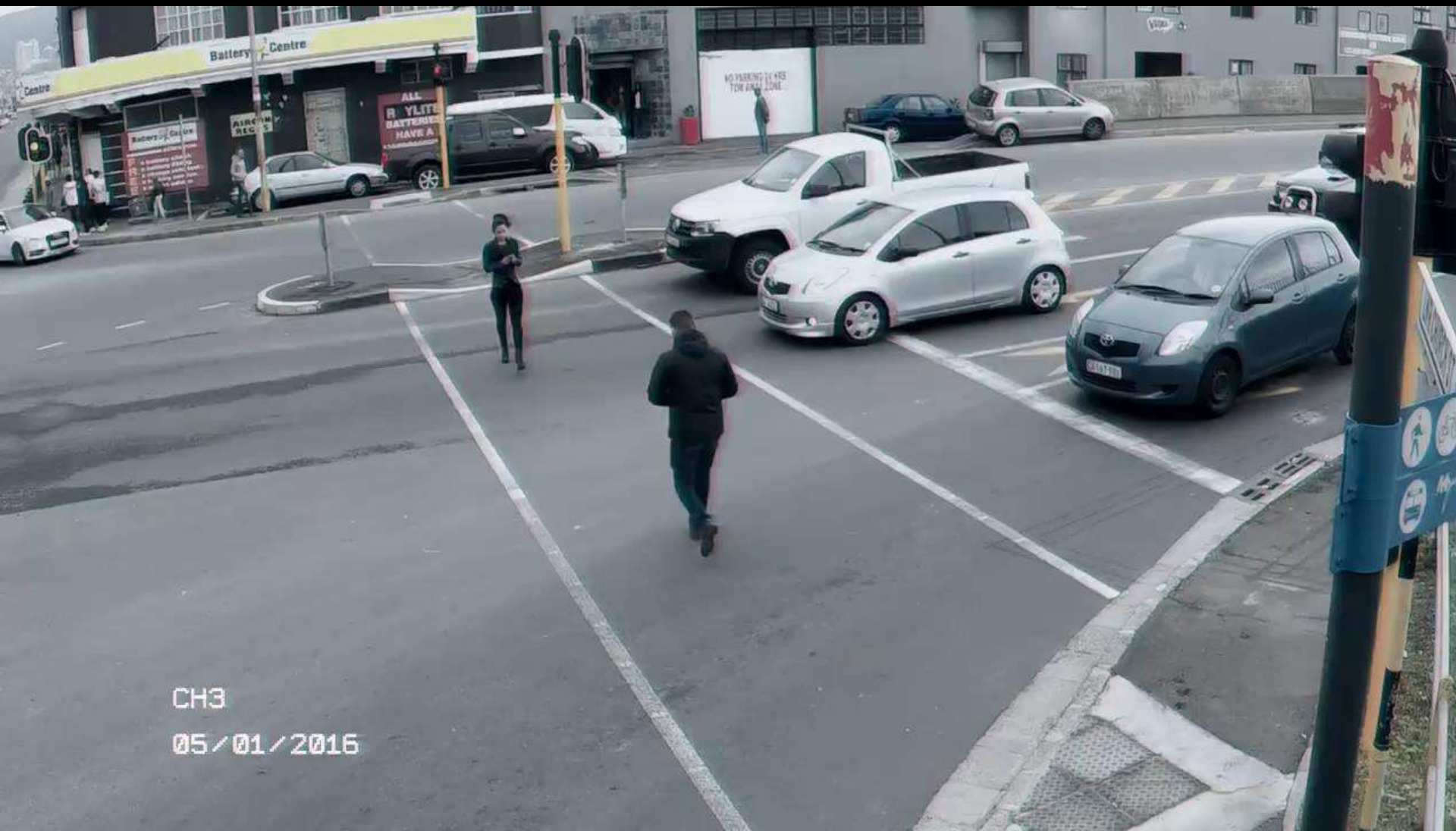




Health & Safety Induction

HEALTH & SAFETY DEPARTMENT

SUNWAY EDUCATION GROUP



CH3

05/01/2016

Objectives

- ▶ To instill knowledge on Emergency Evacuation to EVERY ONE in the campus
- ▶ To inculcate health & safety awareness to EVERY ONE in the campus



