

# EPA Visitor Information

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ENVIRONMENT PROTECTION AUTHORITY





## About us

**Our vision:** A healthy environment that supports a liveable and prosperous Victoria.

**Our commitment:** We are passionately committed to protecting Victoria's environment to meet the needs of current and future generations.

**Our role:** We are an effective environmental regulator and an influential authority on environmental impacts.

## Visitor information

All visitors should note the following:

- EPA is a smoke-free workplace
- any visitors under the influence of drugs or alcohol will be asked to leave the premises
- EPA is committed to providing a working environment that is free from discrimination, harassment, sexual harassment, bullying, violence and victimisation.

All visitors have a responsibility to treat all EPA employees and all other people in the workplace with courtesy and respect. If you believe that an EPA employee has treated you, or behaved, inappropriately you should immediately contact the People & Culture Manager on 9695 2500.

The *Information Privacy Act 2000 (Vic)* applies to all Victorian public sector organisations. To assist the EPA in meeting its privacy and confidentiality obligations to those we are in contact with, we ask that you respect the privacy and confidentiality of any personal or business information to which you may be exposed.

## General information

### Occupational health and safety

EPA's objective is "Zero Harm". This means that every employee, contractor, and every visitor to an EPA workplace is protected from any physical, psychological or potential harm or injury, as far as practicable.

EPA is committed to:

- providing a safe and healthy workplace
- promoting the health, safety and wellbeing of all employees, contractors, volunteers, and visitors in the workplace
- eliminating work-related injuries and illnesses, and unsafe work practices.

EPA recognises that health and safety is the responsibility of all employees, managers and all other individuals who are present on EPA premises.

### Visitor requirements

All visitors are required to:

- sign in as a visitor and wear the visitor's pass at all times
- be accompanied while in the office by an EPA employee, unless otherwise authorised
- follow the directions of the EPA employee accompanying them.

### Each EPA office has an Automated External Defibrillator (AED)

The AED will comprehensively guide the user through its use if someone is in cardiac arrest. All EPA first aid officers have been trained in its use.

In a first aid emergency where someone is in cardiac arrest contact reception on extension 52896 and call for an ambulance.

*The AED At Macleod it is located on level 1 at EPA reception.*



## Emergency information

### In an emergency, the evacuation system will activate an alarm.

**STAGE 1:** on hearing the alert tone

**'BEEP, BEEP, BEEP'**

- Be aware of an emergency situation occurring.
- Lock away confidential files, save your work and turn off electrical equipment if appropriate.
- Prepare to evacuate.
- Be prepared to follow the directions of the Emergency Wardens.

**STAGE 2:** on hearing the evacuation tone

**'WHOOOP, WHOOOP, WHOOOP'**

- Evacuate the building immediately via the nearest safe exit or as advised by the Emergency Wardens, closing all doors behind.
- DO NOT use the lifts or internal stairs.
- Proceed to the external assembly area (refer site plan) or follow the directions of Emergency Wardens.

**STAGE 3:** on returning to the building

- All employees, contractors and visitors should remain at the assembly area until the building has been declared safe.
- DO NOT re-enter the building until advised.
- The Emergency Services and/or the EPA Chief Warden will direct when it is safe to re-enter.

### Remember in an emergency do not use lifts or the internal stairs.

### Duress alarms

CES Macleod has a number of duress buttons located around the building should someone require assistance due to a medical emergency or other threat to welfare.

On pressing a duress button the duress alarm is sounded and floor wardens respond to check the buttons throughout the building. Pressing the duress buttons will also cut off gas supplies to laboratories and other infrastructure within the building. There is no need to exit the building when the duress alarm is activated unless directed to do so by a warden, or if the fire alarm has been triggered.

Duress buttons are coloured red and are usually covered by a protective shield to prevent them being accidentally activated.

# In case of an emergency

The Chief Warden has overall responsibility for EPA during an emergency. The Chief Warden wears a white hat and the emergency wardens wear red hats.

All employees, contractors and visitors must follow the directions of the wardens at all times.

If an emergency evacuation is required please move quietly and calmly to the directions given to the evacuation assembly area and remain in the company of an EPA employee.

# First aid treatment

EPA has designated first aid officers located on each floor at each worksite. Advise the EPA employee accompanying you, should you require any treatment.

- All incidents and injuries must be reported. It is important for all visitors to advise their EPA contact if they are injured or require assistance.
- In the event of an emergency evacuation, the first aid officers wear green hats.

# Evacuation assembly area

The primary evacuation assembly area for CES Macleod is in the grass area at the front of the building, adjacent to Ernst Jones Drive. The secondary assembly area is to the rear on the building on top of the embankment. Always proceed to the primary assembly area unless directed to the secondary assembly area by wardens.



If you need interpreter assistance or want this document translated, please call 131 450 and ask to speak with the Environment Protection Authority (EPA).



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