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.hr.curtin.edu.au/conditions_of_employment.cfm
- Staff are bound by their obligations in Curtin’s Disabilities Access and Inclusion Plan (www.unilife.curtin.edu.au/health_wellbeing/daip_disability_legislation.htm), the Disability Education Standards 2005, and Disability legislation which includes the amendment directing that all curricula be inclusive, see www.unilife.curtin.edu.au/health_wellbeing/disability_services.htm
- 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.hr.curtin.edu.au/staff_obligations.cfm

Responding to emergencies

For any emergency on campus dial 5555
For Curtin Security Dial 4444 or 1800 244 043
If staff or students are injured or seriously unwell, contact the University Health Services dial 7345

Teaching staff are responsible for managing an emergency until help arrives. It is the responsibility of the lecturer/tutor to ensure that their class is evacuated and to maintain control of the students during an emergency until released by the building wardens. If in a laboratory, follow specific local evacuation instructions in respect to making hazardous substances and experiments safe prior to evacuating, if safe to do so.

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