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1 Introduction

Welcome to the School of Mathematical Sciences. We hope your postgraduate studies with us are exciting and rewarding.

This information booklet is designed to provide you with lots of useful information and a little advice on undertaking a postgraduate research degree with us, but it is not exhaustive. If you have further questions, page 11 lists a number of people in the school whom you can approach for advice.

Assoc. Prof. Matthew Roughan
Postgraduate Coordinator
School of Mathematical Sciences

2 Facilities

The School is currently located on Levels 6 and 7 of the Ingkarni Wardli building. The School Office is on Level 6.

2.1 Access

You will need your student card for accessing the postgraduate offices and for after-hours access to the building. Your student card can be collected from Card Services (Level 4, Wills Building). Once you have your card, contact Sarah Park in the School Office (admin.maths@list.adelaide.edu.au) to have the necessary access permissions activated.

2.2 Postgraduate offices

Postgraduate offices are located on Levels 6 and 7. Each student is allocated a desk with an ergonomic chair and a mobile pedestal unit with a single drawer for files. There will also be some shared space available for storage. If these facilities are not provided in your space, or are broken, please contact the School Manager, Stephanie Lord (admin.maths@list.adelaide.edu.au).

Please be considerate of the other students in your office. Please do not encroach on another student’s space, or touch their belongings without their permission. Similarly, be considerate with telephone usage and noise levels; remember your conversations could distract other students. When using a mobile phone, please leave the office so as not to disturb other students.

2.3 Library

Library tours and advice on library usage are available at the Barr Smith Library (http://www.adelaide.edu.au/library/help/orientation.html). If you are not familiar with the Barr Smith Library, you need to undertake a tour as part of your Structured Program (see Section 7.1).

Make yourself familiar with the rules for borrowing books and journals, and with the process for obtaining inter-library loans. Please note that you cannot obtain an inter-library loan without permission from the School (normally your supervisor). You will need to obtain written authorisation from Stephanie Lord (admin.maths@list.adelaide.edu.au). Express inter-library loans are very expensive, and are not normally permitted by the
School. Please take this into account when writing papers for conferences, etc., and allow plenty of time to get copies of papers from other places.

2.4 Tea Room

Kitchenettes are provided on both Levels 6 and 7 and are equipped with coffee/tea-making facilities, a refrigerator, microwave oven, sandwich toaster and dishwasher. You are welcome to join staff and other postgraduates for tea-breaks, lunch and discussion in these rooms. This is a good way to meet staff and other students in a more informal setting.

Nobody is employed to wash dishes or clean the refrigerator and microwave. Users of the tea room must clean up their own mess.

2.5 Stationery

Students are expected to provide their own writing materials. Paper for photocopiers and printers is supplied, as are overhead transparencies for seminar or conference presentations. Your supervisor or Sarah Park (admin.maths@list.adelaide.edu.au) can organise to get overhead transparencies for you.

2.6 Computing

The School’s computing facilities are supported by Information Technology Services (ITS) and all queries should be directed to the ITS Helpdesk by either email to helpdesk@adelaide.edu.au or by phoning 33000.

A university computing account is created for you when you enrol. This gives you access to the computers in the university’s labs. You will also need your password to get past the proxy server when you are web browsing on any machines.

Each new postgraduate student will be provided with a basic Macintosh computer.

You must backup critical data. A small amount (5 GB) of storage is provided by ITS. This storage is backed up and useful for storing your thesis, source code, etc. Instructions for how to set this up will be posted on the postgraduate page of the School website. However, you will need to talk to your supervisor about other arrangements for redundant storage of larger amounts of data.

The computing labs in Ingkarni Wardli are available for use by postgraduates. You should be aware that these rooms are undergraduate teaching labs. Consequently, lecturers and tutors may wish to use them exclusively for that purpose and you may be asked to leave, even if there are ‘free’ machines. Please respect such a request. Please do not use any locking facility on these machines.

A basic summary of University policies covering IT facilities (and links to the detailed versions of these policies) is available from http://www.adelaide.edu.au/its/it_policies/.