Safetymatters

Health & Safety Handbook

Please use QR Scanner and download it

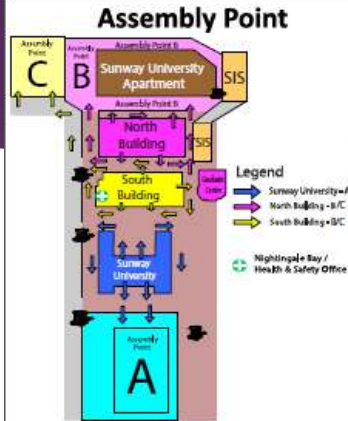


Or download it from <http://bit.ly/seg-hsi>

In an Emergency, Please Call **03-7491 8777**
(24 Hours - Security Emergency Hotline)

(🚒) Emergency Evacuation

1. Upon hearing the emergency alarm, stop all activities and prepare to evacuate.
2. Once evacuation announcement is played, proceed to nearest emergency exit and assembly point.
3. Staff please ensure other staff/ students leave the room immediately.
4. Listen to Floor Marshal instructions, **do not** run, push or use the lift. Priority for elderly, disabled and pregnant ladies.



🔥 Fire Prevention

1. **Do not** obstruct pathways, overload the electrical circuit and smoke/ vape inside the campus compounds.
2. Keep away all flammable materials from heat source.
3. In an event of fire, use break glass panels, or inform Security at 03-7491 8777.



OPERATING YOUR FIRE EXTINGUISHER



🚑 Personal Injury

1. Call Nightingale Bay Nurse at 03-7491 8670 (office hours only).
2. Provide name, contact number, nature of emergency, and location. Apply First-Aid if you are trained to do so. Send injured person to nearest hospital or clinic if required.

🚗 Motor Vehicle Safety

1. Please wear helmets or seat belts when driving. **Do not** drive under influence of drugs, alcohol, or heavy medication.
2. Stay focused and avoid texting or talking on the phone while driving. Be patient, and always plan your journey ahead. In the event of an accident inside campus, inform Security at 03-7491 8777. Exchange information with the other party.

Escalator Safety



1. During an emergency, press the **EMERGENCY STOP BUTTON** immediately, which is located at both ends of the escalator, then inform Security at 03-7491 8777.

🚢 Lift Safety

1. **Do not** try to stop the closing lift doors. Look out for persons rushing into the lift, and please press the "Door Open" button.
2. **Do not** jump and play in the lift.
3. If you are trapped, push the **ALARM** button and wait for communication from Security.
4. **Do not** force open the lift doors and attempt to leave. Be patient, help is on the way.
5. Inform Security at 03-7491 8777 if there is a phone signal.

💣 Bomb Threat

1. Keep calm, and treat all threats as genuine. Record all details given to you and inform security immediately at 03-7491 8777.
2. If the threat is by telephone, keep the person talking and ask for the location and indicated time for the bomb to explode.
3. **Do not** replace the handset, as this enables the call to be traced.

📦 Suspicious Package

1. **Do not** touch and open the object. This may detonate a bomb.
2. Inform Security immediately at 03-7491 8777 and provide the following details: Your name, location, description of package and smell.
3. Leave the object and refrain others from going near it.
4. Wash your hands with plenty of soap and water.
5. Seek medical advise if necessary.

🧴 Chemical Spill/Leak

1. Evacuate the area immediately. Ventilate the area if safe to do so. Report the spill to area supervisor and call Security at 03-7491 8777.
2. Try to barricade and isolate the area. Be prepared to evacuate the building.
3. To clean up, refer to available **Safety Data Sheet**, relocate and decontaminate the affected personnel before applying First-Aid.
4. If there is a gas leak, isolate valves on cylinders and immediately call Health & Safety at 03-7491 8678.

👤 Threatening Behaviours

1. **Your safety is the first priority.** Seek assistance from Counselling & Wellness in Student LIFE, or the Health & Safety Department.
2. If you are threatened (written form, phone calls or observation), **leave the area immediately** and inform Security at 03-7491 8777.
3. Threatening behaviours can include: Panic attacks, drug and alcohol overuse, self-harm, standing on edge of high building, display firearm or weapon, physically attacking another person/ object, prolonged or frequent shouting.
4. If safe: **Do not** invade or leave the person alone. Remain calm and keep your hands in view. Try to keep them away from potential danger. Reassure and engage the person calmly and listen non-judgementally.
5. Record incident details and inform lecturer/ supervisor immediately.

