



Flinders
UNIVERSITY

Contractor Safety Information



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**FLINDERS
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IS A FRESH
AIR ZONE.**



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INTRODUCTION

Flinders University is committed to meeting the standards required by the Work Health and Safety Act 2012.

Registration

Before starting work, any contractor engaged to undertake work on University premises must register their business with Flinders University and all workers must have completed the University online induction.

All contractors undertaking work on sites under the management and control of Flinders University must register their business with the University.

Contractor registration is the process to verify and document that the proposed contractor meets the safety and insurance standards required by the University.

The registration process establishes that the proposed contractor has, where relevant, the following:

- i. insurances - Public Liability/Workers Compensation and Professional Indemnity
- ii. appropriate competencies (qualifications, licenses, registration with appropriate authorities and experience), and
- iii. risk management documentation to demonstrate safety practices, where required.

Contractors are required to hold

- workers' compensation insurance
- \$20m in public liability insurance
- applicable licences
- other insurances such as Professional indemnity as required.

NOTE: *It is the responsibility of the contractor to maintain the currency of the above required information in order remain on the University Contractor Register. Expiration of insurance currency will remove the contractor from the Register and as such they will no longer be permitted to be engaged to work on any University sites.*

Induction is a two stage process.

The first is the Flinders University Online Induction which is a general induction and the second is a site-specific induction.

1. Online Contractor Induction

In order to work at Flinders University all relevant contractors must complete the mandatory University Online Induction prior to coming on site.

The online induction is presented as a series of topics containing key information about the University and requirements for conduct while working on our sites.

This online induction must be completed by each individual worker and is **valid for 12 months**.

2. Site Specific Work Area Induction

A site-specific work area induction must be completed prior to commencing work on site and a copy of the completed induction submitted to the University person and signed by both the contractor and the University responsible person.

A local area induction must be given to the contractors before they begin their work using the [work area induction form](#) to record the details given. This is an opportunity to identify the hazards/unsafe behaviours that may exist in the workplace and to discuss and agree upon the controls to be applied.

Electronic sign in/sign out

- a. The sign in/out process is to allow the University to identify contractors who are onsite and validate they have completed the online induction and obtained an electronic contractor pass.
- b. In the event of an emergency situation on site the sign in/out process allows the University Emergency Response Team to rapidly identify and communicate with all contractors onsite.
- b. All contractors who are authorised to work at a Flinders University site are required to electronically sign in on arrival and sign out on completion of work.
- c. On request contractors will be issued relevant keys or passes at the relevant site sign in point.
- d. Upon request from a Flinders University staff member, a contractor must provide electronic evidence via their mobile sign in device that they are authorised to work on Flinders sites.

CONTRACTOR SAFETY MANAGEMENT AT FLINDERS UNIVERSITY

Flinders University has developed and documented a [Contractor Safety Management Procedure](#) which clearly outlines the responsibilities and work health and safety requirements when contractors are engaged by the University.

The Contractor Safety Management Procedure apply to all University staff who engage companies/organisations and/or individuals under a consultancy, contract or agreement where the University pays the other party to do something and/or provide goods or services, and all contractors, principal contractors, consultants and sub-contractors who are engaged by the University.

Section 10. of the [Contractor Safety Management Procedure](#) states the following in regard to contractors responsibilities

Contractors:

- i. **must not**, through their acts or omissions, do anything that will put at risk their own health, safety or wellbeing or that of any other persons
- ii. **must** comply with relevant health and safety policies and procedures as stipulated by the University, including emergency, risk management and incident reporting procedures
- iii. as a minimum, **must meet** Regulations, Australian Standards and Codes of Practice relevant to the work they are undertaking
- iv. **must** be in possession of all current permits, registrations and any other licensing and competencies required to perform the work and must provide copies of these documents to the University during the registration process or as requested
- v. **in discussion** with the University responsible person, for medium or high-risk work, are expected to undertake a pre-work assessment of the extent and nature of the work, services, products and materials that will be required. This assessment should identify any safety issues associated with the task prior to starting the work
- vi. where identified in the [Requirements for Contractor Engagement Guide](#), **must provide evidence of risk management documentation** relevant to the site and the work being undertaken. This may be via various forms e.g. a job safety analysis (JSA), safe work procedure (SWP), safe work method statement (SWMS) or other relevant risk management documentation that covers the work and location(s) that the contractor has been engaged for. Examples of the level of documentation required is set out in the Requirements for Contractor Engagement Guide
- vii. **must not access** areas or begin work unless they have been given an induction and it is recorded via a site specific Work Area Induction checklist
- viii. **must not enter areas** that are signed authorised access only unless specific access has been obtained e.g. from laboratory safety supervisor or manager
- ix. **must implement** all control methods identified in the safety/risk management documents, including those identified in any [Permits/ Permission to Proceed](#) .
- x. **mobile plant and pedestrian traffic** in the workplace must be controlled (including clear vehicle paths, physical barriers and/or traffic controllers established).
- xi. **must assess and manage** the impact of their work on adjacent areas of the University and manage risks, including noise, dust and fumes, accordingly

xii. **must have in place** processes to manage, store, move and dispose of waste and construction materials.

xiii. must ensure any observed Hazards or Incidents are reported immediately via the

- [University Incident/Hazard reporting system](#),
- to the University responsible person and
- where relevant via their own company's reporting system, and

xiv. **Upon request from a Flinders University staff member**, a contractor must provide electronic evidence via their mobile sign in device that they are authorised to work on Flinders sites.

SITE RULES AT FLINDERS UNIVERSITY

- Work areas to be kept clean and tidy at all times to prevent danger to the health and safety of others.
- Clear the site of all equipment, debris, rubbish and spillage at suitable times during and at the end of each day and at the end of the carrying out of the work.
- University waste bins are not to be used for the disposal of contractors waste.
- Contractors are to arrange to dispose of all waste or excavated material.
- Contractors must not use University drains for waste disposal.
- Contractors must dispose of all waste in accordance with Environment Protection Act guidelines
- Use personal protective equipment in accordance with manufacturer's instructions, as directed and as advised by site signage.
- Report all hazards and incidents as described incident reporting section.
- No smoking anywhere onsite except in designated areas.
- No alcohol or drugs (prescription excepted) to be consumed on any Flinders site.
- Illegal drugs (possession or use) on any Flinders University site may reported to the Police.
- Aggressive behaviour such as bullying, fighting, harassment of any kind will be not be acceptable on any Flinders university site
- Contractors must leave all site amenities in a clean, tidy and hygienic state after use.

Flinders University Code of Conduct

Our values of integrity, excellence, innovation and courage set the foundation for our [Code of Conduct](#). The code is applicable to full time, part time, casual and visiting staff, **contractors**, consultants, and volunteers, and aims to foster a culture of courtesy and respect.

Please familiarise yourself with our expectations and your responsibilities.