The School is charged for all internet downloads. Excessive downloading may be charged back to the student by the School. Do not download material not related to your study.

2.7 Printer/Photocopier/Scanner

Postgraduates have access to the printer/photocopier/scanner on Level 7. The necessary security codes can be obtained from Sarah Park (admin.maths@list.adelaide.edu.au)

Postgraduate students are entitled to 2000 free copies a year for study-related material. After that, you can purchase an additional allowance at 5 cents a page from the professional
staff. Note that the photocopiers in the School Office and in the Level 6 Resource Room are not available for student use.

Note that if you use the printers in the undergraduate computer labs, then you will be charged (http://www.adelaide.edu.au/student/current/printing/cost.html). Please report any problems with these printers to the ITS Helpdesk.

2.8 Mail and Pigeonholes

Each postgraduate is assigned a pigeon-hole in the Level 7 Resource Room. Any mail that comes to the School that is addressed to you will be put in your pigeon-hole. This might include material from your supervisor, forms from the Graduate Centre, pay slips, etc. Please clear your mail from the pigeonhole on a regular basis.

As a precautionary note, remember it is your responsibility to ensure that the University always has an up-to-date mail address for you. If you move house, make sure your records are updated. It is not an acceptable excuse to say the Graduate Centre had an out-of-date address if you fail to submit in time any paperwork sent out by them.

2.9 Travel

Students are strongly encouraged to attend conferences relevant to their research, and to present papers. The School contributes some limited funding to students towards expenses, provided the student is presenting a conference paper or poster there.

PhD students are entitled to up to $2,500 over the term of their candidature to cover conference expenses ($1,250 for Masters students). Students can access this allowance after completion of their major review.

Only one-third of this amount is available before confirmation of candidature after the major review. No more than half of the total amount is available before a student has produced a satisfactory poster (see Section 7.1.2).

Before making any travel arrangements, you must obtain approval by filling out the form at http://www.maths.adelaide.edu.au/media/postgradtravel.pdf and submitting it to the School Office. Regardless of who funds your travel, this authorisation is needed for you to be covered by University travel insurance (http://www.adelaide.edu.au/graduatecentre/handbook/appendices/appendix4.html).

Do not make your own bookings if you plan to use University funds. All such bookings are handled by the School’s professional staff (Cheryl Tilbury and Christine Williams, admin.maths@list.adelaide.edu.au). To submit details of your travel, fill out the form http://www.adelaide.edu.au/finance/docs/forms/studforms/Notification_to_Travel_Form_V2.pdf and submit it to the School Office along with your travel approval form.

If you will be away at the conference for more than a week, you also need to fill in the form http://www.adelaide.edu.au/graduatecentre/forms/loa_studyleave.pdf and submit it to the Graduate Centre.

Additional conference support is sometimes available through other avenues. For instance, certain postgraduate scholarships contain a special travel fund; the Federation of University Women often offers travel grants; some conferences offer student support; some supervisors are able to make some funding available from grants, etc. For a list of travel scholarships, see http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgtravel/index.html

International students should be aware that the University is legally obliged to report leave of absences greater than 28 days in a calendar year to the Department of Immigration and Citizenship. This report may have implication for maintaining your student visa.
2.10 Telephone and fax

Offices are equipped with phones for local calls only. You cannot make overseas or STD calls from these phones. Personal calls should be limited. Phone usage is monitored by the University and bills are sent to the School, with numbers of calls recorded for each phone. Note that any student known to be making excessive use of the phone will be billed.

There is a fax machine for staff usage in the School. If you need to send a fax urgently, contact the School Manager (admin.maths@list.adelaide.edu.au). If it is a work-related fax, they can arrange for its transmission. Use of this fax machine for personal reasons is prohibited.

