

Personal Security Guidelines

Last Update: 15 December 2009
Owner: Manager OHS

Deakin University is generally a safe place to work with very little risk of being subject to threats or violence. However there have been occasions where staff have subject to threats or have felt threatened. In these situations it is important to know what to do – at its simplest this means contacting Security on 222.

Deakin University tries, so far as practicable, to make its campuses safe and secure for all. All campuses are patrolled by security officers, 24 hours per day, seven days per week. On all campuses, Security may be reached by internal phone on 222. The new VOIP phones have this as a speed dial option. The full numbers are:

Melbourne campus at Burwood	(03) 9244 6222
Geelong campus at Waurin Ponds	(03) 5227 2222
Warrnambool campus	(03) 5563 3222
Waterfront	(03) 5227 8222

It is strongly recommended that you store the appropriate number above or general control centre number (1800 062 579) on your mobile phone. Further details can be found on the Deakin Security website: <http://www.deakin.edu.au/fmsd/services/security/>

The prevention of workplace violence is a University responsibility under the OHS Act. This means the University should identify situations where workplace violence is likely or may have occurred in the past, and put in place appropriate control or prevention measures.

There are two main situations where you may experience some threat. The first situation is where you are working or moving around the campus at night. Security will provide escorts to car parks and public transport pick up points ON CAMPUS if they are contacted.

There are also a number of measures you can take to improve your personal safety and security at night. Before dark, move vehicles into parking bays closer to buildings: parking permits only apply Monday to Friday between 8:30 am and 4:30 pm. Whenever possible, do not walk unaccompanied. Always let Security know if you are working in an area alone after hours. If you are using public transport, check the timetable to minimise the time you need to stand at public transport pick up points. Report promptly to Security anything suspicious or untoward.

The second situation occurs when as part of your duties you are subject to threat or intimidation. This may occur in a variety of situations or from a variety of people. If you identify a situation where it is reasonable to believe that violence or threat may occur or it actually has occurred, you must report it to your manager. Your manager must then take action to address the problem. Under the OHS Act this is a simple three step process: Find the problem, Assess the risk and Fix the problem. Managers can contact Facilities Management or the OHS Unit if they want assistance in carrying out a risk assessment.

When a risk is identified, there are a range of measures that can be taken. These range from the physical design of the workplace, through simple organisational measures that reduce the risk of confrontation to personal training in how to manage such situations when they occur.

If staff recognize that a threatening situation may develop or is developing, even if they feel they can cope with the situation, staff should send for Security.

Further information can be obtained from the OHS Unit in Human Resources Services Division (Geelong 72869, Melbourne 68175).