INCIDENT REPORTING

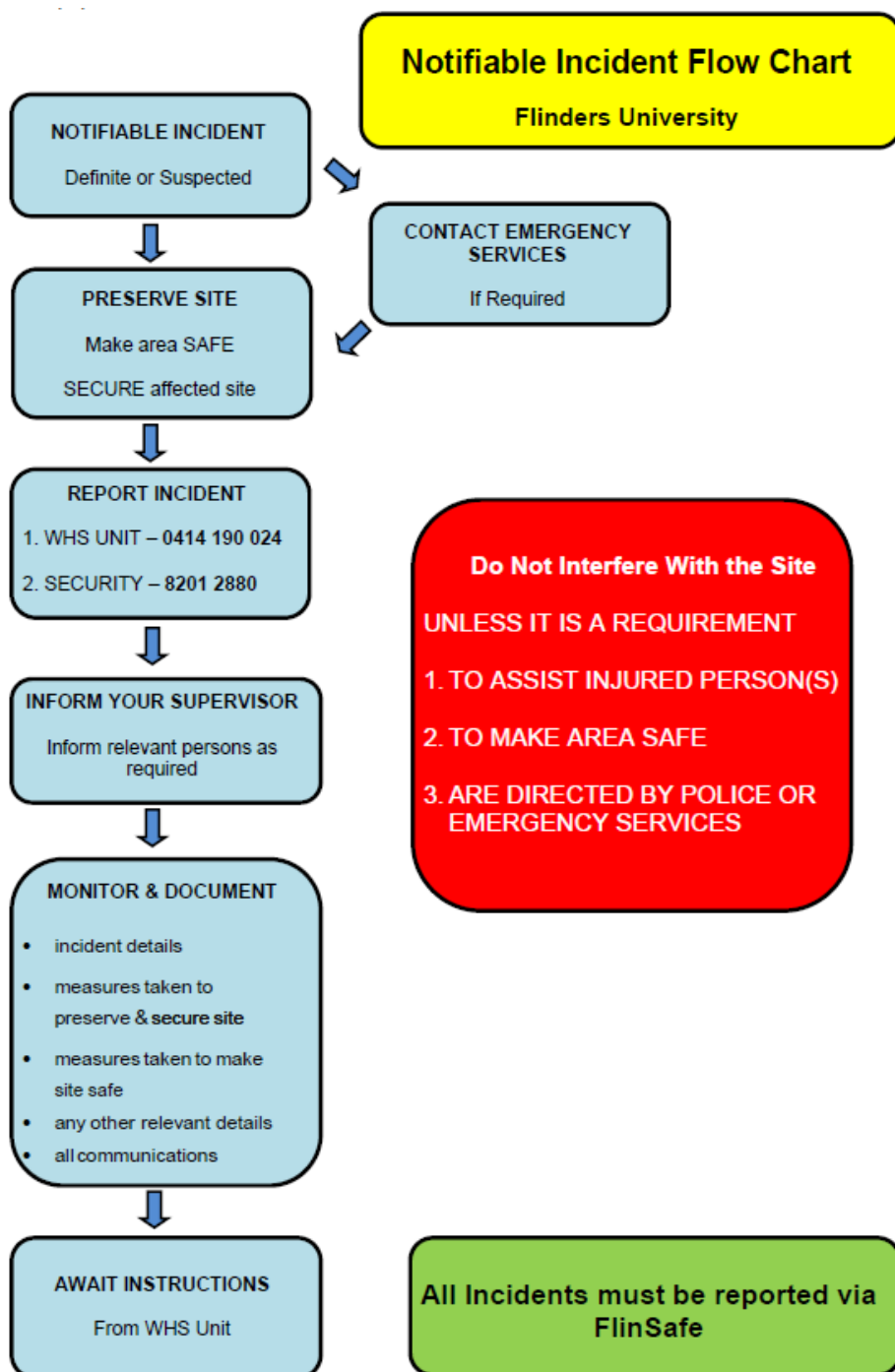
All hazards, incidents and injuries must be reported to the relevant University manager or supervisor as soon as reasonably possible.

Managers and supervisors are required to use [FlinSafe Public Portal](#) to formally record hazards, incidents and injuries relating to University activities.

Records can be created on behalf of others, including students, contractors or visitors.

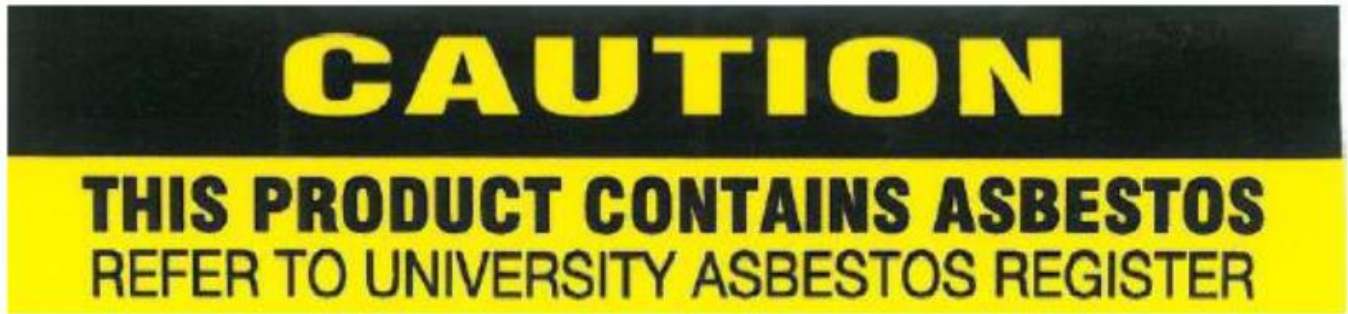
All incidents must be formally recorded within 24 hours of the incident occurring.

