

# **University of Newcastle (UON) Health and Safety Induction**



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

## **Welcome to UON Health and Safety**

An introduction for new and existing staff, and HDR students.



# 1. About this module:

## Learning objectives

- Understand the hazards and risks around UON activities;
- Understand processes that manage and control hazards;
- Provide familiarity around reporting hazards and near misses;
- Understand how your role as a worker or supervisor fits in relation to managing health and safety risks;
- What to do and who to contact during an emergency;
- Understanding UON's Return to Work Program;
- Services available to you through the Healthy UON Wellbeing program; and
- Where to find more information regarding health, safety and wellbeing.

In this module you will understand how integrating a health and safety mindset will ensure that all, staff, students, contractors, volunteers and visitors are provided with a safe environment.

A vertical image on the left side of the slide shows a person rappelling down a rope. The person is silhouetted against a bright blue sky. The rope extends from the top left towards the bottom center. The person is positioned near the bottom of the rope, standing on a rocky outcrop. The background is a clear, bright blue sky.

## 2. UON: A great place to work

While the University of Newcastle has a number of systems and processes in place to control the risks of injury or illness occurring, due to the nature of activities, there are risks and hazards in the work we do that can lead to injury or illness. Whether a worker or supervisor, you have a key role to play in health and safety at UON.

# 3. The NSW Work Health and Safety Act 2017

This legislation sets out broad responsibilities of the **PCBU** such as UON, regarding workers and supervisors, and the duty of care to take reasonably practical measures in;

- providing a safe work environment;
- providing appropriate information, training and supervision;
- reporting and handling of incidents or injury and illness at work;
- monitoring conditions and worker health;
- having meaningful, open consultation on health and safety matters; and
- complying with requirements of the WHS Act and Regulations.



# What is a **PCBU**?

- A 'person conducting a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting a business.
- A person who performs work for a PCBU, paid or unpaid, is considered a worker.
- A person who provides information, instruction and supervision of workers is referred to as a supervisor.



# Roles & responsibilities:

**Workers:** Any staff, student, conjoint, affiliate, contractor or visitor to UON or undertakes work to support UON activities. Everyone has a role to play in the welfare of themselves and others. We do this by:

- following directions and all UON processes, policies and procedures;
- being vigilant in identifying, reporting and where possible, implementing corrective action (controls) of hazards and risks;
- suggesting better controls to manage health and safety risks; and
- identify and report all hazards, near misses, injuries and illnesses as soon as practicable.

This requires us to:

- participate in discussions about safety;
- inform our supervisors of any hazards, near misses, injuries or illnesses;
- not to leave an unsafe situation for others to deal with;
- enter any near misses, hazards, work related injuries or illnesses into AIMS, the online UON incident reporting system;
- implement measures to reduce the risk from hazards wherever possible; and
- follow up with colleagues or supervisors on risk reduction or incidents.



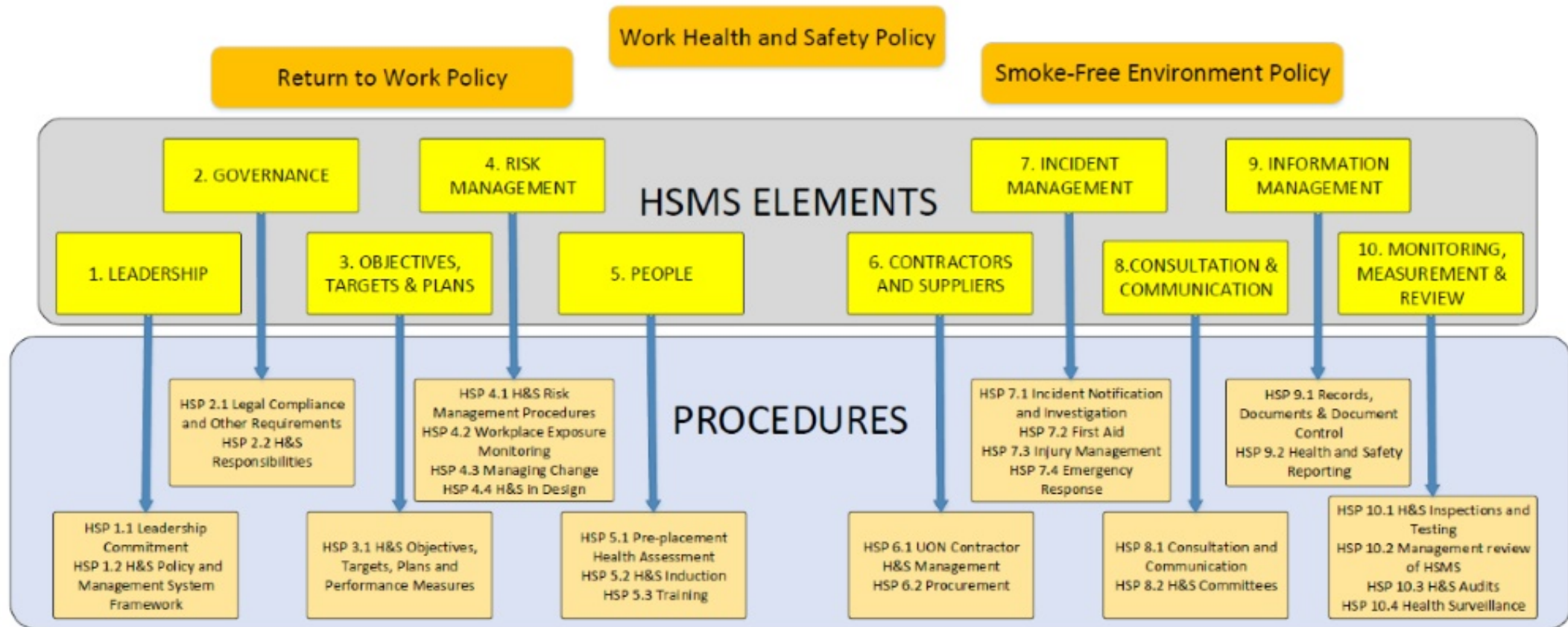
# Roles & responsibilities (cont.):

