

14. STAFF OBLIGATIONS: WHERE TO FIND POLICIES



As a staff member at Curtin, you have obligations and responsibilities. All policies are available at www.policies.curtin.edu.au/

Particular attention is drawn to the following policies:

- Curtin is committed to being fully compliant with all relevant legislation, regulations, licenses, and recognised industry and professional codes that govern its daily operations as a higher education provider and as a large-scale organisation. For detailed information see www.legal.curtin.edu.au/compliance/
- Staff are expected to respect and honour the values of the University in the course of their work, see www.staff.curtin.edu.au/staffservices/home/cond_employ.html
- Staff are bound by their obligations in Curtin's Disabilities Access and Inclusion Plan (www.disability.curtin.edu.au/about/daip.cfm), the Disability Education Standards 2005, and Disability legislation which includes the amendment directing that all curricula be inclusive, see www.disability.curtin.edu.au/policies/
- Curtin's Guiding Ethical Principles, see www.policies.curtin.edu.au/documents/geps.pdf
- Curtin's Vision, Mission and Values, see www.about.curtin.edu.au/who/vision.cfm
- See also policies on Academic Misconduct/Plagiarism; ICT Use; Grievance and Complaint Management; Confidentiality; Conflict of Interest; Copyright Issues; Course Development and Management; Ethics; Equity and Social Justice (including Equal Opportunity); Occupational Safety and Health (including maximum number of students in a classroom); Public Interest Disclosure; Research and Development (including Intellectual Property); Record Keeping Responsibilities; and Student related policies and procedures.
- For staff obligations and responsibilities see www.staff.curtin.edu.au/staffservices/home/staffobligations.cfm

Responding to emergencies

For any emergency on campus **Dial 5**

For Curtin Security **Dial 4444** or **1800 244 043**

If staff or students are injured or seriously unwell, contact the Health Services Centre **Dial 5**

Teaching staff are responsible for managing an emergency until help arrives. If you are in charge of a lecture theatre, library, class room or teaching laboratory, you must act as a Warden until an appointed Warden arrives to take over. For example, if you hear the evacuation alarm signal you must direct the students to:

- place chairs, large bags etc under desks or benches and await instructions;
- if time permits, turn off electrical devices and/or equipment and discontinue laboratory operations; and
- in a controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

For details on responding to emergencies on campus, see www.emergency.curtin.edu.au/.