The following is the procedure for a definite or suspected notifiable incident.



Report incident via [FlinSafe Public Portal](#)

ASBESTOS MANAGEMENT



Flinders University has a procedure on the identification and management of asbestos and asbestos containing material (ACM).

The [Asbestos Safety Management Procedure](#) .

The University has a developed, implemented and maintains an Asbestos Management Plan as required under regulations 429 and 430 Work Health and Safety Regulations (NT &SA 2012).

[Asbestos Management Plan](#)

Work with or removal of asbestos

The University has a comprehensive register of all identified asbestos and ACM in the University buildings. This register should be used to identify possible locations of asbestos and ACM.

[University Asbestos Register](#)

Please note: The notice requirement is 10 business days.

Before a Flinders University asbestos permit is authorised, copies of the following documents are required on site:

- The asbestos removal notification from SafeWork SA.
- Asbestos removal control plan (ARCP)
- The Safe Work Procedures for the proposed work.
- A site specific Safe Work Method Statement/JSA
- The removalist's licence to remove asbestos.
- The removalist's current insurance cover for asbestos removal.
- The current training records for staff undertaking the removal work.

Further Information

See the University [Asbestos Management Plan](#)



WORK PERMITS AND PERMISSION TO PROCEED PROCESS

Permits and Permission to proceed (PtoP) is a risk management tool used to manage high risk activities within the education or research working environment of the Flinders University.

Permits

Permits have varying minimum notice requirements from 2 to 10 business days depending on the complexity of the permit to work task.

Permits and any supporting documentation (JSA, SWMS, etc) are to be completed by the supervisor or worker directly involved in the task and submitted to Flinders University. Permits are to be completed and authorized prior to the task being undertaken. Approved permits will be valid for the day(s) and time(s) displayed on the document only

Permits apply to the following work

Isolations

Confined Space Entry

Asbestos Work

For further information and or to download relevant Permit documents visit the [Contractor Information](#) page

Permission to proceed (PtoP)

PtoP process applies to the following work

- Hot work
A hot work permission to proceed is to be completed and sent in for authorisation at least 2 business days prior to any work being undertaken involving any:
- Excavation and earthworks
An excavation permission to proceed is to be completed, sent in for authorisation at least 5 business days prior to any work being undertaken
- Working at heights
A working at heights permission to proceed is to be completed and sent in for authorisation at least 5 business days prior to any work being undertaken involving any

The PtoP process focuses on the University's business continuity and public safety. The aim of the PtoP is to form a 'perimeter of protection' agreement between the organisation undertaking an approved task and the University. This document does not preclude the implementation of other risk management processes or legislative obligations to be undertaken by the engaged organisation or their sub-contractors.

PtoP process applies to any worker undertaking a task issued by the Flinders University that meets the PtoP definition.

For assistance with the process please refer to the [permission to proceed application](#) process.



For further information and or to download relevant PtoP documents visit the [Contractor Information](#) page.

PLANT INFORMATION, OUT OF SERVICE, ISOLATION & PERSONAL DANGER TAGS



The purpose of this sheet is to provide practical information on the Plant Information, Out Of Service and Personal Danger Tags so as to avoid any possible confusion and provide a minimum standard for personal safety and plant protection. This is of particular importance where different trades or multi-skilled workers collaborate on routine installation, maintenance and repair work.

- All information placed on the various tags must be printed in ink, not pencil.
- All tags are single use only. When removed they must be torn in half and discarded appropriately.
- These are the minimum University requirements to be adhered at all times while working on any University controlled sites.