- Supervisors have a role to play in ensuring the safety of themselves and others.
- Supervisors include Chief Investigators (CI) of research activities, lecturers, teachers, demonstrators, and anyone with authority to instruct or direct people.
- Supervisors have a legal responsibility to ensure that the working environment, methods of work, and any equipment is safe from causing workers any harm, injury or illness – whether physical or psychological.
- Supervisors are also legally bound to ensure that there are safe systems and processes developed, implemented and adhered to by their workers. This includes induction and training programs.
- Supervisors are required to follow up on any incidents or near misses affecting their workers, this includes ensuring that they are entered into AIMS, investigated, and corrective actions implemented and reviewed to ensure that no future worker is harmed

# 4. Health & Safety Management System (HSMS)

- The health and safety of staff, students and visitors to our campuses and facilities is a key priority of UON.
- We have a Health and Safety Management System (HSMS) in place to provide practical guidance to all University workers for managing all aspects of health and safety ensuring that everyone can return home safely.
- The HSMS describes roles, responsibilities and actions required to control any risks that may arise from UON activities and facilities. It contains general principles in the Health and Safety Elements, how UON controls risks in the Procedures section, and more specific rules in the Key Risk Areas (KRA's).
- UON workers and supervisors should familiarise themselves with the contents of the HSMS to be aware of what and how the controls can be implemented in the activities being performed.
- Links to the various documents that make up the HSMS (see next page) can be accessed from the Health and Safety page [here](#).





## Key Risk Areas (KRAs) and Requirements

### KRA 1: Hazards and risks related to Research and Teaching

- KRA 1.1 Hazardous Substances & Dangerous goods
- KRA 1.2 Genetically Modified Organisms & Hazardous Biological Substances
- KRA 1.3 Fieldwork
- KRA 1.4 Plant and Equipment
- KRA 1.5 Personal Protective Equipment (PPE)
- KRA 1.6 Noise Management
- KRA 1.7 Laboratory Safety
- KRA 1.8 Biological Hazards & Infection Control
- KRA 1.9 Radiation Management
- KRA 1.10 Scuba Diving/Water Based Activities

### KRA 2: Hazards and risks related to University Environment

- KRA 2.1 Manual Handling and Ergonomics
- KRA 2.2 Smoke-Free University
- KRA 2.3 Working from Home
- KRA 2.4 Working Alone or in Isolated Environments
- KRA 2.5 Travelling on University Business
- KRA 2.6 Managing Behavioural Risks
- KRA 2.7 Campus Environment
- KRA 2.8 Supporting a Healthy University

### KRA 3: Hazards and risks related to Resources Division (Infrastructure and Facilities Services and IT Services)

- KRA 3.1 Working at Heights
- KRA 3.2 Working in Confined Spaces
- KRA 3.3 Asbestos Management
- KRA 3.4 Excavation and Demolition
- KRA 3.5 Hot Work (including welding)
- KRA 3.6 Electrical Safety and Isolation
- KRA 3.7 Testing & Tagging
- KRA 3.8 Travelling Crane Procedure

# CAUTION



# WET FLOOR

## 5. Risk Management:

Avoiding near misses and hazards helps to prevent injuries and illnesses.

Risk Management is the basic tool that is used to identify hazards for an activity or facility, assess the risks, and select appropriate risk controls.

At UON, all workers and supervisors are involved in risk management.

# The risk management process involves:

- A. Identifying hazards**
- B. Assessing the risks**
- C. Controlling the hazards**
- D. Ongoing monitoring**





# The risk management process:

## A. Identifying hazards

Investigate and report any activity, situation, product, service or other thing that could affect the health, safety or welfare of persons at UON or through UON activities.

- The process of identification includes looking, considering, and thinking about whether the activity or situation may cause injury or illness. Consider hazards such as chemicals, temperatures, pressures, electricity, moving equipment, machinery, manual tasks, fatigue, ergonomic set up, biohazards and the like.
- A more comprehensive list of potential hazards can be found on the Risk Assessment template which is available [here](#). As a rule of thumb, the more complex the activity, task or location, the more potential hazards require assessment and being controlled.