Emergency Contacts

Sunway KL Campus	
Emergency / Campus General Line	03-7491 8777
Security (Sunway College)	03-7491 8777
Security (Sunway University)	03-7491 8777
Nightingale Bay - Nurse*	03-7491 8670
Health & Safety*	03-7491 8678

* Office hours : 8.30am - 5.30pm, Monday - Friday

How to call for help during
emergency?



**New 24 Hours Security
Emergency Hotline:**

03-74918777

Note:

This hotline is dedicated to EMERGENCY CASES ONLY. Other non-emergency or administration related matter, please call ext 8111.

Message by: Security Department



Earthquake



Fire

Flood



Chemical hazard



Fire is the most common hazard

Civil disorder



Bomb threat

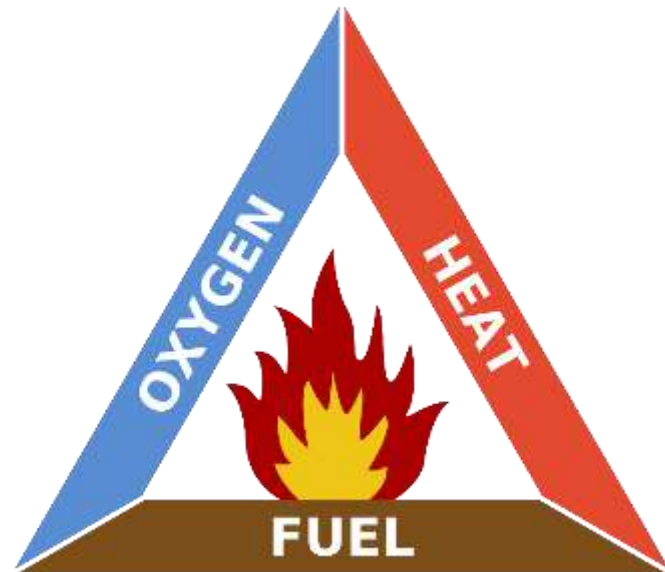


Suspicious mail & package



Fire Prevention

- ▶ Keep away OR store all solid materials from heat.
- ▶ Keep OR store all flammable liquids in a locked metal cabinets.



Fire Prevention - WHAT WE CAN DO TO PREVENT FIRE?

- ▶ Smoke and vape free campus



SUNWAY'S 
SMOKE-FREE JOURNEY
Championing community's right to clean air

WHAT TO DO BEFORE EMERGENCY (NORMAL TIME)

- ▶ Look for the evacuation routes which are clearly marked by signage posted on the walls all around the campus.



Layout of Sunway University Level 12



Level UG

Inside stairwell



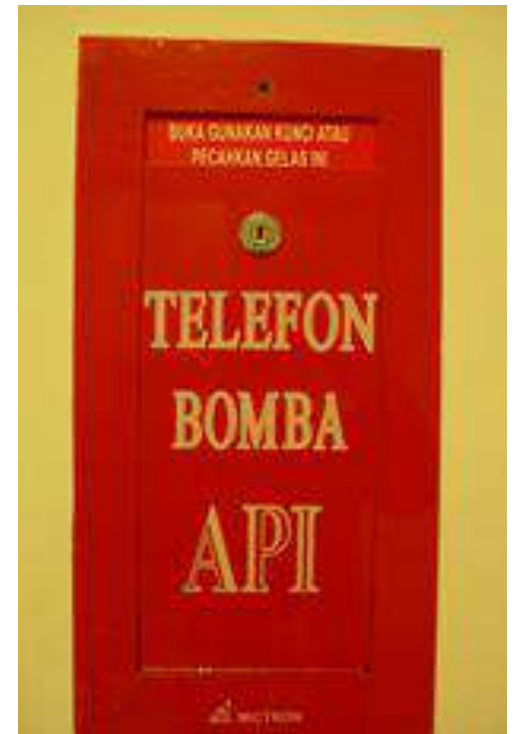
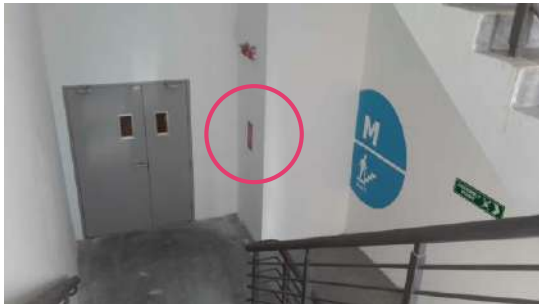
Break glass to exit

