

Introduction

Under the direction of state and federal governments, all Victorians and Queenslanders who can stay at home and work from home must do so.

Federation University Australia acknowledges that some staff must continue to work on campus to perform essential duties during the COVID-19 pandemic.

The university recognises the efforts of these staff and provides this document to outline measures to ensure their health, safety and security while at work.

Health

The university has instituted a thorough and regular disinfection program for frequently touched items (door handles, railings, light switches, benches, hand-basins, taps and toilets, etc.). Hand sanitisers have been provided in critical areas, and more units are being installed as supplies become available.

If you are working on university premises, you must practice good **personal and respiratory hygiene**: in accordance with [official university advice](#). You must also comply with [social distancing requirements](#).

Occupational safety

During the current public health emergency, the duties of management and employees regarding occupational safety remain as important as ever.

Managers and supervisors must continue to exercise the required levels of supervision, instruction and training of their staff.

Management must also ensure that the health and safety structures and resources in Schools and Directorates remain active and current:

- Maintain the required meetings of Health and Safety Implementation Teams
- Conduct the health and safety activities and issue the reports required under existing policy
- Identify, assess and control all hazards, including ones that may be new and related to the pandemic, in the activities under your control
- Manage and report all incidents in accordance with procedures
- Keep supporting the work of Health and Safety Representatives, Safety Officers, etc.

As an employee, you must observe the specific measures required in response to the public health emergency, especially if you are involved in duties requiring contact with other people (e.g. childcare, residences).

You must also observe all usual safety precautions. Depending on the nature of your work, these precautions may relate to wearing personal protective equipment, manual handling, working in isolation, electrical/mechanical/chemical/biological hazards, etc.

The Risk, Health and Safety Department remains [available for support and advice](#).

Security

Routine patrols and services

Security services continue on all university campuses, and they have adapted their duties to the current situation. They provide 24/7 cover at the Ballarat, Berwick and Gippsland campuses and regular patrols at the Horsham and Brisbane campuses.

Security personnel have adopted strict hygiene measures, and have implemented work patterns based on those used for after-hours situations, weekends and public holidays.

As part of their patrols, security personnel seek to identify who is working on campus and where they are located. Assist them by calling Campus Security staff when arriving and leaving:

- Ballarat campuses - extension 6333 or call 5327 6333
- Berwick Campus - extension 28555 or call 5122 8555
- Gippsland Campus - extension 26662 or call 5122 6662.

Use those same numbers for non-emergency assistance from Security.

- Brisbane staff should advise the Executive Director on (07) 3727 3333.
- Wimmera staff should advise the Head of Campus on 0407 080 782.

Incident and emergency

In times of limited on-campus assistance and resources, it is especially important that you familiarise yourself with your Local Emergency Instructions.

This includes being aware of the evacuation routes in your building, the location of your Designated Assembly Point, your campus Security phone number (above) and the university's emergency phone number (below).

In case of life-threatening emergency, call **000**. Comply with your Local Emergency Instructions.

At the Ballarat, Berwick or Gippsland campuses, ensure that the university Emergency Phone Number: **1800 333 732** has also been notified.

Security personnel are trained and available to deliver first aid services, coordinate building evacuations, and respond to other emergencies.

Report all incidents and emergencies in accordance with the [relevant provisions of the Incident and Management Procedure](#).