# The risk management process cont.:

## B. Assessing the Risks

Risk takes into consideration the harm that the hazard could cause (the consequence), and the chance that this will occur (the likelihood).

Risk Matrix		Likelihood				
N.B. For more details regarding use of this matrix / definitions refer to final page of this document		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Severe <i>Eg. Potential Fatality or Injury or Illness with permanent disability</i>	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	Major <i>Eg. Potential Lost Time Injury (but non-permanent disability)</i>	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	Moderate <i>Eg. Potential Medical Treatment Injury or Illness (but no lost time)</i>	LOW	LOW	MEDIUM	MEDIUM	HIGH
	Minor <i>Eg. Potential First Aid Injury</i>	LOW	LOW	LOW	MEDIUM	MEDIUM
	Minimal <i>Eg. Hazard or near miss requiring reporting and follow up action</i>	LOW	LOW	LOW	LOW	LOW

# The risk management process cont.:

## C. Controlling the hazard

- Hazards may arise because of the nature of UON activities and operations (products, services, plant and machinery, and the work environment). However the risks of these hazards causing harm can be managed by the introduction of control measures. Controls should be considered in line with the Hierarchy of Controls.

## D. Ongoing Monitoring

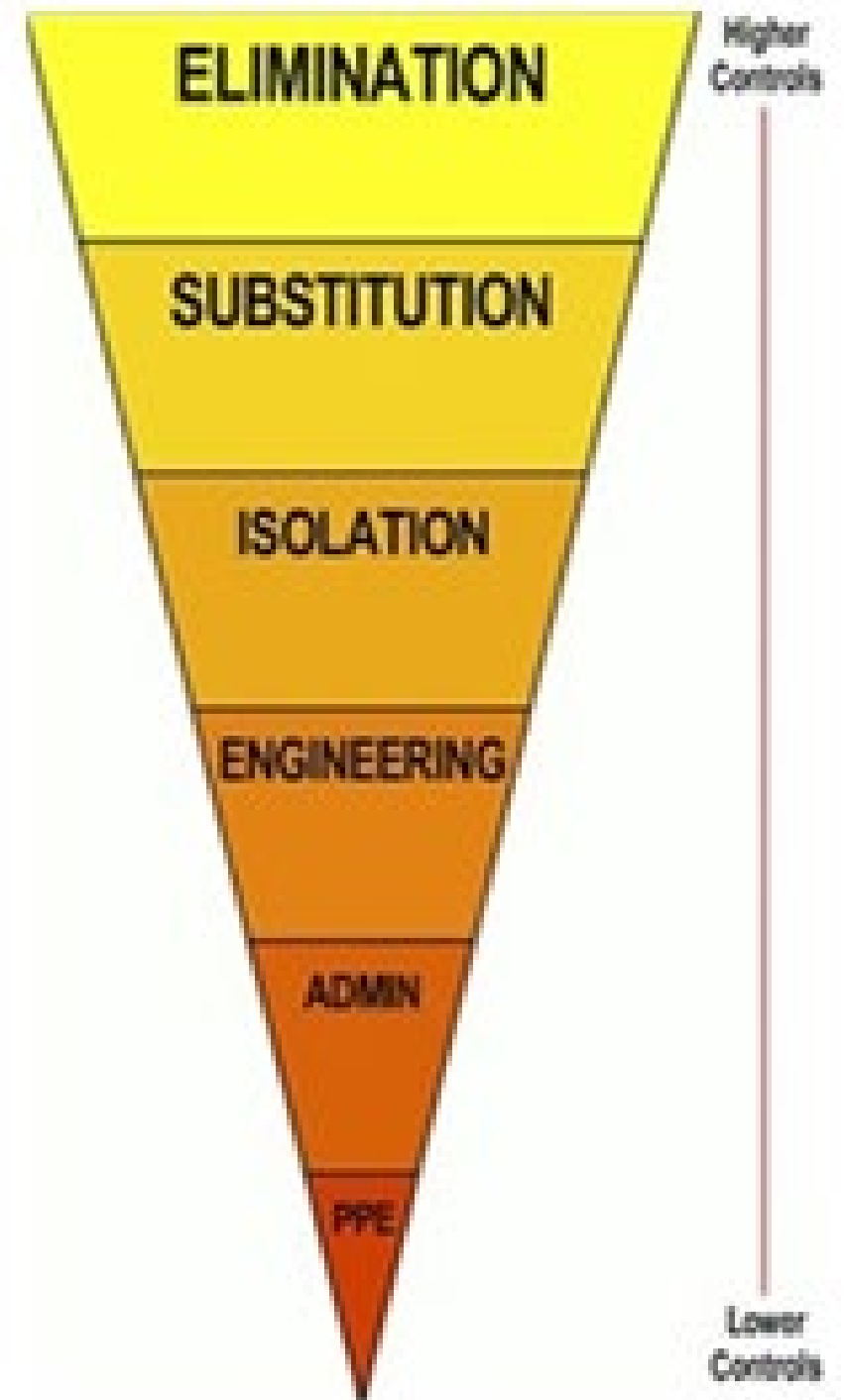
- Hazards, risk, and risk controls are reviewed regularly to ensure that no new hazards have been identified and to check that the risk controls continue to prevent harm. Monitoring also allows for the consideration of improved or additional controls that may have become available. controlled.