3 General Expectations

A very good summary of the rules and requirements of the Research Training Scheme (RTS) is given in your letter of enrolment. You should read this very carefully. We will not repeat all the details here but instead concentrate on some particular aspects below. The websites http://www.adelaide.edu.au/student/postgrad and http://www.adelaide.edu.au/graduatecentre/ have much more detailed information. See, in particular, the Research Student Handbook (http://www.adelaide.edu.au/graduatecentre/handbook/), for a full listing of rules and regulations about enrolments, candidature, submission, examination of theses, etc. There is also an A-Z listing of downloadable forms (http://www.adelaide.edu.au/graduatecentre/handbook/index/).

The School has some additional expectations, such as regular attendance at Colloquia and the Postgraduate Seminar Series, and preparation of a poster. See later sections for more information.

4 Length of your studies

Under the RTS, candidature for a Ph.D. is for no more than four years, with the general expectation being that students will take three to three and a half years to complete their thesis. For a Master of Philosophy, candidature is two years. These time periods should be borne in mind when you are planning your research. For instance, it takes most students at least six months to write up their Ph.D. thesis after completing all necessary research. Therefore, it is advisable for students to consider the research component of a Ph.D. as taking no more than three years.

Note that the Australian Postgraduate Research Awards are for three years, with extensions of no more than six months being given only in very special circumstances. These circumstances must be related to the student’s research, but beyond the control of the student (such as when the Horace Lamb building was flooded and wrecked the supercomputers). It will not be sufficient reason for an extension to say that you just need extra time to finish another journal article, or that there are personal reasons.

5 Role of the supervisory panel

Each student has a supervisory panel consisting of at least two academics, normally staff members. One of the panel is nominated as your principal supervisor. The other member(s) of the panel might or might not be subject specialists, in the area of your research. They are classed as co-supervisors, or external supervisors. Their role is to provide mentoring and back-up, should your principal supervisor be on leave. The roles of each should be discussed early in your candidature, but might change over the period of candidature.
Soon after you enrol, your supervisors should discuss with you your respective roles, responsibilities and expectations during your candidature. The document http://www.adelaide.edu.au/graduatecentre/pdf/scales.pdf may be a useful basis for discussion. Your research topic should be decided in conjunction with your supervisors, who can also ensure you are aware of any commercially sensitive issues and their implications. Your supervisors will also be able to alert you to the standard expected in your degree and area of research.

Regular meetings between supervisors and students are encouraged in the School. Normally, you would have more regular meetings with your principal supervisor than your entire supervisory panel, but this is often adjusted to suit the student and the circumstances. Most supervisors arrange a standing appointment with full-time postgraduates on a weekly basis, though this can and does vary between supervisors, and between students. A record of meeting outcomes and progress must be maintained by each student, using a form such as the one on the postgraduate page of the School website. These should be kept in a file and produced for your annual review.

6 Role of the postgraduate coordinator

The School postgraduate coordinator is:

Assoc. Prof. Matthew Roughan
Room 6.37
Ingkarni Wardli
E-mail: pgc.maths@adelaide.edu.au
Telephone: 8313 6282

The primary duty of the postgraduate coordinator is to act as the School representative, and as go-between for the University (including the School) and the postgraduate students in the School. Your annual reviews are conducted by the postgraduate coordinator, in conjunction with your supervisors, and copies of all your paperwork are sent to the coordinator (acceptance forms, leave-of-absence requests, etc.) Indeed, many of these forms must be signed by the coordinator, as well as your supervisors.

The coordinator is also the person you should approach if any difficulties arise during your candidature, since the coordinator’s role is also one of pastoral care. These difficulties might concern resource issues, administrative procedures, supervisory conflicts, etc.

7 Research training and progress management

7.1 Structured program

In addition to your research activities, you are required to complete a structured program of activities to the satisfaction of the School. The structured program consists of a core component, which is compulsory for everyone, and a development component, which is specified for certain candidates by their supervisor or the School.

7.1.1 Core component of the structured program

In the School of Mathematical Sciences, the core component consists of:

1. Attendance at the university’s induction program. Only three sessions are held throughout the year. You must attend the first one offered following your enrolment
7 Research training and progress management


2. Completion of the Australian Code for Responsible Conduct of Research training. This can be done online at https://sms.gradcentre.adelaide.edu.au/admin/login. Use your normal university identification number and password to log on. The training consists of three worksheets. On completion of each worksheet, you will be issued a certificate which you must print and lodge with the Graduate Centre when you submit your Core Component of the Structured Program form (see below).

