

Pedestrian Core Vehicle Access Guideline

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1 Definitions

Vehicle	All motor vehicles other than motorcycles
Contractor	Any person or organisation engaged by Curtin University to complete construction or maintenance works (including cleaning works) on the University Campus.
Vendor	Any person or organisation engaged by Curtin University to complete works other than construction or maintenance works. For example deliveries, food vans, event workers etc.
Valid Business Use	Transporting personnel, equipment, or supplies for the university.
University Land	Lands vested in or held by or under the management and control of the University and include all buildings and structures of any kind standing or being on such land.
Department	An organisational unit such as: faculty, school, department, unit, centre, directorate; area, portfolio, office, etc.
Vehicle Access Permit	Enables departments, contractors and vendors access to the Pedestrian Core.
Pedestrian Core	As outlined on the attached map, the Pedestrian Core is the Pedestrian Precinct in which vehicles are restricted between the hours of 9:00am-3:30pm.

2 Overview

2.1 Campus Description

Curtin University is Western Australia's largest University. In excess of 40,000 students attend several campuses and education centres in Western Australia, with additional campuses in Sydney, Singapore and East Malaysia. Curtin is a broadly based and highly diverse University with the main campus of 116 hectares being located at Bentley and additional metropolitan campuses at Technology Park, Shenton Park, Perth CBD and other locations in the State.

2.2 Purpose

These guidelines establish standards for the safe use and operation of motor vehicles on the University Lands. These guidelines should be read in accordance with the [Driver Safety Guidelines](#).

2.3 Scope

The following guidelines apply to the operation of motor vehicles and other similar seated devices on the University Lands, irrespective of whether the motor vehicle is owned by the University or another party. Please note that these Guidelines do not apply to the Electric Carts.

2.4 Authorised Use

The use of motor vehicles within the Curtin University pedestrian core is limited to Curtin staff, associates, contractors and vendors, upon demonstration of valid business use and approval of appropriate vehicle access permit. Only motor vehicles owned or leased by the University associates, contractors or vendors with approved vehicle access permits may be operated within the Pedestrian Core outside the hours of 9:00am-3:30pm. Vehicle access permits are required for all access to the Pedestrian Core. Operators will be issued with either a temporary or permanent access card, which upon expiry must be renewed or returned back to the university Parking & Security Office.

2.5 Security

The Bentley Campus Security Office is open at all times and is located in Building 115, Dumas Road, accessed through the North entrance to the University, off Hayman Road. Short term parking is available immediately outside this office (prior to the first internal roundabout).

Contractors and Vendors will need to present their approved Vehicle Access Permits to the Security Office to obtain their temporary access card for the duration of their permit.

2.5.1 Hours of operation

Normal hours of business at the University are between 6.30am and 9.00pm, Monday to Friday.



Promoting a safer
place to work and study
**HEALTH AND
SAFETY POLICY**

Curtin University is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.

Health and safety is the responsibility of everyone and that all workers, students and visitors play an important role in contributing to a healthy and safe workplace.

The University will continue to evolve its *Health and Safety Management System* through a process of continuous improvement with a focus to manage health and safety risks. This will be achieved in consultation with workers and Safety and Health Representatives with the objective to prevent workplace injury and illness.

The University will:

- Ensure compliance with relevant legislation and the University's Health and Safety Management System;
- Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
- Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
- Maintain an effective mechanism for consultation and communication of health and safety matters;
- Maintain an effective process for resolving health and safety issues and managing health and safety risks;
- Provide appropriate health and safety training;
- Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met.

healthandsafety.curtin.edu.au

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3 Motor Vehicle Standards

3.1 A. Safety Standards

The operator will inspect each vehicle initially and annually for compliance with the following standards. Each vehicle operated on university lands shall be equipped with:

- Seat belts.
- Horn
- Key to prevent unauthorized use
- Hand brake

If the vehicle is not equipped according to the above standards, it will not permitted to obtain a vehicle access permit

All existing vehicles must comply with these safety standards within one year of implementation of these vehicle procedures.