## 6. Hierarchy of controls:

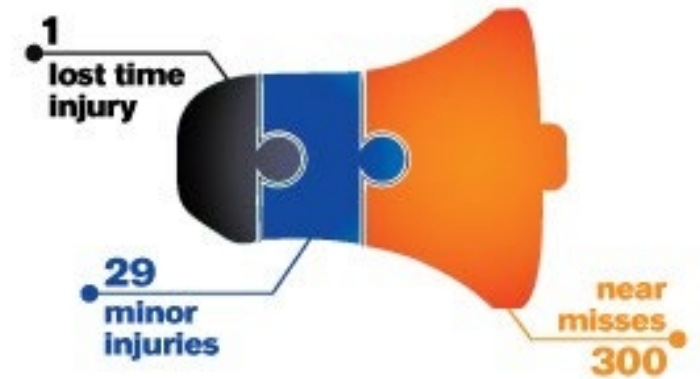
The Hierarchy of Controls should be used to identify controls that are most effective in managing hazards. The higher level controls are more effective in managing the risks.

The highest control, elimination, removes the hazard altogether whereas the use of personal protective equipment (PPE) such as dust masks or safety fall lines are the lowest form of control as the hazard still exists and therefore there is the potential for the PPE to fail or for it not to be used or installed properly.



# 7. Work Related Injuries and Illnesses and Workers Compensation:

- UON and its Senior Management recognises the value its workers provide to the organisation. In the unfortunate event that a worker sustains a work related injury or illness they are covered by the University's Workers Compensation insurance policy.
- UON is committed to providing a caring and efficient Recover at Work Program with the aim of restoring the injured worker to the fullest physical, psychological, social, and vocational usefulness of which they are capable, consistent with their pre-injury status.
- Please refer to UON Health and Safety Guideline: HSG 7.3 Return to Work Program for detailed information.



# Injuries (cont.):

## Notification of Injuries:

- UON students should report any injury or illness they sustain while on campus or as a result of any UON activity to either a member of staff or by contacting the Health & Safety Team on phone 4033 9999, press #4 or by email [usafe@newcastle.edu.au](mailto:usafe@newcastle.edu.au) .
- If you are a UON staff member and sustain an injury or illness in the workplace you need to notify your supervisor and the Injury Management Hotline Phone 4033 9999 and press #4 or email [usafe@newcastle.edu.au](mailto:usafe@newcastle.edu.au) as soon as practical after the injury or illness has occurred.
- You should also complete an online incident report in AIMS. Where you are unable to do this the Supervisor should do the notification on your behalf. Early notification allows you to be supported by the University's Return to Work (RTW) Co-coordinator in a timely manner.
- The RTW Co-ordinator will notify the University's Workers' Compensation insurer of the work injury or illness within 48 hours and provide you with information regarding your claim. Your supervisor will also be provided with information on how to assist you to recover in the workplace.



# Injuries requiring medical treatment:

- UON is committed to supporting workers to recover in the workplace and can offer suitable duties that include your substantive role with reasonable modifications, such as reduced hours, modified tasks, equipment and accommodations to assist you while you recover to your pre-injury fitness. Staying active after injury helps you return to your usual activities inside and outside of work sooner.
- UON has Health Services on Callaghan and Ourimbah campuses and the RTW Co-ordinator can assist you in getting a quick appointment. You may also choose to see your own GP, when making the appointment ensure you notify the practice it is in relation to a workplace injury/illness.
- The GP should issue a SIRA Certificate of Capacity and a copy of this and any referrals for investigations or specialists, need to be forwarded to the RTW Co-ordinator as soon as practicable via email to [usafe@newcastle.edu.au](mailto:usafe@newcastle.edu.au).
- Approval for medical treatment and investigations may be required by the University's insurer prior to consultations or employees may not be reimbursed for the cost.

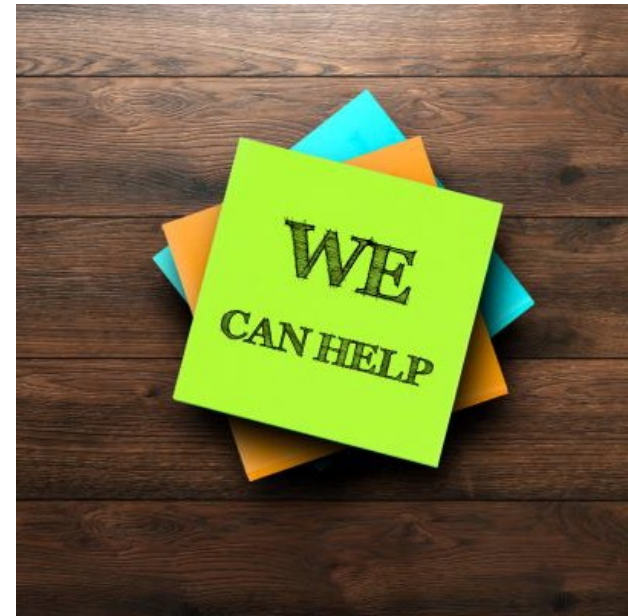


# Recovering at work:

If you are issued with a Certificate of Capacity that indicates you have a reduced capacity to carry out your duties, the RTW Co-ordinator will liaise with you, your treatment providers, and your supervisor to develop a Recover at Work Plan to ensure you have a safe and sustainable recovery.