Outside stairwell



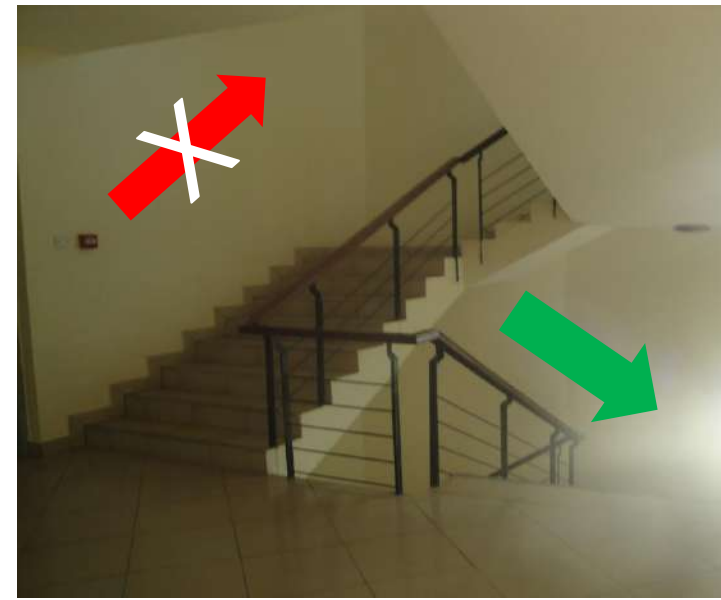
Additional Fire Safety Info

- ▶ BOMBA intercom located at each floor at the staircase area for communicating with control room for assistance during an emergency.

