### 10.1 Fauna Park Contractor Induction

#### Purpose

The Macquarie University Fauna Park stretches over 11Ha; and is committed to non-intrusive research. **Induction is required To ensure the Health & Safety of all visitors and to assist Fauna Park Staff when required.**

#### Guideline

**Trades Work Health and Safety**

**Shared responsibility**

Macquarie University has a responsibility to provide you with a safe workplace, **YOU** have an obligation to work safely.

**In case of EMERGENCY**

Call **9850 9999** and state your name, the problem and the location of the emergency. If ext. 9999 does not answer, dial **0-000**.

**In case you hear an alarm:** Treat every alarm as real, take your keys, valuables and leave. Follow the directions of the floor wardens (red hats) and assemble in the grassy area, outside W19F

**Accidents, injuries and hazards**

Your First Aider is Maria Castillo-Pando W21A 102, x9241  
Other Staff with First Aid training are:  
Andrew Barron W19F 143, x1310  
Ken Cheng W21A 103, x8613  
Robby Miller W21A 102, x4109

Report all accidents and incidents within 24 hours to your supervisor and talk to him/her if you like to proceed if so complete incident form [http://www.ohs.mq.edu.au/form5a.php](http://www.ohs.mq.edu.au/form5a.php) online and submit it, please send an email to maria.castillo-pando@mq.edu.au or a hardcopy for her records.

There is a First Aid Recovery Room in W21A 104. Please notify a First Aider if you feel sick or need to use our First Aid facilities.
Fauna Park Safety Procedures are:

- No food or drinks in laboratories or in animal enclosures.
- Use protective clothing when is required.
- Enclosed footwear in laboratories and all animal enclosures.
- Always wear a hat and 30+ sunscreen when you are working outdoors.
- No Smoking on campus - a butt bin is available outside the 209 Culloden Rd gate.

Working alone policy

- Working before 6 am or after 6pm weekdays or any time during weekends please sign the After Hours Register that is located at the entrance of W19F or at the gate on 209 Culloden Rd.
- Call Security to notify them you are here on 9850 7112

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
</tr>
</tbody>
</table>