# Non-Work Related Injuries and Illnesses:

- UON is committed to providing a safe and sustainable return to work for all workers and has a Well to Work Program aimed at supporting you, wherever possible, to remain in the workplace if you have a non-work related physical injury or are experiencing a period of mental ill health.
- The program includes reasonable workplace modifications and equipment for example, a graded return to work program, ergonomic equipment, temporary accessibility parking permits and a designated case manager from The Health & Safety Team member to assist you.
- To find out more information on how we can support you, contact us by phone on 4033 9999 and press #4 or email [usafe@newcastle.edu.au](mailto:usafe@newcastle.edu.au) for a confidential discussion.



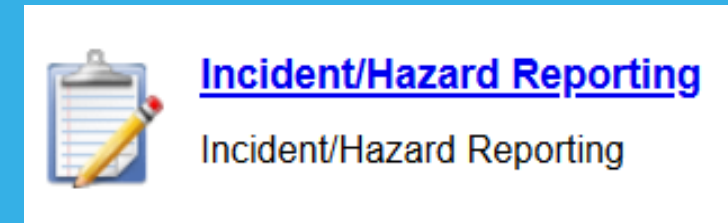
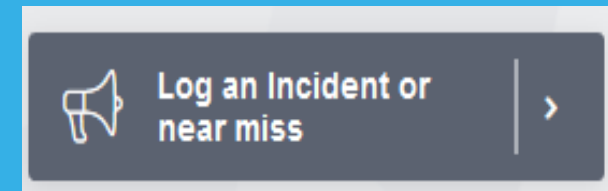
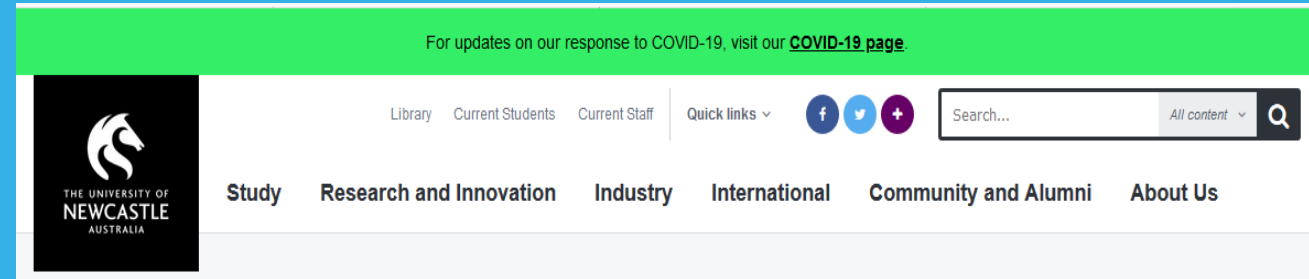
# 8: Reporting hazards and near misses:

- All of the University of Newcastle community is encouraged to report hazards and near misses through the **AIMS** incident reporting and management system.
- HDR students can access **AIMS** and log incident, hazards and near misses, however ALL other students will need to request a member of staff to log a report on their behalf or contact the Health and Safety Team on 4033 9999, #4 to report.
- Reporting hazards allows us to act to remedy the risks and provides information about the level of risk that we have in the different areas and activities with the opportunity to assess and take action.
- Near miss events are those that, but for potentially good luck, could have caused an injury or illness. Reporting these events is equally important as those that did cause injury as it allows for an assessment of why the event occurred and what can be put in place to avoid a repeat or an actual injury.



# Reporting cont.:

- To report a hazard, near miss or injury, you will need to access the University web page and navigate to the “Current Staff” tab, or in the Search box, type ‘Incident’.
- From the Current Staff tab, an option will be available to Log an Incident of near miss.
- Or bookmark <http://aims.Newcastle.edu.au>
- Follow the instructions and complete the report. Once submitted notification email will be sent to your supervisor and the Health and Safety team who will assess the situation and develop an Action Plan.



# 9. Health & Safety Consultation:

You have a voice on safety at UON and you are encouraged to contribute to improving safety at UON in 2 ways.

**Informally** – via discussion and input.

- No matter how trivial some issues seem, your input into identification of how risks can be controlled is important and could save someone from a minor injury or worse.
- When considering risks from an activity it is important to consult all the people who's safety may be effected by the activity.