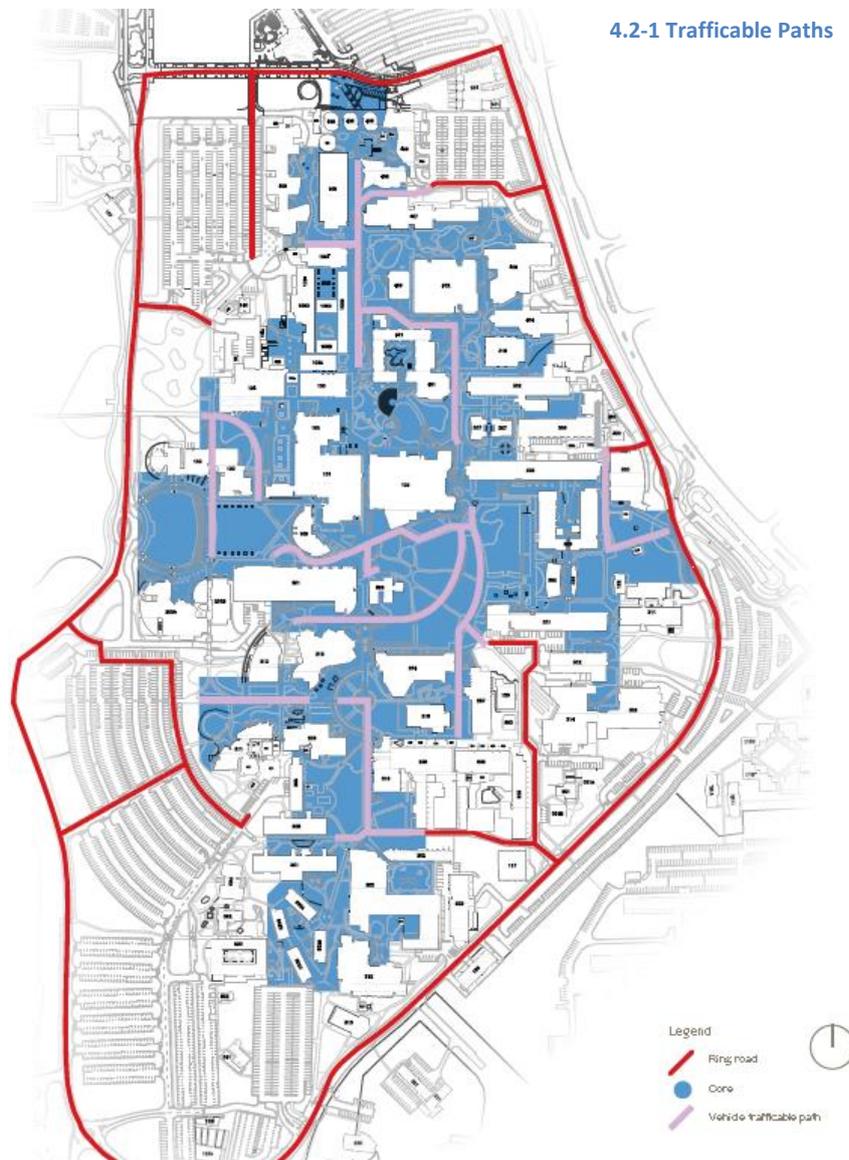
4 Instructions for Operators

4.1 Motor Vehicle Operators Must:

- Be over the age of eighteen (18) and have a valid Driver’s License with no major traffic offenses.
- Obtain a vehicle access permit.
- Not be under the influence of alcohol, illegal drugs, or medications that affect operation.

4.2 Driving and Operating Motor Vehicles:

- Knowledge of and compliance with applicable state laws, rules, regulations and policies are the responsibility of the operator.
- In addition vehicle operators must follow these operating rules:
 - Vehicles must have all wheels touching the ground/road at all times.
 - Vehicles must be driven on predetermined trafficable paths (Figure 4.2.1) unless unavailable. Vehicles may not drive on pathways when a road is available.



