



# First Aid and Evacuation Procedures in Undergraduate Chemistry Teaching Laboratories

## 1. Purpose

This guideline describes procedures for first aid and evacuation in the event of an incident occurring in the Undergraduate Teaching Laboratories.

## 2. Scope

This guideline applies to all students and staff from the School of Chemistry who may be demonstrating or providing technical support in an undergraduate teaching laboratory.

## 3. References

Hazard and Incident Reporting Guidelines OHS132.6

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016969.pdf>

First Aid Guideline OHS086.3

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016976.pdf>

Overview of Emergency Procedures

<http://staff.uow.edu.au/ohs/emergencies/emergency/index.html>

Building Wardens Guidelines OHS074.3

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016976.pdf>

## 4. Definitions

*First Aider* - A person who has undertaken an accredited First Aid Course and who has a current first aid qualification.

*Nominated First Aider* – A person who has a current First Aid qualification and is paid a retainer by the University to supply first aid on campus in the event of an incident.

## 5. Procedure

### 5.1 Session commencement responsibilities for Supervisors

At the start of session supervisors or tutors should outline emergency procedures as described in

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016926.pdf>

Completed documents can be forwarded to Sandra Chapman 18.G03 for record keeping.

Further guidelines are given at <http://staff.uow.edu.au/ohs/emergencies/emaps/index.html>

### 5.2 Emergency Evacuation

#### Steps to follow in an Emergency situation - RACE

##### a. Rescue

If you are involved in or close to a major incident and there is immediate danger to:-

- yourself - move to safety, first, above all else.
- somebody else – if it does not pose a threat to yourself assist any casualty. Assess condition and administer appropriate first aid and/or inform First Aid Officers and Security.

##### b. Alarm

If you are involved in or close to a major incident contact Security on their emergency phone number 4900. Report the exact location, type and extent of the emergency. Also give your name and designation.

If an immediate building evacuation is necessary, such as in a major fire, and the alarm has not triggered automatically, raise the alarm by activating the fire alarm console.

**Location of Fire Alarm Console**

**Building 41** On the ground floor opposite the entrance. Break glass to activate.

**c. Contain**

If possible, and safe to do so, secure the area. Switch off fume cupboards, close windows and leave the room/laboratory closed if you are the last to leave. Do not stop to collect personal belongings.

**d. Evacuate / Extinguish**

- Ensure all occupants of the building leave in an orderly manner by the nearest exit when hearing a continuous alarm (fire alarm bell) and/or a request to evacuate the building by the Building Warden. It should **not** be assumed that the alarm is being tested or has developed a fault.

Direct people to proceed quickly (do not run) to the nearest exit

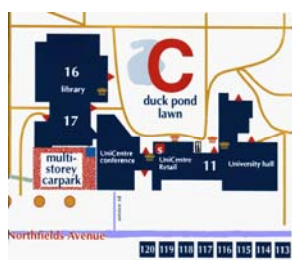
**Do not allow anyone to use the lift**

- Building Wardens will coordinate evacuation ensuring that all areas of the building have been evacuated and will inform Security about the evacuation. In Building 41 wardens use the WIP phones (red phones in fire reel cupboard) to call the Chief Building Warden to report 'zones clear'.
- On exiting the building, ensure your class proceeds directly to the marshalling area.

**Location of Evacuation Assembly Areas**

**Building 41** Area D - the western side of the building near north duck pond .

**Building 18** Area C - northern side of the duck pond outside the southern entrance.



Building 18



Building 41 and 41A

- No one (except University Security Officers and the fire service) are allowed to re-enter the building until the 'all clear' signal is issued.
- If you regularly access another building, always note the evacuation point. In the case of an emergency, act to maintain an orderly evacuation procedure.



**5.3 Medical Emergency**

**a. Assess the situation.**

First and foremost always assess the danger to yourself before attempting to help a casualty. If there is an electrical hazard, the electricity supply may need to be shutdown before a casualty can be approached. If there is blood, always wear disposable gloves available in the First Aid kit.