3. Completion of a preliminary literature review and a detailed research proposal for your research topic. This document should describe the scope and purpose of your research and the anticipated approach and/or methods to be used. The research proposal should be about 10–15 pages long, but this will vary between candidates and disciplines. Examples are available from the Postgraduate Coordinator. A \LaTeX{}template is available from http://www.maths.adelaide.edu.au/media/proposal.tar.gz

4. Any research training lectures or workshops organised by the School for research postgraduates. These may include lectures on mathematical typesetting using \LaTeX{}, preparation of effective seminars, research ethics, etc. Further details will be provided at a later date.

5. Regular attendance at the School colloquia and any other seminars deemed applicable by your supervisor(s) to your field of research, and participation in the Postgraduate Seminar Series.

6. For international students: Participation in the 12-week Integrated Bridging Program (IBP), unless an exemption has been granted. Details of this program are available at http://www.adelaide.edu.au/graduatecentre/rep/ibp/.

The core component of the structured program must be completed in the first six months of candidature. Students must fill out the form at http://www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf in conjunction with their supervisor. This form deals with a number of issues in relation to your research, including resource availability and intellectual property. This form must be signed by your Principal Supervisor, the Head of School and the Postgraduate Coordinator. It must also be accompanied by a safety management plan (http://www.adelaide.edu.au/hr/ohs/docs/higher_degree_res_safet_mgt_plan.doc) and the three certificates from your Australian Code for Responsible Conduct of Research training (see 2 above).

7.1.2 Development component of the structured program

When directed by supervisors or the School, students may be required to undertake further activities as part of the development component of the structured program. This might consist of language tuition, attendance at workshops on writing, and/or completion of any course deemed necessary for the specific needs of the student and the chosen research topic, given the student’s background.
Research communication  Postgraduate students must demonstrate the ability to communicate some aspect of their research to a broad audience. This could take a variety of forms. Some possibilities include:

*Poster:* The poster should be aimed at (a) a professional conference, or (b) describe some aspect of your research to a Level III undergraduate student (see web-page below). In case (a), you will need to follow the format required by the conference organisers. In case (b), the poster should be of A1 size. A \LaTeX{} template is available through the school web-page (http://www.maths.adelaide.edu.au/media/poster.tar.gz). The School will cover the costs of printing and laminating the poster, but you must first get approval from your supervisors and the postgraduate coordinator. The School will also direct you as to which printing service to use.

*Web-page:* The purpose of the web-page is to promote your research to potential postgraduates and honours students. It should be pitched toward Level III undergraduate students and will be accessible though the school web-site. A template will be provided.

*Presentation:* This could be directed at an undergraduate, school or community group. If you choose to do a presentation, then you will need to provide an outline of the presentation, any materials you use in the presentation and copies of any correspondence or advertisements related to the presentation. Where possible, you should provide a video recording of the presentation. The normal postgraduate seminar series is excluded.

Students should obtain approval for their research communication exercise from their supervisor and the postgraduate coordinator. In each case, students must communicate some aspect of their research. The exercise must be completed to the satisfaction of your supervisor and the postgraduate coordinator before the thesis is submitted. It is recommended that students complete this requirement before the end of their second year.

Seminar presentations  In addition to the major review seminar, postgraduate students may be required to present seminars on their research on other occasions. If you are presenting a paper at a conference, your supervisors might ask you to present your paper in the school before you leave. This is a good chance for you to practise your seminar in a non-threatening environment, and for staff to hear papers they might not otherwise hear.

In addition, there is a postgraduate seminar series. You are expected to attend all of these seminars and contribute.