- Maximum speed on pathways and within the Pedestrian Precinct must not exceed pedestrian walking pace
- Vehicles must not impede or interfere with normal pedestrian or vehicular traffic flow.
- Operators must not follow or pass closely or intimidate pedestrians. If the vehicle must be on a landscaped area in order to allow pedestrians the proper right-of-way, it should be brought to a stop, then immediately returned to the designated driving surface as soon as the area is clear.
- Operators should always consider terrain, weather conditions and existing pedestrian and vehicular traffic which may affect the ability to operate the vehicle safely.
- Operators must stop at all “blind” intersections, sound horn then proceed with caution.
- Operators must never reverse the vehicle without looking to see what is behind the vehicle.
- Operators must not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
- Operators must utilize all safety equipment including seat belts.

4.3 Accessing the Pedestrian Core:

- As of 22 February 2016 access to the Pedestrian Core will only be permitted between the hours of 3:30pm-9:00am.
- To access the Pedestrian Core you are required to have either a temporary or permanent vehicle access permit. Information regarding applications for such permits can be found in the [Vehicle Access Permit Process Guide](#).
- Please note that all temporary permits must be returned to Security upon exiting the Core.
- When accessing the Core be aware of the red and green lights, which symbolise when to stop (red) and proceed (green), ensuring only one vehicle passes through at a time.

The University maintains the power to revoke any operators vehicle access permit, in a situation where these guidelines are not adhered to.

4.4 Load and Passengers:

- Vehicles are to be used for business purposes only. Use of vehicles for personal convenience is strictly prohibited.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load. Vehicles may not carry more passengers than seating provided.

4.5 Parking:

- Vehicles are only permitted to park on hard surfaces
- Vehicles must not block access ways, entrances, emergency exits, pedestrian thoroughfares or universal access ramps
- Keys must not be left in unattended vehicles and the parking brake must be secured.
- Each vehicle operator is responsible for providing immediate notification of safety and maintenance concerns to the Supervisor of the Department and/or the Transport Office.

4.6 Accidents and Safety Incidents:

All accidents involving vehicles shall be reported immediately to the Supervisor of the Department, to HSEM and the Transport Office regardless of whether property or personal injury occurred. For further information regarding incident reporting please refer to the [Curtin University Incident and Hazard Reporting and Investigation Procedure](#)

4.7 Contractors & Vendors

Contractors and vendors must follow these Procedures for vehicles operated on University Lands.

5 Pedestrian Core Vehicle Evacuation Advice

Subject	Evacuation procedures
Reference	AS 3745-2010 - Planning for emergencies in facilities
Review Date	August 2014
Responsibility	Curtin Emergency Planning Committee (EPC)

Background

For the purposes of evacuating a building for all hazards, do so immediately upon hearing the:

- alert or alarm from the Emergency Warden Intercommunication System (EWIS),
- fire alarm bell or
- via verbal directive from a warden, Security staff or emergency services personnel.

Procedure

Where it has been identified there is the need to evacuate, the following procedure should be followed:

- remain calm;
- Turn off any generators or vehicle motors that are running
- Turn off any plant or cooking equipment
- Isolate power
- Secure money and/or valuables
- Secure Vehicle
- Collect small personal belongings (e.g. wallet/car keys) **DO NOT** take other large items.
- Ensure persons in your immediate vicinity are aware they are to evacuate;
- assist disabled persons in your immediate area as per their Personal Emergency Evacuation Plan (PEEP);
- immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point;
- Identify yourself to the warden at the assembly area in case you are required by emergency services personnel
- **DO NOT** congregate around the exit doors. Remain at the assembly area/muster point until otherwise directed by a Warden.
- **DO NOT** try to move your vehicle unless told to do so by emergency services personnel.
- **DO NOT** carry hot liquids or food when evacuating a building. This will slow your evacuation and could cause a danger to another person i.e. spillage.
- **DO NOT** stay with your vehicle. Remain at the Assembly Area until otherwise directed by a Warden.
- **DO NOT** use the lifts. This is not permitted in an emergency evacuation.
- **DO NOT** re-enter the area until the Warden or emergency services personnel have given the all clear.