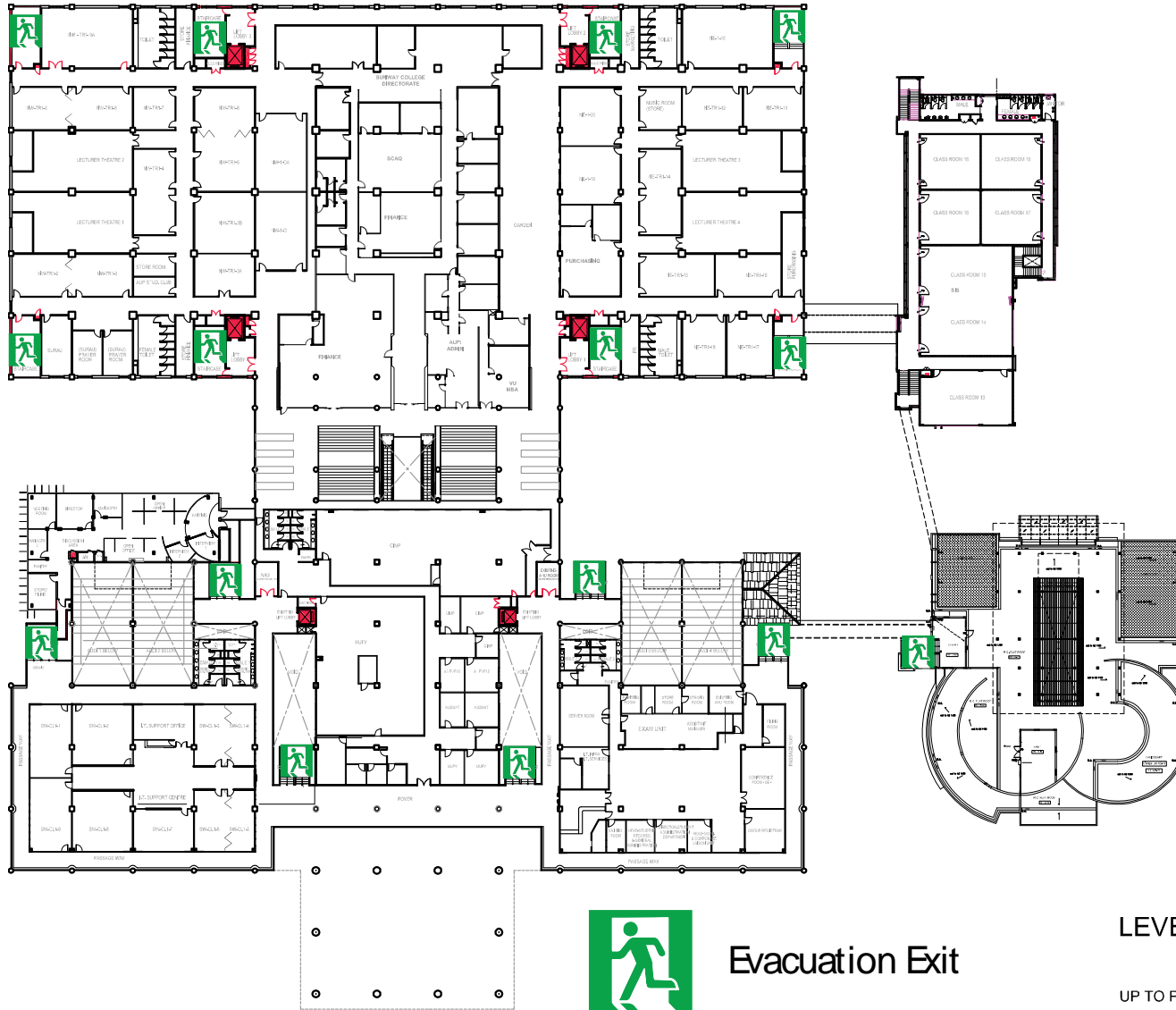


Additional Fire Safety Info

- ▶ The **SAFEST AREA** during a fire is the **STAIRCASE**.
- ▶ **Do not** attempt to go to the rooftop as a means of escape.
- ▶ **Rooftop is locked at all times.**



Layout of North and South



Evacuation Exit

LEVEL 1 PLAN

1:500 @ A3

UP TO PHASE 2A: 27/6/16

What to do during fire?

- ▶ Alert others by SHOUTING, FIRE FIRE FIRE

Fire! Fire! Fire!



What to do during fire?

- ▶ Keep CALM and walk to the nearest emergency assembly area



No Running



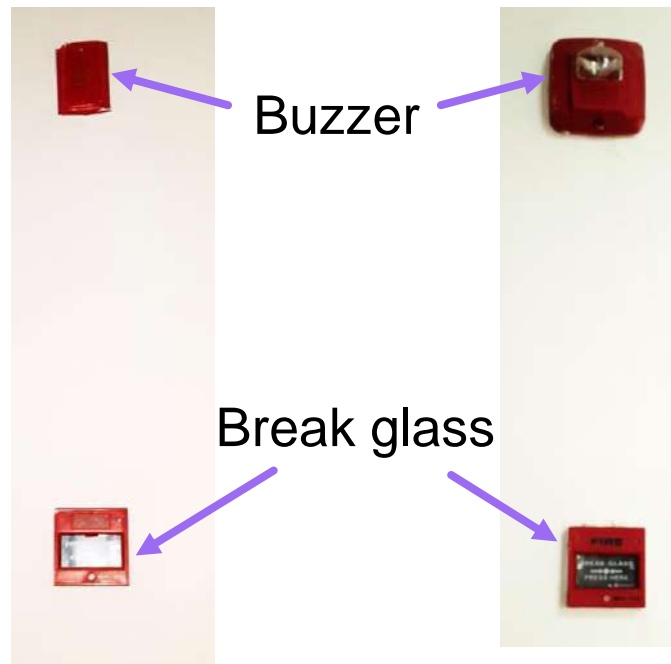
Do not use lift



No Pushing

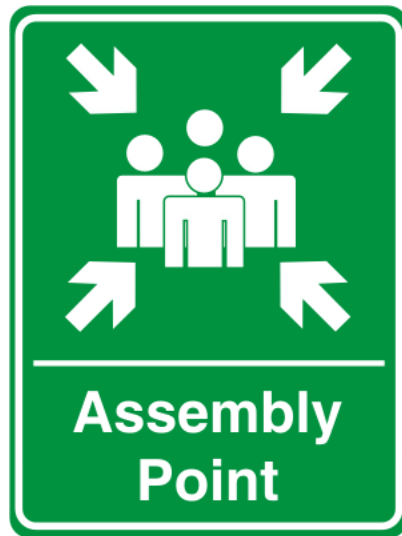
What to do during fire?

