

Australian College of Christian Studies

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Australian College of Ministries

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Good Shepherd College
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Graduate Research School

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Nazarene Theological College

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New Zealand campus
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NSW College of Clinical Pastoral Education

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St Andrew's Greek Orthodox Theological College

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St Cyril's Coptic Orthodox Theological College

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Korean School of Theology

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Brisbane campus (located within Nazarene Theological College) 40 Woodlands Drive, Thornlands QLD 4164
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Melbourne campus (located within Yarra Theological Union) 98 Albion Road, Box Hill, VIC 3128
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**Health
and Safety
Booklet**

At the Sydney College of Divinity we are committed to an environment that is safe, inclusive and respectful for all students and staff. All members of the Sydney College of Divinity community have a right to feel safe and secure, and to be treated with respect and dignity.

Student Support Officer

The Student Support Officer, usually the Registrar of your college, is the person to contact for health, wellbeing, and safety, concerns and questions.

It is important that you know the name and have easy access to the contact details of the Student Support Officer at all times.

The Student Support Officer is your point of contact to assist you with:

- security and safety concerns
- health services information
- counselling / chaplaincy services information
- legal services information
- harassment / inappropriate behavior reporting
- hazard and critical incident reporting
- health and safety policies and procedures

Stay safe

Though Australia is considered a safe place to live and study, it is important to look out for ourselves to help us be safe. The following is provided as general advice for personal safety:

- avoid walking alone at night
- be aware of your surroundings
- avoid isolated areas
- tell someone if you're going out alone
- be cautious when using ATMs
- be aware of online scams
- carry your mobile phone with you
- attract attention and call for help if you're being harassed or followed
- don't leave your bag/valuables unattended

Personal health and safety responsibilities

As a Sydney College of Divinity student you should be aware of your responsibilities. Students must:

- take reasonable care of and cooperate with actions taken to protect the health and safety of both themselves and others
- follow safe work practices
- seek information from the Student Support Officer about new or unfamiliar tasks
- report all health and safety concerns, incidents and hazards to the Student Support Officer
- follow safety plans and procedures, including emergency evacuation procedures
- know what to do
 - in an emergency
 - when an incident occurs
 - if you see a hazard or risk

Health services

For all medical emergencies, call 000.

The General Practitioner (GP) will be your first point of contact for general health matters. The Student Support Officer will provide you with contact details of local GPs. If you require specialised treatment your GP will refer you to a specialist.

If you need to see a doctor after hours but not in an emergency, call the National Home Doctor Service on 13 74 25.

In case of injury medical assistance should always be sought at the earliest. For serious accidents and emergency medical situations call 000 for an ambulance. All public hospitals have emergency departments which operate 24 hours.

Wellbeing services

The Student Support Officer will provide you with information about the student support services

offered by the college, including counselling and chaplaincy services.

Students are encouraged to take care of their own physical and mental wellbeing - to exercise, follow a healthy diet, rest and sleep well. Be familiar with details on computer comfort like how to set up your workstation and do some stretch exercises.

Legal services

For students seeking legal advice, the Student Support Officer will provide you with information to help you access legal services.

Sexual assault / harassment reporting

Report any concerning behaviour to the Student Support Officer or any member of staff, as soon as possible. All matters will be treated confidentially by the college staff. If you believe the behaviour is criminal, report it directly to the police.

Hazard and critical incident reporting

A hazard is defined as something that has the potential to harm the health, safety and wellbeing of people. If you see a hazard, report it immediately to the Student Support Officer, lecturer or relevant staff member.

Any critical incident must be reported to the Principal via the Student Support Officer.

The information provided in this booklet can only assist you in the most general way. Contact the Student Support Officer at the college you are enrolled with for detailed information.

Fire, medical or police emergency | dial 000

Download free app at emergencyapp.triplezero.gov.au

Report online scam | cyber.gov.au/report

National Home Doctor Service | 13 74 25