**Formally** – via the UON Health and Safety Committees.

- Health and Safety Committees have been established for each of the Faculties and Divisions as well as some committees by location, with each committee providing a representative as a member of the UON H&S Committee. All staff are encouraged to have input on all matters relating to health and safety, and students are also welcome to provide suggestions.

# 10. Resolving Health & Safety issues at UON:

Resolving issues begins with you. Remember in addition to any action you personally take, you need to ensure that all Hazards are reported in AIMS.

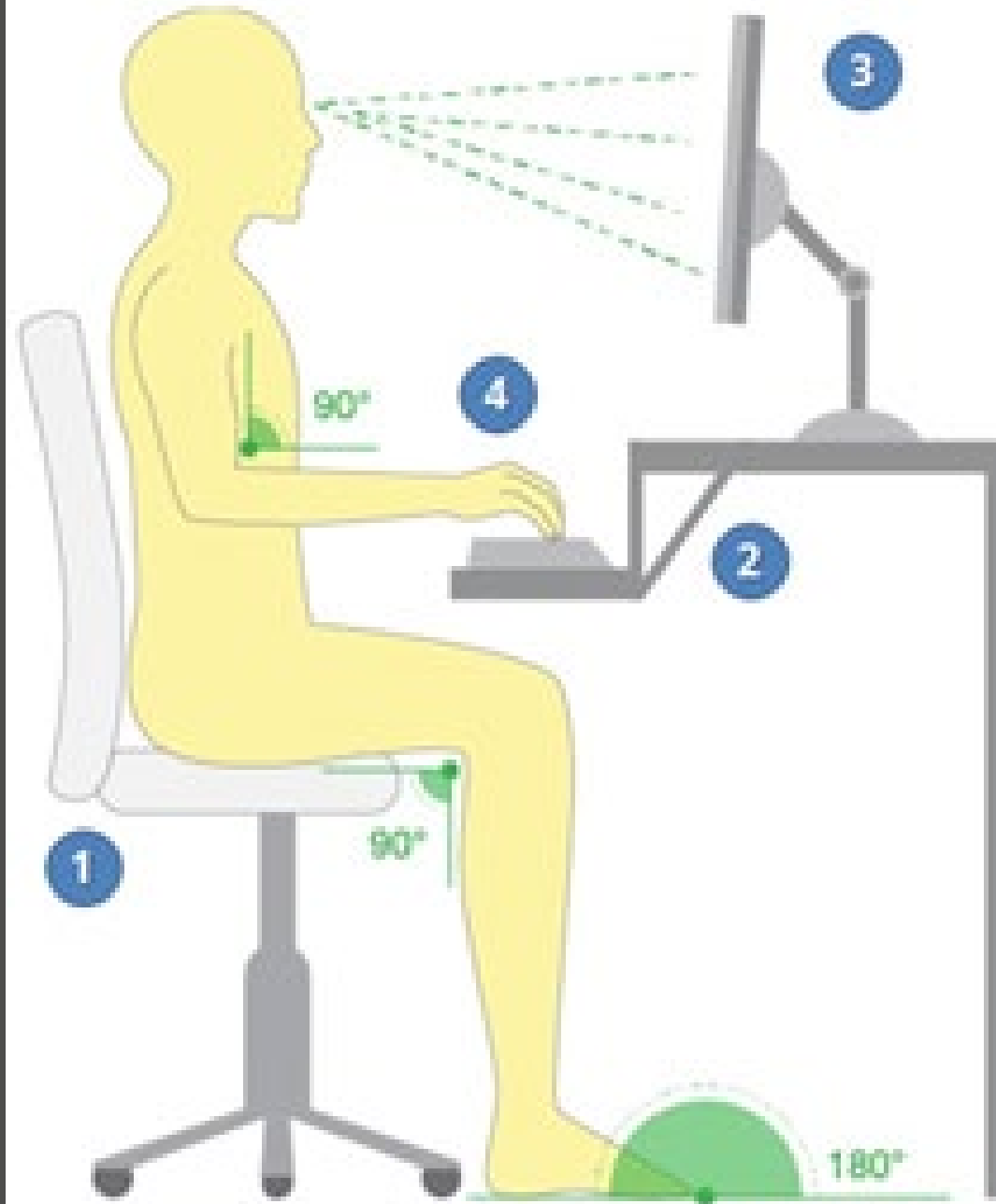
- If you identify a potential hazard and can resolve the issue and do so without greater risk to yourself or others, this is the best option. Include your corrective action in your AIMS report.
- If you can't resolve the issue, speak to your supervisor or the Health and Safety Business Partner (HSBP) about how it may be resolved.
- If you, your supervisor and the HSBP are not able to resolve the issue, communicate the issue to your H&S representative at the Faculty or Divisional Health and Safety committee for raising at that respective committee. To identify who your representative is, you can ask colleagues or the Health and Safety Business Partner.
- If the Faculty or Divisional committee can't resolve the issue, the matter will be raised to the UON H&SC. The UON H&SC will raise the matter with the Executive Committee for their resolution.
- If the matter still cannot be resolved, the matter will be referred to SafeWork NSW for an inspector to assess.