7.2 Major review of progress

Research students’ candidature is provisional for at least the first twelve months. Candidature is only confirmed after a major review of progress by a Candidature Review Committee. The aim of this review is to determine the capacity of the student to complete their research and produce a quality thesis in a timely manner. In the School of Mathematical Sciences, the major review of progress consists of:

1. A technical seminar on the student’s research proposal and progress to date. This seminar is to be approximately 40 minutes long, with at least 10 minutes question time following. The seminar will be open to all staff and students of the School, and any other interested parties.
2. Creation of a research completion plan for the remainder of candidature. You will refer to and revise this plan throughout your candidature.

3. A meeting between the student and the Candidature Confirmation Committee, which normally comprises all supervisors of the student, the Head of School, the Postgraduate Coordinator and a discipline expert.

**The major review of progress must be completed towards the end of the first twelve months of candidature.** Following the meeting, the Candidature Review Committee will complete the appropriate form (http://www.adelaide.edu.au/graduatecentre/forms/major_review_doctorate.pdf or http://www.adelaide.edu.au/graduatecentre/forms/major_review_masters.pdf). If the committee agrees that the student’s progress is satisfactory, the student’s candidature will be confirmed. Alternatively, the committee may recommend extension of provisional candidature with a subsequent review, or conversion to an alternative degree, or termination of candidature. In these cases, students will be informed of the committee’s concerns and, if provisional candidature is extended, any tasks that need to be undertaken to address these concerns.

### 7.3 Annual review of progress

**Annual reviews must be completed by 31 October each year.** The aim of this review is to review your progress during the previous twelve months, discuss and establish a plan for the next twelve months and identify any factors that may have delayed progress. Annual review forms are available from [http://www.adelaide.edu.au/graduatecentre/review/](http://www.adelaide.edu.au/graduatecentre/review/). Students need to complete their section of the form and then meet with their supervisor, followed by the postgraduate coordinator, who will each fill out their sections.

It is essential that this form is accompanied by an updated research completion plan. Note that you can revise the plan you developed for your major review.

It is also essential that you use this opportunity to document and quantify any delays or problems. Extensions to scholarships are only awarded when delays are incurred for reasons that are directly related to a student’s study and are beyond the control of the student. In addition, delays and time lost that are claimed must have been documented in annual reviews (see [http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pdf/scholextn.pdf](http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pdf/scholextn.pdf)).

### 7.4 General advice

Please read all literature sent to you by the University very carefully, and note the date when forms are due back. Late submission of a form sometimes lead to a fine being imposed. You cannot graduate if there are outstanding fines or fees, so it is better to get things in on time! Do not assume that all necessary staff will be able to sign your documents at the last minute.

Whenever you submit a form to the University, keep a photocopy for yourself, and file it, together with any copies sent back to you from the Graduate Centre.
8 Occupational Health and Safety, First Aid, Security

The School Health and Safety representative is

Ms Sarah Park  
School Office  
L6 Ingkarni Wardli  
E-mail: s.park@adelaide.edu.au  
Telephone: 8313 5407

You must complete the School Occupational Health and Safety Induction. The induction consists of a brief information leaflet and a short test (Appendix A). Your test answers must be lodged with Sarah Park in the School Office.

There is a private medical practice on campus, situated on the bottom level of the Horace Lamb Building (http://www.adelaide.edu.au/student/health/).

The University is a popular target for thieves. Please be careful with your personal belongings. Ensure that the doors to your office and the Resource Room are locked when vacant. Please report anyone you see behaving suspiciously. If you have a laptop which you bring to university, you are strongly advised to buy a security cable and use it at all times.

Be mindful of your personal security. During the academic year, the University Security Service provides a free evening shuttle bus service covering an area within 2.5 km of the campus. They also provide an after-dark escort to car parks and near-campus residences when no alternative means of secure transport is available. For further details, see http://www.adelaide.edu.au/security/students/.

Ensure that your emergency contact details are kept up-to-date with the School Manager, Stephanie Lord, so that family or friends can be contacted in an emergency.

