

# The Faculty of Engineering & Industrial Sciences

## Postgraduate Office Etiquette

Based on Swinburne University of Technology's Code of Conduct as it applies to **both staff and students**...  
<http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2008/131>

### Safety

Please report any hazards to your supervisor or the Operations Manager, Ext.3167, and complete an incident/hazard reporting form available online:

[http://www.swinburne.edu.au/corporate/hr/ohs/ohs\\_incident\\_reporting.htm](http://www.swinburne.edu.au/corporate/hr/ohs/ohs_incident_reporting.htm)

### Security

Please keep valuables secure. Always lock the door if you're the last one to leave (at anytime). If you're locked out after hours, contact Security, Ext.8176.

### Telephone use

Please limit personal use and keep all calls quick and quiet so as not to disturb others in the room.

### Computer use

Please comply with the ITS acceptable use policy including limited personal use and large downloads.

### Printer / Copiers

Please collect all printing and load paper when a tray is empty. Additional paper and toner is available in the EN building, level 7. For further assistance contact Ext.8750.

### Kitchens

Please keep kitchen areas clean. This is not part of the cleaning service. It is up to all staff and students to clean up after themselves.



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