

## Safety Rules for Library Clients

**Purpose:** The Library's Safety Rules for Clients establish the basic requirements which apply to all persons at Macquarie University Library.

**Application:** All persons, including University employees, contractors, students, and visitors. (See separate Safety Rules for Library Employees)

**Definitions:** Plant: Includes any machinery, equipment or appliance.  
PPE: Personal Protective Equipment.

**Premises:** Building or places where persons work.

**Responsibilities:** All contractors, Library clients and visitors are to comply with these rules.

### ➤ Behaviour

Macquarie University Library believes strongly in creating and fostering a respectful work and study environment for all Library clients. All clients are expected to comply with the University's Code of Conduct and the Library Rules.

### ➤ Smoking

A non-smoking policy applies inside Macquarie University Library and within 10 metres of the entry and exit doors.

Smoking is allowed only in designated outdoor locations. Smokers are expected to dispose of cigarette butts and ashes in designated containers.

### ➤ Alcohol/ Drugs

Entering the Library while under the influence of alcohol or illegal drugs is strictly prohibited. It is Macquarie University Library's intent and obligation to provide a substance free, healthy, safe and secure environment for all Library clients.

### ➤ Medical Emergencies

Report any medical emergency to Library staff or to any service desk. The Library has staff designated as First Aid Officers who will be able to assist.

➤ **Hazard Reporting**

Any person who identifies a potential danger or hazard in the Library is to first do what they can, provided it is safe to do so, to make the situation safer. This may include warning nearby persons of the danger, highlighting the danger in some way or isolating it. The hazard is then to be reported to a member of Library staff who will ensure that the hazard is reported to the appropriate department for action. Library staff wear lanyards or badges that clearly identify them as staff.

➤ **Breaches of Safety Rules**

Any breach of Macquarie University Library's site or legal safety requirements may, after investigation, result in the offending person being subject to disciplinary procedures.

➤ **Hazardous Substances on Site**

Any person, including a contractor or sub-contractor, who brings any hazardous substance on site, is to provide in advance an MSDS (Material Data Safety Sheet) for that substance to the Library contact. Any person using or storing a hazardous substance on site is to do so in accordance with all information supplied in the relevant MSDS for that substance.

➤ **Electrical Leads**

Library clients are not permitted to plug electrical leads or extensions into any Library power point. Only University supplied electrical leads and extensions are to be used. The exceptions to this are leads supplied and used by contractor personnel approved by the Office of Facilities Management.

➤ **Access/ Egress**

All passageways to emergency exits must be kept clear of stored material, rubbish etc. Library clients are not permitted to loiter in egress passages or near emergency exit doors. Access to all fire fighting equipment such as fire extinguishers and fire hose reels must be kept clear.

➤ **Signs**

All persons must comply with the requirements of any safety signs on site. The wilful defacing of any sign is an offence.

➤ **Emergency evacuation**

All Library clients must follow the instructions given to them by Library staff during an evacuation. When instructed to do so, Library clients should leave the building in an orderly fashion via the closest emergency exit.