9 Adelaide Graduate Centre

The Adelaide Graduate Centre is located at:

Level 6  
115 Grenfell St  
Web: http://www.adelaide.edu.au/graduatecentre/  
E-mail: graduate.centre@adelaide.edu.au  
Telephone: 8303 5882

The Centre is responsible for many of the administrative details of your program. The Centre offers advice and assistance with forms, details of awards, scholarships, fees, postgraduate student association affiliation, and the Integrated Bridging Program (for international students), among other things.

10 School Postgraduate Representative

Every twelve months, the School’s postgraduate students select a member to act as the postgraduate representative. This representative’s role is to bring to the attention of staff any issues of concern to the postgraduates as a group, and is your spokesperson on school committees, etc. The current postgraduate representative is Stephen Wade (stephen.wade@adelaide.edu.au).
11 Professional Societies

Postgraduate students are eligible to join a number of professional societies at reduced rates.

Australian Mathematical Society (AustMS)
Web: http://www.austms.org.au

Australian and New Zealand Industrial and Applied Mathematics (ANZIAM)
Web: http://www.anziam.org.au

The Statistical Society of Australia Inc.
Web: http://www.statsoc.org.au

12 Opportunities for casual work

Casual work is sometimes available within the School. This can take several forms: marking of assignments at levels I, II or III, consulting with undergraduates, or running tutorials. If you are interested in this kind of work, please contact the School Office (admin.maths@list.adelaide.edu.au) in early February. No guarantee can be made about the amount or type of work that will be available to any one student beforehand. Keep in mind that under scholarship regulations, students are not permitted to average more than eight hours of casual work per week during the day. Please discuss any casual work commitments you are proposing to make with your supervisor. It is imperative you have your supervisor’s approval before signing any contract, as the supervisor will be asked to countersign.

We believe that students’ skills are increased by participating in teaching activities and we sincerely appreciate the efforts and contributions that our postgraduates make in assisting the School through such casual work. However, students should never feel that they must accept work offered to them.

13 Where do you go with queries?

Your supervisor For questions regarding your research and progress.
Postgraduate Coordinator For general questions regarding your candidature.
Graduate Centre For specific questions regarding your candidature and/or scholarship.
School Office For questions regarding school administration.
Prof. Nigel Bean For school-related questions in Applied Mathematics.
Dr. Nick Buchdahl For school-related questions in Pure Mathematics.
Assoc. Prof. Gary Glonek For school-related questions in Statistics.
A  OHS Induction

See following pages.
Occupational Health and Safety Induction
(Please retain for future reference)

The University of Adelaide recognises and accepts it has an obligation under OHS legislation to provide a healthy and safe working environment.

This obligation extends to staff and students and to all visitors with business on the University campus. As a casual employee/user of this campus you too have a duty to act safely while you are here and ensure that you don’t endanger others.

If you are a casual employee who is supervising others, obligations and responsibilities under the Legislations may extend to you. Discuss this with your manager and if applicable training will be provided on these OHS responsibilities.

Hazards in the Workplace
In order to proactively identify issues of potential harm in the environment all staff are asked to report hazards, incidents and accidents to their supervisor.

- Information on the reporting of hazards within the university is on the University web site Health, Safety & Wellbeing | Hazard Management.
- Report all accidents/incidents/near misses using the Accident/Incident Reporting and Investigation Form (‘yellow card’) to your supervisor/host, Health and Safety Officer or other staff member immediately.

First Aid
A network of trained first aid providers and first aid kits are located in the University. First Aid officers for the School are:

**First Aid Officers**
- Dr Trent Mattner Phone 33712 Room 641
- Ms Sarah Park Phone 35407 School Office
- Ms Cheryl Tilbury Phone 35418 Room 631
- Dr Alison Wolff Phone 33245 Room 632
- Dr Joshua Ross Phone 36420 Room 660
- Mr Jono Tuke Phone 33028 Room 656

Should you require any emergency first aid while working on the North Terrace Campus call Security on 8303 5444 or (Ext) 35444

*Please note that out of regular business hours you will have to contact Security for first aid treatment.*

So that Security can respond to your request as soon as possible make sure you know the following information:

- Building Name
- Room No.
- Phone No.
- Floor No.
- Name

Emergency Contingencies
The University has procedures in place to deal with a range of contingencies such as: personal threats; bomb threats; external threats; medical emergencies and fire and smoke. Emergencies charts are displayed in all building foyers with information on procedures.