1. INFORMATION TAG

 <p>INFORMATION</p> <p>DO NOT REMOVE THIS TAG!</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>COMPANY _____</p> <p>PHONE NUMBER _____</p> <p>DATE _____</p>	 <p>INFORMATION</p> <p>DO NOT REMOVE THIS TAG!</p> <p>REASON: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SEE OTHER SIDE</p>	<p>An Information Tag is blue and white in colour. It is used to provide instructional information only.</p> <p>It should clearly describe the equipment it is referring to and be attached in a conspicuous situation for its intended purpose.</p> <p>It can be placed by anybody who feels there is a need to supply information to other users of the equipment or asset.</p> <p>It can be removed by anyone who has confirmed the information is no longer relevant or the same information is supplied by a more permanent method - e.g. signage.</p> <p>Information Tags are NEVER to be used as an Out of Service or Danger Tag.</p>
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2. OUT OF SERVICE TAG

 <p>CAUTION</p> <p>DO NOT REMOVE THIS TAG!</p> <p>IT IS A VIOLATION OF FLINDERS UNIVERSITY PLANT SAFETY POLICY</p> <p>UNTIL THE EQUIPMENT INVOLVED IS CLEARED SAFE FOR OPERATION</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>COMPANY _____</p> <p>PHONE NUMBER _____</p> <p>DATE _____</p> <p>REASON _____</p>	 <p>CAUTION</p> <p>OUT OF SERVICE</p> <p>DO NOT OPERATE OR ENERGISE</p> <p>SEE OTHER SIDE</p>	<p>An Out of Service Tag is highlighted in black and yellow on a white background.</p> <p>Anyone can place an Out of Service tag on equipment if they consider there is a risk of causing damage to materials, plant or personnel if operated.</p> <p>The tag should be fully completed, signed and dated and attached in a suitable location to prevent its operation by others e.g. a faulty electrical appliance would have a tag placed within 30 cm of its power plug.</p> <p>The person who has placed the tag should then notify University Operations by submitting a Service One request and providing relevant information in relation to the item Out Of Service</p> <ul style="list-style-type: none"> • No one must attempt to operate Out of Service tagged plant. • An Out of Service tag only indicates the plant is unsafe to operate. It does not indicate it is safe to work on. It is not to be used in place of a Personal Danger Tag. • Only a Competent Person is permitted to remove an Out of Service Tag e.g. for an electrical appliance an electrician would be a competent person.
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3. PERSONAL DANGER TAG (Lockout Tag)



**DO
NOT
OPERATE**

SEE OTHER SIDE



DO NOT REMOVE THIS TAG!

UNAUTHORISED REMOVAL

- IS A VIOLATION OF FLINDERS UNIVERSITY PLANT SAFETY POLICY
- MAY CAUSE HARM AND MAKE REMOVER LIABLE FOR DAMAGES AND/OR PROSECUTION

NAME.....

SIGNATURE.....

COMPANY.....

PHONE

NUMBER.....

DATE.....

ISOLATION SECURED

**THIS TAG CAN ONLY BE REMOVED
BY THE PERSON NAMED ABOVE**

The Personal Danger tag is coloured red and black on a white background.

It indicates that the plant to which the tag is attached is being worked on by the individual whose name appears on the tag.

Both sides of the tag must be completely filled in signed, dated and attached with a personal safety lock to all switches/valves or other means of operating or supplying an energy source to the plant.

Danger tags are used for the duration of the work to warn persons at the workplace that:

the equipment is isolated or out of service

the energy source must not be switched back on or reconnected

reconnecting energy source may endanger the life of the worker(s) working on the equipment.

- Personal Danger Tags must be placed so that positive isolation is achieved. Emergency stop buttons and similar controls must not be used for isolation.
- The person whose name appears on the Personal Danger tag is the only person permitted to conduct work under its protection.
- You are not permitted to work under someone else's Personal Danger tag or lock.
- A separate Personal Danger Tag must be attached by each person working on the plant.
- You may only remove your own Personal Danger Tag.
- Placing or removing Personal Danger Tags cannot be done for someone else.
- Each worker must remove their own Personal Danger tags and locks at completion of a task or if they are required to leave the work site for any reason.
- If the task is not complete the worker is required to place a completed Out of Service tag in its place.

