

Health Safety and Wellbeing: Roles & Contingencies

HS&W Role	Name	Location	Phone
Director	Graeme Koehne	Schulz Building – 909	8313 3713
Business Manager	Greta Larsen	Schulz Building – 908	8313 3713
AMEB State Manager	Melisande Thompson	Hartley Building – Level 1, AMEB Office	8313 8086
Fire Wardens			
Elder Hall			
Chief Fire Warden Elder Hall	*Martin Victory	Elder Hall Building – Lower Ground, Office 21	8313 5925
Hartley Building			
Floor Warden Hartley Level 1	Charise Penrose	Hartley Building – Level 1, AMEB Office	8313 8087
Madley Building			
Chief Warden	Mark Ferguson	Madley Building – Basement, Office 18	8313 3828
Floor Warden	*Amanda Grigg	Madley Building – Ground Floor, Office 08	8313 3666
Schulz Building			
Chief Warden	Liam Kenna	Schulz Building – Level 1	8313 4396
Floor Warden Schulz Levels 7 & 9	*Tanya Hardy	Schulz Building – Level 9	8313 3681
Floor Warden Schulz Level 6	*Grayson Rotumah	Schulz Building – Level 6, Office 605	8313 5795
Floor Warden Schulz Levels 4 & 5	Sebastian Tomczak	Schulz Building – Level 5, Office 513	8313 3550
Medical Emergencies and First Aid Officers			
First Aid Officer	*Martin Victory	Elder Hall Building – Lower Ground, Office 21	8313 5925
First Aid Officer	*Amanda Grigg	Madley Building – Ground Floor, Office 08	8313 3666
First Aid Officer	*Tanya Hardy	Schulz Building – Level 9	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

Fire Wardens from Infrastructure on Level 12 cover levels 8, 10 and 11 in an emergency. Details as follows:

Floor Warden Schulz Levels 11 & 12	Matt Schapel	Schulz Building – Level 12	8313 0352
Floor Warden Schulz Levels 11 & 12	Kate Dean	Schulz Building – Level 12	8313 4241
Floor Warden Schulz Levels 8 & 10	Marlene Laass	Schulz Building – Level 12	8313 9048
Floor Warden Schulz Levels 8 & 10	Sue Asker-Warner	Schulz Building – Level 12	8313 4008

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 emergency/life-threatening situations **only** ring 8313 5444 for immediate assistance.

Accident and incident reporting

HS&W legislation demands that all accidents and near-miss incidents be reported to your Supervisor, by phone or email, in the first instance and to [UniSafe](#) either via the app or website.

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: Western end	Kintore Avenue at the southern end of the Hartley Building
Schulz Building: Eastern end	Bragg Laboratories Lawn

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 a Warden has granted permission.