



## 51ST BATTALION, THE FAR NORTH QUEENSLAND REGIMENT

### VISITOR SITE INDUCTION BRIEF

Reviewed May 2023

#### INTRODUCTION

Visitors to the 51st Battalion, Far North Queensland Regiment (FNQR)'s Porton Barracks in Cairns are to read, understand and acknowledge their compliance with the information contained within this Site Induction Brief, prior to entering any areas within Porton Barracks.

By reading this document and signing the visitor register you acknowledge that you have understood the information contained herein, and will comply with these requirements and with all reasonable directions of Defence Personnel (Military and Civilian) in this building and its facilities.

51 FNQR recognises and accepts that it has an obligation under the Work Health and Safety Act 2011 to provide a healthy and safe working environment for its workers<sup>1</sup> and visitors.

Security implemented at 51 FNQR is specifically aimed at protecting all workers, visitors, Defence assets and infrastructure.

#### EMERGENCY CONTROL ORGANISATION (ECO) STAFF IDENTIFICATION

- Chief Warden/Deputy Chief Warden – White Cap
- Section Warden – Red Hat
- Floor Warden – White Hat
- First Aider – Green Hat

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<sup>1</sup> Workers include employees, contractors and volunteers working for a Commonwealth or non-Commonwealth licensee business or undertaking.

#### SAFETY

**USA:** MAJ K Waring PH: 0412 486 001

**AUSA:** MAJ G Davies PH: 02 6053 3435

Safety requires your compliance and cooperation. Accordingly, all visitors have a duty to:

- Take all reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply with any reasonable instruction that is given by the Commonwealth to allow the Commonwealth to comply with the WHS Act
- Comply, so far as they reasonably can, with any reasonable instruction given by the PCBU or member of the ADF

#### First Aid

First Aid Attendants are available in most occupied buildings should you require attention. Your First Aid Attendants are:

- WO2 C Golden PH: 07 7514 5669
- For all medical emergencies contact the QLD Ambulance Service. Tel: 0-000

#### HAZCHEM

51 FNQR has Hazardous Chemicals or Dangerous Goods (HAZCHEM)<sup>2</sup> stored within Porton Barracks. Any visitors that suspect or see any HAZCHEM they believe is outside normal domestic quantities are to report the incident to a Defence representative. Your HAZCHEM Safety Advisor (HCSA) is:

- SGT K Walker PH: 07 4281 2321
- MAJ K Waring PH: 0412 486 001

#### HAZARDS

There are areas within Porton Barracks that contain machinery and/or plant equipment. These areas are clearly identified and any movement within or around these areas is only to be done when accompanied by a site representative.

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<sup>2</sup> Outside normal domestic quantities

## SECURITY

Access to Porton Barracks does not confer any rights to an individual to access all areas. Visitors who are granted 51 FNQR access are to:

- Report to the 51FNQR headquarters
- only access/enter those areas to which they have been granted access
- at all times wear and display, the issued Visitor Defence ID/access card in a prominent position above the waist and in front of the body
- present their issued Visitor Defence ID/access card when requested to do so by any Defence representative
- not lend their card to any other person
- return Defence ID/access card to the Visitor Reception Centre on exit.

## Photography

No photographs, images, or video footage of 51 FNQR are to be taken without prior authorisation being sought and granted by the S2 cell or Unit Security Officer who can be contacted through the unit orderly room.

## Emergency Response (Including Armed Intrusion)

All emergency incidents within Porton Barracks must be reported immediately to a unit safety representative or your nearest Defence member. In the event of an emergency, follow all directions by Emergency Control Wardens. A copy of emergency evacuation points is overleaf.

In certain situations, the containment of all base personnel may be essential to an effective emergency response such as a Base wide 'Alert', 'Lockdown' or 'Evacuate'. This may be the result of a deliberate, negligent or accidental event.

Should this occur, the Base Emergency Control Organisation will be activated and you will be required to act promptly and follow all directions by Defence representative/s. In order for us to protect you, if you hear 'Alert, Alert, Alert' or 'Lockdown, Lockdown, Lockdown' you must immediately:

- Evacuate all open spaces and move inside or close to the nearest building
- If involved in activities on the grassed playing field, move to Battalion HQ
- Follow the directions of wardens to secure compartments or evacuation points.

In all buildings, there will be at least one trained Warden who will help you. Wardens will be wearing a White, Yellow or Red coloured cap.

Throughout any emergency or incident, you are required to follow the instructions without question, and conduct yourself in a safe manner at all times.

## Smoking

Smoking is not permitted within any Defence buildings, structures, vehicles or designated 'No Smoking' areas.

There are a number of designated 'Smoking' areas located throughout the base.