EMERGENCY MANAGEMENT

Flinders University has developed, documented and implemented a [Emergency Management Procedure](#) which clearly defines the responsibilities and actions to

- safeguard the University's people, property and operations in the event of an emergency
- enable effective management of emergencies at all University sites, and
- set out the requirement for Emergency Plans to be in place for each site under the management and control of the University within Australia.

These procedures apply to all staff, students, contractors, tenants, volunteers, visitors and controlled entities on sites under the management and control of Flinders University within Australia.

Find information on how to manage different emergency scenarios [here](#).

FIRE AND SMOKE EMERGENCY

Remain calm. Don't panic

Stop - Assess – Act

IN CASE OF FIRE

If you see fire or smoke, do not panic or shout.

Remain calm – remember **RACE**

RESCUE

Rescue any people in immediate danger (only if it safe to do so).

ALERT

Raise the alarm

- ring the Fire Service on 000 or operate the nearest Break Glass Fire Alarm
- notify University Security

CONTAIN

- If practicable, close all doors and windows to contain the fire (only if it safe to do so).
- Try to extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so

EVACUATE

- Evacuate the area using the nearest safest exit.
- Do not use lifts
- Follow directions of local wardens and or Security personnel

After carrying out RACE:

- Follow the instructions of your Fire Wardens, Security and Fire Service personnel.

***The Vice-Chancellor, Vice-President (Corporate Services) or other University Senior Executive delegate are the only officers authorized to send people home if the building is not fit to be reoccupied**

MEDICAL EMERGENCY

Remain calm. Don't panic

Stop - Assess – Act

Assess the patient (apply DRSABCD – Refer Chart Below)

Ask yourself - what has happened? Can I be injured?

Call an ambulance (0) 000

State:

- Your contact number,
- Location, (building, floor level, room no.)
- Nature of emergency,
- Identify yourself.
- Ring University Security 8201 2880 (all security personnel are first aid trained and all security vehicles carry a defibrillator)

DANGER – *to you and patient.* always check the danger to you, any bystanders and then the injured or ill person. Make sure you do not put yourself in danger when going to the assistance of another person

RESPONSE of patient- is the person conscious? Do they respond when you talk to them, touch their hands or squeeze their shoulder.

SEND for assistance.

AIRWAY – is it clear and unobstructed? If the person is not responding and they are unconscious, you need to check their airway by opening their mouth and having a look inside. If their mouth is clear, tilt their head gently back (by lifting their chin) and check for breathing. If the mouth is not clear, place the person on their side, open their mouth and clear the contents, then tilt the head back and check for breathing.

BREATHING – is their chest rising? If breathing normally place in Recovery Position.