# 11. Workplace ergonomics:

Ergonomics is about matching the work environment to the people doing the work, to ensure optimal positioning of the body to prevent harm. Reduce the health risks by adjusting your work area. Using the worker on the diagram as a guide, it will only take you a minute or two to:

1. Adjust your chair
2. Adjust your workstation
3. Position your monitor
4. Position your mouse

Please ensure you undertake the Online Ergonomics Training available on DISCOVER. If you need specialised equipment, notice any discomfort from carrying out your work or require any ergonomics assistance contact a member of the Health & Safety Team 4033 9999 (#4) or email [usafe@newcastle.edu.au](mailto:usafe@newcastle.edu.au).





# 12. First Aid:

With over 100 First Aid Officers covering UON sites, help is never far away.

## **Finding a First Aid Officer:**

- You can find a First Aid officer in your area by referring to the [First Aid webpage](#). First aiders taking action during an emergency wear a yellow high vis vest with First Aid written on the back.

## **The first aid officer can assist by:**

- providing first aid advice and assistance to staff, students and visitors;
- Ensure first aid kits are appropriately stocked;
- Report incidents and list the first aid provided;
- Provide assistance in the event of an evacuation.

## **Becoming a first aid officer**

- If there is a need for a first aid officer in your work area and you would like to volunteer, you can find the procedure on the [first aid webpage](#).





# First Aid cont.:

## Mental Health First Aid:

This training provides skills and knowledge to help you better manage a potential or developing mental health problem in yourself, a family member, friend or colleague. Like other first aid training, it does not train in diagnosing or treating health problems. It is made up of online pre-course work that takes around 8 hours, a 4 hour face to face session and an accreditation exam at the completion of the face to face session. Please note, participants are required to attend the full 4 hours of the face to face session. To obtain the pre-course work and book into a training session, please email [usafe@newcastle.u.au](mailto:usafe@newcastle.u.au) .

# 13. Employee Assistance Program (EAP):

**Staff:** The Employee Assistance Program (EAP) is a confidential counselling service free for UON staff and their immediate family (***not** students or staff of other organisations*). . EAP provides:

- Six free confidential counselling sessions per calendar year for staff and their families.
- Either face to face sessions, telephone or video conferencing during work hours, there is also a 24 hour telephone counselling service in case of emergencies.

To access EAP Call NewPsych on 02 4926 5005 or email [reception@newpsych.com.au](mailto:reception@newpsych.com.au).

**Students:** of UON are able to use the University student counselling services and staff of other organisations may have access to similar services through your HR.

These services can help you achieve lifestyle, work, personal and family goals and assist you with managing work and life experiences, issues or concerns that arise from time to time. Don't let issues hold you back – deal with them quickly and effectively through the EAP or Student Counselling.



# 14. Research and teaching:

There is a requirement before commencing any task including research and teaching, to complete a **risk assessment** and to have the assessment reviewed. Reviews can be undertaken by one of a number of people dependent on the level of risk. The level of risk is generally dictated by the type of activities to be undertaken:

- High risk activities are reviewed by a person with appropriate skill in the areas of the activity. For example, work with genetically modified materials or body tissue and fluids are reviewed by a member of the Institutional Biosafety Committee, and highly hazardous chemicals or working with radiation, by the members of the Chemical and Radiation Technical Committee.
- Other high risk activities are reviewed by line management or a member of the Health and Safety Team. Details of what UON consider to be of high risk can be found in Section C on the Safety Review form.
- A number of granting bodies require safety risk reviews to be undertaken before funds are released.
- While lower risk activities may not require referral to another party for review, it is always valuable to have procedures reviewed by another person to better allow for any risks to be identified and the best controls implemented. More information to assist in safety management for research and teaching activities can be found on the UON website.





# 15. Emergency Management :



- At UON there are several groups who all play a part in managing emergencies. Central to controlling any emergency event is Security Services who are supported by Emergency Wardens, First Aid Officers and various medical specialists such as the Doctors and Nurses at the Health Services at Callaghan and Ourimbah.
- Emergency Wardens during an event wear a yellow high vis vest with Emergency Warden written on the back.
- UON has procedures for all locations where we operate and these can vary depending on the location, situation, partnerships and other variables. Please familiarise yourself with the procedures in the location(s) where you may be working or studying. These can be found on the [UON website](#). For locations not listed, contact your supervisor or the local support for procedures in that area. Typically, these are not UON managed facilities and you will need to follow the directions of the management team at the site such as Hunter New England Health, HMRI, or TAFE.

# 15. Emergency Management cont.:

- Almost all the buildings at UON are monitored by smoke or heat detectors. If an alarm is sounding in a building, you should leave the building and do not enter a building under alarm or that has been under alarm until you are advised that it is safe to do so. In an event that you identify a fire but the alarm is not sounding, you should advise others by activating one of the red break glass panel and leave the building.
- In the event that there is some need for Emergency Communication, this will be done via various channels. The UON website is the primary space for communicating and this is supplemented by various social networking spaces, as well as the use of screen savers to place strategic information.
- In addition, UON has the ability to communicate directly with mobile phones. Staff can register their emergency contact number in HROnline (staff directory details), as well as providing the number directly to the risk team for emergency SMS.