- ▶ Raise the alarm by breaking the nearest Break Glass Call Point



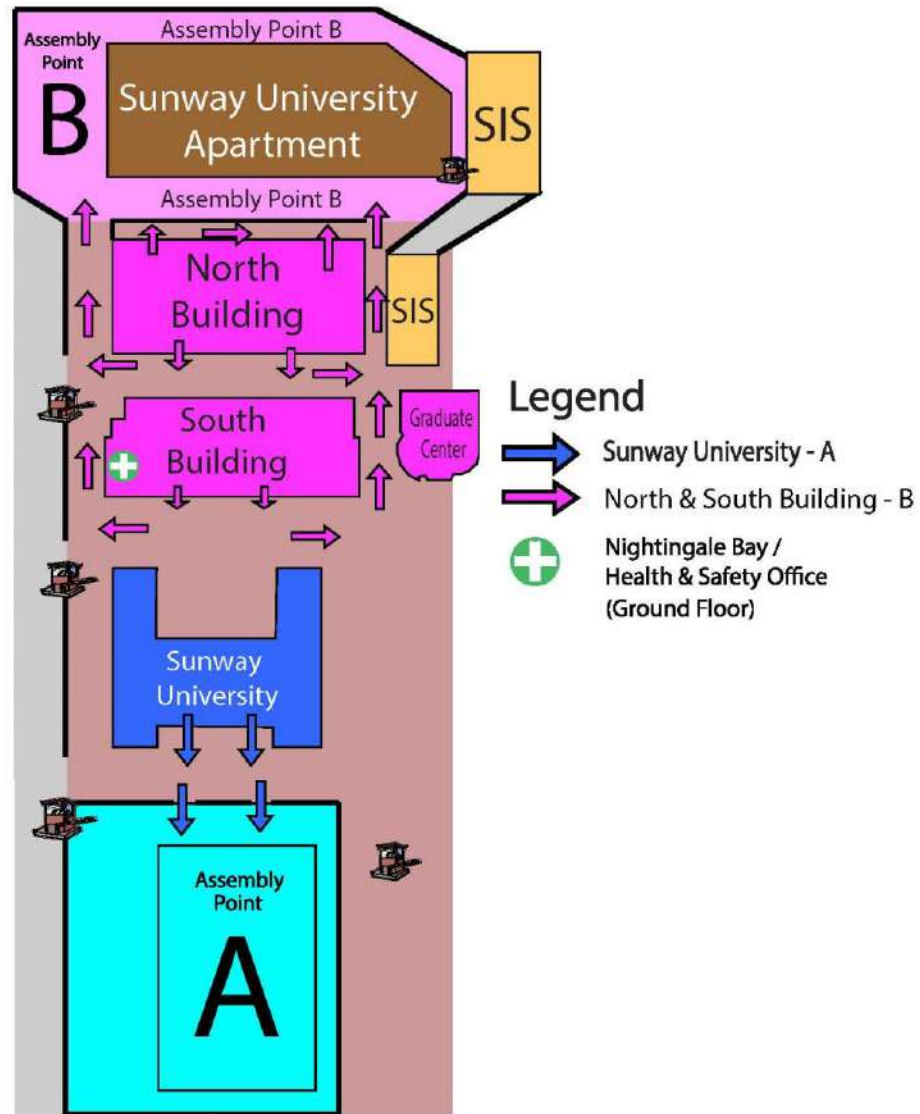
WHAT TO DO DURING AN EVACUATION

- ▶ WALK briskly down the escape route to the nearest fire escape door to the Assembly point.



Door Release
Break Glass

Assembly Point



WHAT TO DO DURING AN EVACUATION

- ▶ Follow instructions given by Emergency Response Team Members
- ▶ On hearing the Emergency Alarm followed by Evacuation announcement through PA system, Keep CALM



WHAT TO DO DURING AN EVACUATION

- ▶ Crawl on the floor if and when there is thick smoke.