It is important you that you are aware of your surroundings and nearest emergency exit. All foyers of building have emergency evacuation plans with details of floor wardens, first aiders and evacuation points.

The two stage emergency evacuation alarm system is as follows

**When Alert Signal Sounds**
(Beep...Beep...)

**When Evacuation Signal Sounds**
(Whoop...Whoop...)

- Cease inter/ across floor movement.
- Secure equipment/property (if applicable).
- Await further instructions via the PA or from the Warden.

If in no immediate danger **DO NOT EVACUATE**

**Evacuate safely**
**DO NOT USE LIFTS.**
Potential Hazards in the Environment.

**Manual Handling**
The School has many tasks that require manual handling of chairs, desks, equipment, which, if not properly managed, have the potential to cause serious injury to both staff and students.

Injuries sustained through manual handling tasks are one of the major areas of concern in terms of the overall proportion of accidents, human suffering and financial cost.

The University has manual handling guidelines (available at [http://Health, Safety & Wellbeing | Manual Handling](http://Health, Safety & Wellbeing | Manual Handling)) that outlines a strategy to address these concerns through the system of identification, assessment and control, supported by appropriate training and education for members of the University Community.

**Electrical Equipment**
Exposure to electrical hazards and risks has potentially fatal consequences even with a very short exposure to everyday 240 volt supply. (ie The average-sized human will be exposed to approximately 0.2 amps when exposed to 240 volts ac. This can be potentially fatal within 1-10 seconds). It is therefore necessary to manage workplace electrical safety as an integral part of day-to-day operations to ensure the integrity of electrical installations and electrical plant.

All electrical equipment used on University premises is required to be electrically tested and tagged. Before you bring personal electrical equipment on to University premises you need to have a discussion with your supervisor to arrange for testing.

**Further information on Health and safety in the University.**

For more information on issues such as OHS for individuals, Training, Hazard Management, Healthy University newsletter go to the Health Safety and Wellbeing website at [http://www.adelaide.edu.au/hr/ohs/](http://www.adelaide.edu.au/hr/ohs/).

**Rehabilitation Services and Workers Compensation**
The Health, Safety and Wellbeing team are responsible for providing rehabilitation and claims management services to injured University employees.

Should you have an injury at work or require information in relation to lodging a Worker’s Compensation Claim please contact: Louise Dunn, Wellbeing Specialist, telephone: 8303 5904, Level 13, 115 Grenfell Street, Adelaide 5005.

Further information can be found at [http Health, Safety & Wellbeing | Wellbeing and Injury Management](http Health, Safety & Wellbeing | Wellbeing and Injury Management)
Comprehension test:

1. If you need to report an accident, injury or near miss you should:
   a) Make a note of the issue and send an email to Human Resources later
   b) Report to your supervisor, host or another staff member immediately using the Accident/Incident Reporting and Investigation Form ('yellow card')
   c) Do not report, this is not necessary

2. List the first aid officers for the School.
   - Name:
   - Name:
   - Name:
   - Name:
   - Name:
   - Name:

3. If you require first aid treatment out of regular business hours you should contact:
   a) Jim Denier in the School Office
   b) State Emergency Services
   c) Campus Security on 8303 5444 or (Ext) 35444

4. When the alert signal sounds Beep……..Beep……. you should:
   a) Evacuate immediately and safely to the assembly area, follow the directions of Wardens
   b) Do not evacuate but cease inter/across floor movement, await instructions
   c) Do not evacuate and continue to use lifts as normal

5. If the alert signal sounds Whoop…………Whoop……… you should:
   a) Evacuate immediately and safely to the assembly area, follow the directions of Wardens
   b) Do not evacuate but cease inter/across floor movement, await instructions
   c) Do not evacuate and continue to use lifts as normal

Name: ..................................................   Position: ..................................................

Signature: .............................................   Date: .....................................................