The following are the designated assembly areas:

- **B213 Forecourt** – Assemble at D3 Carpark
- **B216 Forecourt** – Assemble at Courtyard/Grassed area outside B215
- **Henderson Court, Lower Henderson North & Lower Henderson South** – Assemble at Grassed area, under the pines outside B105 (library)
- **Angazi** – Assemble at B5 Carpark

NB: If in doubt please contact Emergency Management on [9266 4444](tel:92664444).

6 Vendor Health and Safety information

6.1 Vendor Responsibility

Vendors are reminded to fully comply with their obligations under current Occupational Safety and Health (OSH) legislation. Vendors also need to be aware that staff, students, visitors and other persons are not always concentrating on their surroundings and all precautions should be undertaken to prevent risk of harm or injury to persons.

Vendors shall take reasonable care of the health and safety of others at all times

- Ensure work areas are left in a clean, and tidy state and that all rubbish and redundant materials are removed appropriately from site
- Ensure all incidents and injuries are reported immediately to the Curtin Responsible Officer for recording and further action if required, through the University's on-line Incident and Hazard reporting system.

6.2 Safety management

6.2.1 Pedestrian Safety

Slips, trips and falls are one of the most common types of injury at the University. If you are introducing a tripping hazard such as electrical cords, or ladders, please risk assess the situation and take appropriate action to remove exposure to the hazard.

6.2.2 Environmental Rules

Vendors shall:

- Comply with the conditions of all environmental licences, approvals and statutory requirements.
- Work to all written or verbal instructions given to ensure protection of the environment.
- Report all environmental hazards to the Curtin Responsible Officer such as spills, damage to vegetation, and potential or actual contamination to storm water drainage and waterways.

6.2.3 Water Pollution and Sediment Control

Vendors shall ensure that no grease, oil, soil, dust, dirt, sand or any contaminated water from their work are allowed to get into the storm water drains or in waterways.

6.2.4 Waste

All waste, including chemical shall be disposed of off-site unless authorisation to the contrary has been given by the Curtin Responsible Officer in writing. Vendors may want to use the Bentley cardboard recycling service to reduce their waste volume. Please telephone 9266 2020 for more information.

6.2.5 Washing of equipment

Washing of any equipment including cars, trucks, and machinery or empty containers is not permitted on campus.

6.2.6 Vegetation and animals

- Vendors will inspect the site and note any vegetation of value: trees, garden beds, large shrubs, grass trees etc.

- No equipment should be piled against vegetation or on top of the tree root system.
- Vendors will not clear, damage or prune trees, branches, root system, or large shrubs without the express approval, in writing, of the Curtin Responsible Officer.
- Animals, in particular native animals, will not be harmed or displaced by force unless necessary for their own safety.

6.2.7 Pesticides

- Obey any manufacturers' instructions as to application rates and weather conditions.
- Handle, store and dispose of pesticides strictly in accordance with directions on the label or SDSs.
- Do not apply pesticide if it is likely to enter a waterway or drain because of rain or other conditions.

6.2.8 Breaches of Safety/Non Conformances

In the event that a vendor was observed or reported to be operating in an unsafe manner then the matter will be referred to the Curtin Responsible Officer for investigation. The vendor will be advised and is required to take immediate action. The Curtin Responsible Officer may instruct the vendor to cease work until the situation has been rectified and the work area and/or procedures are considered safe. Non-compliance with the Curtin Responsible Officer's instructions or failure to comply with the requirements of this handbook may result in:

- Termination of the contract due to a breach of contract;
- Removal of the non-compliant Vendor from site.
- Reporting to WorkSafe WA, depending on the severity of the breach.