CPR –If NOT breathing commence CPR

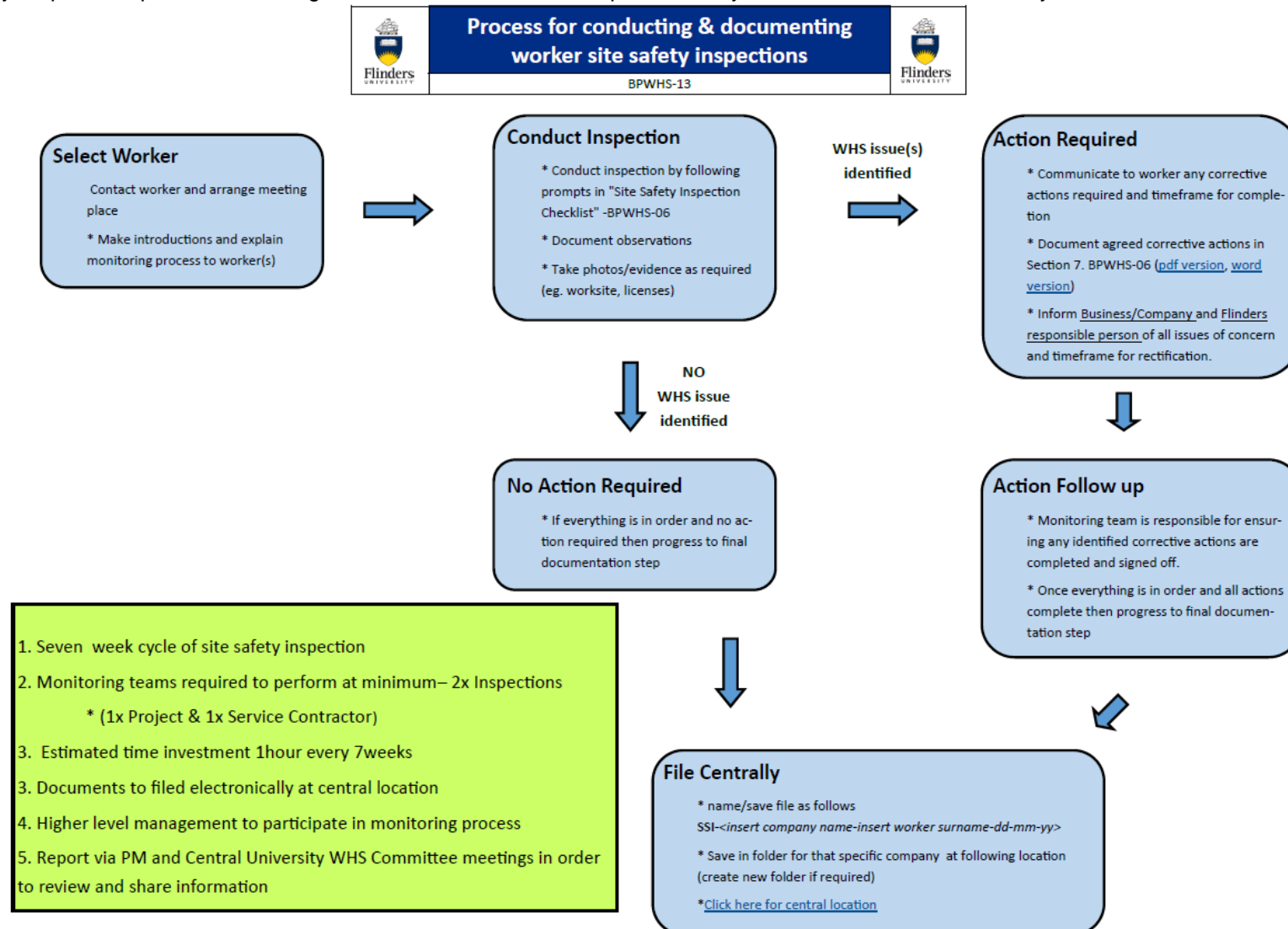
Defibrillation – for unconscious adults who are not breathing, apply an automated external defibrillator (AED) if one is available. (University Security vehicles carry a defibrillator)

Defibrillator Locations-Bedford Park

DEFIBRILLATOR INFORMATION		
BUILDING	LOCATION	MODEL
Sturt West	Flinders Pantry Level 1	Schiller-Easylife
Sturt North	Level 1- outside room N110	'Heartstart' Laerdal
Sturt Gymnasium	Inside gymnasium	Heartsine Samaritan 360P
Flinders Living	University Hall Foyer	'Heartstart' Laerdal
Alan Mitchell Sports Centre	Level 1- adjacent Lift	'Heartstart' Laerdal
Student Hub	Level 1-northern end adjacent lift	Schiller-Easylife
Humanities	Rm 114-Archaeology Technical Office	Mediana-Heart On
Humanities	Pharmacy-Level Zero- Plaza	Lifepak
Physical Sciences	Level 3 Opposite room 3110	Schiller-Easylife
Sir Eric Neal	Level 3 East Wing adjacent stairs	Schiller-Easylife
Tonsley	Ground Level-adjacent lift and concierge desk	Defibtech-Lifeline
Mobile Units	Security vehicle No.1	'Heartstart' Laerdal
Mobile Units	Security vehicle No.2	Schiller-Easylife
Mobile Units	Security vehicle No.3	Schiller-Easylife