WHAT TO DO DURING AN EVACUATION

- ▶ GIVE priority to the elderly, the disabled and pregnant ladies.



WHAT TO DO DURING AN EVACUATION

- ▶ Report to floor/zone marshal of sick persons, friends entrapped.
- ▶ Wait for the “all clear signal” before re-entering the building.



OPERATING THE FIRE EXTINGUISHER



T

WIST TO BREAK THE CABLE TIE



P

ULL THE PIN



A

IM AT THE BASE



S

QUEEZE TRIGGER



S

WEEP

Remember:

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle



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.com

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Lightning Warning



STOP ALL OUTDOOR ACTIVITIES AND
EVACUATE THE FIELD WHEN YOU HEAR A
15-SECOND HORN BLAST & SEE
CONTINUOUS FLASHING STROBE LIGHTS

REMAIN INDOORS UNTIL THE STROBE LIGHTS STOP FLASHING
AND YOU HEAR THREE SHORT BLAST OF THE HORN



3R – Reduce, Reuse, Recycle

Clean & Green



Initiated by:
Safety & Health Department



E-waste Bin



Recycle Bin

IMPORTANT ADVICE

- ▶ If you feel sick when you are in the campus, visit the **Sick Bay** immediately. Seek advice from the Nurse :-

Ms. Kamala Devie (Nurse)
Nightingale Bay
03-7491 8670
(Office Hours Only)

Services Provided

- ▶ Basic first aid care only.
- ▶ Relieve pain from minor injuries sustained during office hours in the campus on the same day.
- ▶ We do not treat pre-existing illnesses such as fever, flu, cough, sore throat, cuts and old wounds.
- ▶ Ambulance service for emergency cases only; e.g uncontrolled bleeding, deep cuts, unconsciousness

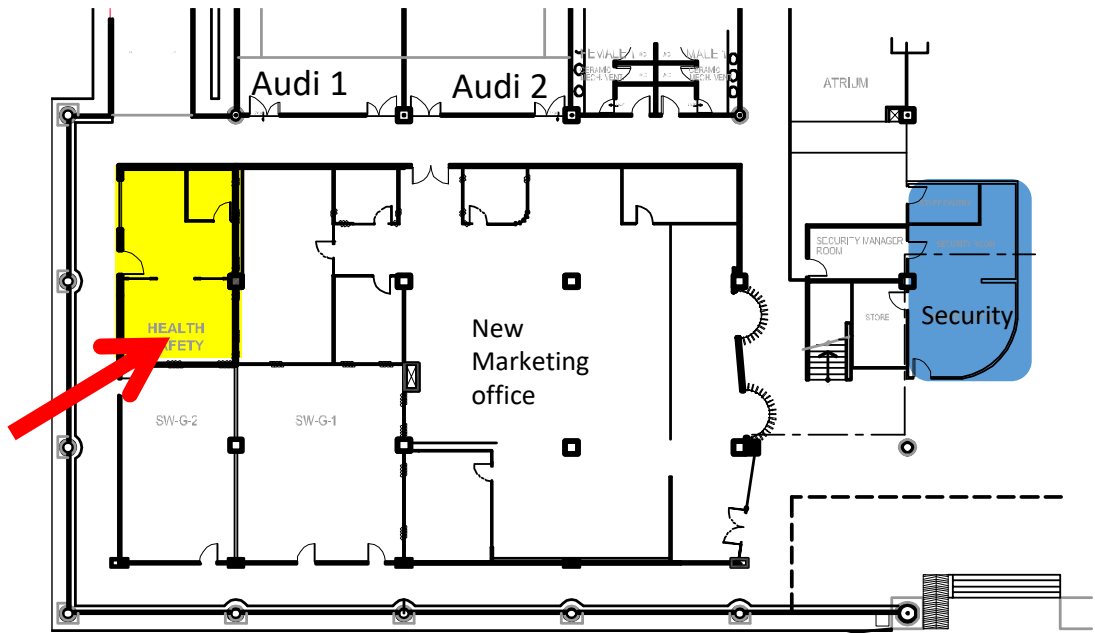
Health & Safety Office & Nightingale Bay Location

Direct Dial Number:

Health & Safety Office
03-7491 8678

Nightingale Bay
03-7491 8670

WE ARE HERE



Ground Floor, South Building, West





Have a nice day!