6.3 Emergency management

In the event of an emergency (ambulance, police or fire service requirement), dial 000 from a mobile or 0 000 from a Curtin landline and contact [Curtin Security on 9266 4444](#). On Bentley Campus, Curtin Security will meet the emergency services and escort them to the location. Prior to the commencement of work, Vendors are responsible for knowing where emergency exits are and identifying the appropriate muster point location. If working inside a building, instructions may be located inside by the main entrance door of that building.

6.4 Emergency evacuation procedure

In the event of an evacuation alarm, all vendors shall make safe their equipment, evacuate the area immediately and follow the directions of University staff. Vendors shall not re-enter the evacuated building until advised it is safe to do so by either the Department of Fire and Emergency Services (DFES) or the Building Warden.

Vendors commencing works at the University have a responsibility to:

- Observe the established emergency procedure.
- Identify the location of the nearest emergency exits in the area where they will be working.
- Identify the nearest assembly area - instructions can be found adjacent to most main building exits.
- Follow all instructions by the chief warden, wardens or Curtin Security.
- Respond to the alarm and leave the building immediately. Electrical/gas appliances/tools etc. shall be switched off but not removed.

Note: building fire emergency exits shall not be used for routine access to and exit from the building where possible. Emergency exits and routes leading to them and away from them **must** be kept clear of materials and free of obstructions at all times.

6.5 First aid

Vendors shall be responsible for supplying their own first aid equipment and shall carry an appropriately stocked first aid kit in their vehicles. In an emergency, Curtin University first aid assistants will assist if necessary. The University has a medical centre on the Bentley Campus (ground floor building 109) should it be required.

If an ambulance is required, the emergency procedure shall be followed by dialling 000 from a mobile or 0 000 from a Curtin landline.

6.6 Conduct

6.6.1 Alcohol and substance abuse

No person shall be permitted to work on campus while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

6.6.2 Smoking

The University has an established no smoking policy. Smoking has been prohibited at all of the University's campuses and grounds since 1st January 2012. This means that all staff, students, vendors and visitors are banned from smoking within University property, premises, campuses and grounds including within vehicles on University property. Infringements may be applied for non-compliance with the University no smoking by-laws.

6.6.3 Dress code

Vendors are required to maintain a neat and tidy appearance in keeping with the standard of dress. Singlets and T-shirts with offensive wording or designs are not appropriate dress.

6.6.4 Equal opportunity and anti-discrimination

The Curtin Equal Opportunity Policy does not condone discrimination or harassment in any form. The WA Equal Opportunity Act and associated legislation makes it unlawful to discriminate and harass someone because of their race, colour, ethnicity, national origin or nationality, decent, sex, pregnancy, marital status, political conviction, religious beliefs, disability or medical condition, orientation, age, accent, family responsibilities or family status etc.

6.6.5 Harassment

The University is committed to maintaining a work and study environment that is free from sexual, racial or disability harassment.

Sexual harassment covers a range of behaviours that constitute a verbal, visual or physical affront of a sexual nature to a person. The distinguishing characteristics of sexual harassment are that it is conducted with a sexual component and are unwelcome, unsolicited and unreciprocated.

Racial harassment includes threat, abuse, insults, taunts and other forms of hostility that is directed towards someone because of their race, nationality, skin colour, ethnicity,. A person can also

experience harassment because of the race of a relative or associate. Other forms of harassment may take similar forms to that described in sexual and racial harassment.

6.6.6 Children

Under no circumstance are vendors allowed to bring children (up to 15 years of age) onto the university work site.

6.6.7 Animals

Dogs and/or other pets are not permitted to accompany vendors on campus at any time.

6.6.8 Noise – Radios & Mobile Ring Tones

If radios are used, then they must be played at a low volume, (less than 50dBA). Car radios may be used when travelling but only at a low sound level.

Mobile phone ring tones shall be appropriate and at a reasonable sound level.

6.6.9 Offensive language

It is inappropriate in an educational setting for anyone to be heard swearing, cursing or talking loudly in the vicinity of University staff and students.

6.6.10 Facility Information

Toilet facilities and water fountains are located around the campus and are available for use by vendors. These facilities are to be kept in a clean and tidy manner.