**b. Assess the casualty.**

Is this a minor or major emergency? Is it life threatening? Is the person conscious and breathing? Is an ambulance required? Does the person have a pre-existing medical condition (ask or check for medico-bracelets).

**c. Arrange for First Aid**

If you are not a First Aider yourself and immediate first aid is required, ask occupants of the laboratory if there are any qualified First Aiders present. If no First Aiders are present, ring Security on extension **4900** or try the extensions of the First Aid Officers listed in the table below All Security personnel are trained First Aiders. Security will ring the required emergency services and direct them to the correct building.

If an ambulance is required ring security and clearly state your :-

- name
- designation
- exact location
- nature of the emergency

If possible describe the symptoms of the casualty.

To contact an emergency service on campus it is necessary to dial **0-000**.

For minor medical assistance, ring one of the following nominated First Aid Officers.

First Aider	Extn.	Room
Roger Kanitz	3232 (5943)	41.340
Roza Dimeska	3806	41.338a
Karin Maxwell	3232 (5357)	41.340
Peter Pavlik	3806 (4965)	41.342
Linda Deitch (School of Biological Sciences)	3203	41A.179
Penny Williamson (School of Earth and Environmental Sciences)	4075	41. G03E
Barbara Meyer (Faculty Health and Behavioural Sciences)	3459	41.248
Laura Mothersdill (School of Biological Sciences)	3203/5674	41.G71&178
<b>Security</b>	<b>4900</b>	

First Aid Officers in Building18 are:-

First Aider	Extn.	Room
Karin Maxwell	5357, 3232	18.G02
Peter Pavlik	4965, 3806	41.342
Roger Kanitz	5943, 3232	41.340
Sandra Chapman	3473, 3254	18.G03

A list of all available First Aid Officers in the University can be found at:-

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016970.pdf>

**d. Monitor the casualty**

While waiting for assistance make the casualty as comfortable as possible, note the patient's condition and any changes. Inform First Aider of the incident history when they arrive.

For minor incidents it may be advisable to let the casualty sit quietly in a Prep. Room, away from the remainder of the class, particularly if they appear in slight shock. If it is advised that the casualty seek further medical treatment then transport should be arranged by calling either a taxi or ambulance. The casualty may like a friend on class to accompany them. Staff should not accompany students off campus to medical services.

There is a medical centre located on campus. For appointments please call 4229 9298.

Opening Hours :   Tuesdays and Thursdays   10.00am - 4.00pm  
                          Mondays and Wednesdays   10.00 am - 5.00pm

Location:            First Floor, UniCentre Building (Building 11)



## 5.4 First Aid Equipment

There are first aid kits in each of the Teaching Laboratories in Building 41.

Laboratory	First Aid Kit Location
41.340 (First Year)	In Prep. Room near bookcase
41.342 (Analytical/Physical)	In Prep, Room, near door
41.343 (Organic/Inorganic)	Just outside Prep. Room door

Any use of supplies must be followed-up with a completed incident report using SafetyNet. First-aid supplies are intended for ACCIDENT AND EMERGENCY FIRST-AID ONLY.

## 5.5 Reporting the Incident

Following an incident, an incident report form must be completed by the supervisor of the area where the incident occurred. If you are the Academic supervising a practical class, that means you! Incident reports are completed online using the SafetyNet module at <http://staff.uow.edu.au/ohs/reporting/index.html>

Incident Report Forms need to be completed even if a First Aider was not called. Incident report forms can also be completed for near miss or hazardous situations that may result in an incident occurring in the future.

## Reference Personnel

All changes to this document shall be referred to the School Safety Committee prior to implementation.

## Documentation

OHS135.6    First Aiders Contact List  
<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016970.pdf>

OHS005.4   Communication of Emergency Procedures To Students  
<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016926.pdf>

SafetyNet  
<http://staff.uow.edu.au/ohs/reportingahazardorinjury/reporting/index.html>