

Health Safety and Welfare: Roles & Contingencies

OH&S Role	Name	Location	Phone
Director	Graeme Koehne	Schulz Building – 909	8313 3713
Business Manager	Greta Larsen	Schulz Building – 908	8313 3713
AMEB State Manager	Julie Cranswick	Hartley Building – AMEB Office L1	8313 8089
Fire Wardens			
Elder Hall			
Chief Fire Warden Elder Hall	*Martin Victory	Elder Hall Building	8313 5925
Hartley Building			
Chief Warden Hartley Ground	*Joanne Corbett	Hartley Building – Elder Music Library	8313 3683
Floor Warden Hartley Ground	Tina Dutton	Hartley Building – Elder Music Library	8313 3684
Floor Warden Hartley Ground	Denise Tobin	Hartley Building – Elder Music Library	8313 3687
Floor Warden Hartley Level 1	Charise Altmann	Hartley Building – Room 116 (AMEB Office)	8313 8088
Madley Building			
Chief Warden	John Aue	Madley Building – Basement Area	8313 5138
Floor Warden	*Amanda Grigg	Madley Building – Ground Area	8313 3666
Schulz Building			
Chief Warden	David Kotlowy	Schulz Building – S104d	8313 3626
Floor Warden Schulz Levels 8, 9 & 11	*Tanya Hardy	Schulz Building – 919	8313 3681
Floor Warden Schulz Levels 5 & 6	*Grayson Rotumah	Schulz Building – 601	8313 5795
Floor Warden Schulz Levels 4 & 5	Sebastian Tomczak	Schulz Building – 513	8313 3550
Medical Emergencies and First Aid Officers			
First Aid Officer	*Martin Victory	Elder Hall Building	8313 5925
First Aid Officer	*Joanne Corbett	Hartley Building – Elder Music Library	8313 3683
First Aid Officer	*Amanda Grigg	Madley Building – room MG08	8313 3666
First Aid Officer	*Tanya Hardy	Schulz Building – 919	8313 3681

*This person is a First Aid Officer & a Fire Warden. In case of a fire or fire drill, their Fire Warden role will take precedence

All Security Officers on campus are trained in First Aid and can also be called for assistance. The Security Office number is 8313 5990. In life-threatening situations **only** ring 8313 5444 for immediate assistance.

Accident and incident reporting

OH&S legislation demands that all accidents and near-miss incidents be reported to your Supervisor, by phone or email, in the first instance and to the Faculty of Arts HSW Coordinator jacki.rushby@adelaide.edu.au or 8313 2982. An *Accident/Incident Report and Investigation Form* (available from the Music office) can be completed by the person involved and the supervisor, ideally within 48 hours.

Emergency Evacuations

Building	Evacuation Point
Elder Hall building	Goodman Crescent (lawn outside of Elder Hall)
Hartley Building	Kintore Avenue at the southern end of Hartley Building
Madley Building	Kintore Avenue at the southern end of Hartley Building
Schulz Building: <i>Western end</i>	Kintore Avenue at the southern end of the Hartley Building
Schulz Building: <i>Eastern end</i>	Bragg Laboratories Lawn
Hughes Building	Goodman Crescent (lawn outside of Elder Hall)

Evacuation Procedures

Staff and students must leave the building via the fire stairs once the notice to evacuate has been raised. **The lifts must not be used.** Those experiencing difficulties leaving must notify the Fire Warden. Staff and students may return only after the Warden has granted permission.