any other questions or queries relating to visitor inductions while visiting us at CSCS please ask a CSCS employee or contact CSCS Management while on premises.



Acknowledgement

I have participated in the Visitor Induction during which I have had the Site Specific Health & Safety Rules explained to me. I understand the standards expected of me and I agree to act safely and comply with these standards and procedures at all times.

Inductee:			
Signed:	<hr/>	Date:	<hr/>
Name:	<hr/>	Position:	<hr/>

Inducted by :			
Signed:	<hr/>	Date:	<hr/>
Name:	<hr/>	Position:	<hr/>

Thank you and be safe

Thank you for completing this Induction process.

You should now have a better understanding of what is expected of you as a visitor when on site at CSCS.

We hope you enjoy visiting CSCS and return home safely.