CONTRACTOR MONITORING AND EVALUATION VIA SITE SAFETY INSPECTIONS

- The University responsible person will monitor contractor activities in accordance with any regulatory requirements, risk management documentation, licensing, permits or permissions to proceed. This monitoring may be via a number of methods including random audits or [site safety inspections](#).
- The University responsible person will provide contractors feedback if safety issues are identified.
- University staff must notify the University responsible person who engaged the contractor if any unsafe behaviours are being carried out by contractors.
- The University responsible person has the right to ask the contractor to stop work if they believe there is a risk to safety.





WORKER SITE SAFETY INSPECTION CHECKLIST



BPWHS-08

Inspector Name		Date:	
Flinders Employee or Contractor Name:		Business Name:	
Flinders Site Supervisor:		Date Work Commenced	
Project Title or Work Request No			

1. Work Description and Location

2. Induction	Yes	No	N/A	Comment
Has the worker completed the Flinders University Online Contractors Induction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the worker wearing a visible contractor workers pass which is current	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the worker aware of Flinders Security contact number	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3. Work Area	Yes	No	N/A	Comment
Is the work area tidy and clear of slip, trip fall hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Does the work area have appropriate signage, safety fencing barricades to restrict unauthorised access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Has the worker referred to the University Asbestos Register?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4. Permits, Licences and Tag Out Documentation	Yes	No	N/A	Comment
Are Flinders work permit(s) required for work being undertaken	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the worker fully compliant with the requirements of the permits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are isolations of plant/services compliant with Flinders tag out procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Does worker have appropriate training, licences, tickets for the type of work being undertaken	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

5. Plant and other equipment	Yes	No	N/A	Comment
Do the workers tools and equipment appear to be appropriate for the task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is electrical equipment tested, tagged, current and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is portable electrical equipment connected to power by residual current device	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire equipment is clean and currency checked within last 6 months	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All machinery and equipment appears to be in safe condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate PPE is being utilised	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

6. Required Safety Documentation	Yes	No	N/A	Comment
SDS evident and current for all hazardous substance on site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
JSA- site specific	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
JSA- identified safety control measures in use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
For HRCW-SWMS available on site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
SWMS-workers aware of and signed on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
SWMS- identified safety control measures in use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Take 5-risk and hazard assessment for task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

7. Action Required for Identified Non-conformances or Observations

Please attend to concerns detailed in Section 7 by Date:

Follow up will take place to ensure all identified issues have been addressed

Confirmation that action(s) has been completed to a satisfactory standard:	
<i>Inspector name:</i>	<input type="text"/>
<i>Inspector Signature:</i>	<input type="text"/>
<i>Date:</i>	<input type="text"/>

On completion of the inspection submit electronically together with any supporting documentation/images by clicking on submit button:

SUBMIT	CLEAR FORM
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**FLINDERS
UNIVERSITY
IS A FRESH
AIR ZONE.**



Smoke-free Workplace

Flinders University is a smoke-free workplace

Flinders University is a smoke-free workplace with fresh air zones covering the majority of the Bedford Park site except for a small number of [designated outdoor smoking areas](#).

All other University sites are completely smoke-free.

Designated outdoor smoking areas will be clearly marked with signage indicating their location.

Smoking that occurs outside of the designated outdoor smoking areas is deemed to be occurring in a smoke-free fresh air zone and will be a breach of these procedures.

Bedford Park Campus designated areas

Flinders University is a fresh air zone to create a healthier environment for our community. Smoking is confined to designated areas.

For help quitting smoking: quitline.org.au

For more information: flinders.edu.au/smoking-policy



Flinders Living – Rotunda



North Ridge – Western end of Central Library extension



Sturt – Northwest of Library



North Ridge – Lake Walk, near Social Sciences North building



South Ridge – North of Engineina Building

