

## **Student WHS and Safety procedures**

### **Policy**

JTI realises its responsibilities to students, academic and other staff members to ensure a safe and healthy academic and working environment. JTI operates according to appropriate workplace, health and Safety Standards and Procedures.

### **JTI ensures the safety of the students by doing the following:**

- For evening classes, there is always an administration person at the reception.
- Doors are locked after hours.
- There is proper lighting in the buildings.
- The lifts have emergency contact numbers in case of failure and
- The police stations are within easy reach to each campus. These can be contacted by calling 000.
- First Aid Kits are located in each campus (please ask our staff if you cannot locate the First Aid sign)

The following tips will assist to protect the student from unsafe situations.

### **Safety on campus for JTI students include:**

- Students are to know the layout of JTI's campuses including the emergency exits.
- Students are to move away from any threatening behaviour where possible.
- Students are not to leave valuables such as wallets or mobile phones unattended.
- Students are to avoid isolated areas and move around campus with other students where possible.
- Students are to avoid leaving the campus too late.
- Students are to contact a staff member immediately if they observe anything suspicious occurring in or around the campus.

### **Safety in Work Placement**

- Students are to make themselves aware of all safety procedures in their work placement, including evacuation fire warning procedure.
- If the location of the work placement is unsafe for the student to travel (far from the car park, far from public transport), they are to speak to a JTI Work Placement Coordinator so that an alternative work placement can be arranged.
- If students are to perform any task at their workplace that they think will compromise on safety and health, they are to speak to their Work Placement Supervisor. If this does not resolve the problem, they are to contact the JTI Work Placement Coordinator.

### **Safety on transport**

- Students are to use a timetable to plan their travel and avoid unnecessary delays.
- They are to park their car in busy areas rather than dark quiet spots.
- They are to be aware of who is around.

- Students are not to respond to aggressive behaviour and avoid eye contact with others.
- Students should drive their car with doors locked and windows closed at all times.
- Where possible they are to use public transport (JTI Campuses are located near to public transport).

### **Safety on the street**

- Student are to stay alert as awareness is their best defence.
- Student are to cross the street if they feel unsafe.
- Students are to be confident and aware of their surroundings.
- Students are to walk on major roads and paths at night; and not take short cuts through parks.
- If approached by a stranger, they should keep a safe distance.
- If approached for money, students are to advise they have no cash, avoid eye contact and move toward other people.
- If an individual feels they are being followed, they are to change direction and seek a safe place.
- Students are to keep personal items such as wallets and bags close to their body or out of sight.
- Students are to have keys ready to quickly enter the home or car.

#### **22.1. General safety steps to take right now**

- Students should take the time to consider where they might be at risk and what steps they can take to make it safe.
- They should program the emergency number 000 into their mobile phone.
- They should tell people where they are going and what time they will return.
- They should avoid carrying non-essential items such as passport and large amounts of money.

#### **22.2. In case of an emergency at JTI premises, the following is to be done:**

- Call **000** and inform of the emergency
- If asked to leave the building, students and staff are to follow the instructions of the trainer or warden giving the instructions
- No one should use the lifts if unsafe to do so.
- EXIT signs are to be followed.
- Assist self-first, and then assist fellow students/staff.
- In case anyone has been left in the building, people in charge should be informed.

### **Student Conduct and Etiquette (Disciplinary Information)**

JTI expects students enrolled in all courses follow the student code of conduct policy. Students expects behave in a professional and dignified manner with regard to fellow students and trainers.

Students breaching the code of conduct will undergo misconduct procedure outlined in student code of conduct policy and procedure.

**Fees will not be refunded** is a student is discontinued due to misconduct.