# 16. Personal Emergency Evacuation Plan (PEEP):

If you identify as having a disability and require workplace adjustment you may need a PEEP. A PEEP is used in the event of an emergency evacuation for people with a disability or individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of any emergency. A PEEP may be required for staff with:

- Mobility impairments,
- Sight impairments,
- Hearing impairments,
- Cognitive impairments, or other circumstances.

The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

Where this is the case we put a plan in place that is shared with Security and the Emergency Wardens to ensure you have a safe exit plan.

- If you feel you need a PEEP, please email [usafe@newcastle.edu.au](mailto:usafe@newcastle.edu.au).



## 17. UON Emergency contacts:

Security Services have a presence at UON campuses at Callaghan, Ourimbah and in Newcastle city. In the event that you require assistance from Security, contact them on the following numbers:

- Callaghan – 492 15888
- Ourimbah – 434 84222
- Port Macquarie – 0412 595 054
- Sydney Campus - 8262 6488
- NuSpace and City precinct – 4921 7962

In a medical emergency contact Triple Zero first and then Security, this will enable Security to meet the Emergency Services when they arrive onsite and escort them to the location. If there are more than one of you at the scene, one person can ring emergency services while someone else contacts UON Security.





# 18. Campus Environment:

Whether in an urban or bushland setting there are many things that you should be aware of to stay safe.



## **Animals on campus:**

Our bushland settings are home to an array of native wildlife, any of which can be hazardous and you should avoid attempting to handle them or get too close. Typically animals and birds attack if they feel threatened or cornered. You should leave them alone and give them time to go back to their natural habitat wherever possible.

**Mosquitos:** Found more prevalently around the gullies and trees in warmer months, the female mosquitos will bite in an attempt to obtain blood for food and breeding. Mosquitos can be carriers of a number of diseases such as Ross River Virus and Brahma Virus so avoiding their bites is the best option. The use of repellents, wearing light clothing, and covering up are the best methods while avoiding shade and the times of day around dawn and dusk will help

# Campus Environment cont.:

## Snakes:



Red Bellied Black Snakes are found in the bushlands at Callaghan and at Ourimbah and typically they try to avoid humans. They have been seen to be sunning themselves on relatively quiet and warm pathways. If you encounter a red belly black snake, they will usually move away if there is noise or vibration on the ground



Brown snakes are seen less frequently however do have a more aggressive nature. These are venomous and are more likely to attack and should be avoided and the times of day around dawn and dusk will help

# Campus Environment cont.:

## **Magpies:**

Magpies are territorial during the spring nesting season and will swoop people passing with some resulting in injuries to the head and upper body. If encountered, the location of the swooping magpie should be advised to Security Services who will arrange for signage warning to avoid the area to be erected.



## **Walking on campus:**

In the built or bushland environment, hazards can be encountered from infrastructure, animals and humans. Always be aware of your surroundings, concentrate on where you are walking, don't walk looking at your phone, and avoid being in isolated locations particularly after dark. As part of our Security Improvement Program, the University has identified a number of paths that are well trafficked with a combination of enhanced lighting, CCTV surveillance, wide paths and reduced vegetation. We've called these Smart Paths. Wherever possible use these paths and walk in pairs or groups. If you are concerned for your safety, Security can be contacted for assistance.

If you notice moss or trip/slip hazards on a path, please submit a Hazard Report in AIMS and a MAXIMO report to have the area assessed and corrective action taken by IFS.

# 19. Driving and parking on campus:

- NSW road rules apply to Callaghan and Ourimbah campuses. These are treated the same as other roads in NSW meaning that police can book motorists for speeding, not wearing a seat belt, using a mobile device, failure to indicate etc. The speed limit on UON campuses is 40 km/h except in front of Maths and Design bus stops at Callaghan where the speed limit is reduced to 20 km/h.
- There are a number of car parks across UON and many of these spaces require some form of paid parking permits between 8.00 am and 5.30 pm. In addition to dedicated staff parking and general parking areas, UON has reserved parking spaces for members of UON who have paid additionally for this privilege. Parking outside of where your permit allows can attract an infringement that is administered by the state debt recovery office.
- The beginning of semester is a very busy time for roads around UON. You should allow additional time to travel during these times and parking can be challenging. There are a number of alternative options for getting to and from and around campus including various shuttle buses; NSW transport options such as buses or trains; and UON is well serviced with bike paths and at Callaghan and the Newcastle City Campus there are bike hubs for locking your bike securely.

## 20. Health & Safety Team:

The Health and Safety Team are here to help you to achieve a safe, healthy and rewarding experience at UON.

- Health & Safety are located in Human Resources on the upper floor of the Chancellery via the east entrance.
- They can be contacted on +61 2 403 39999 (extension 39999), select number 5 or by email to [HealthandSafety@newcastle.edu.au](mailto:HealthandSafety@newcastle.edu.au)

