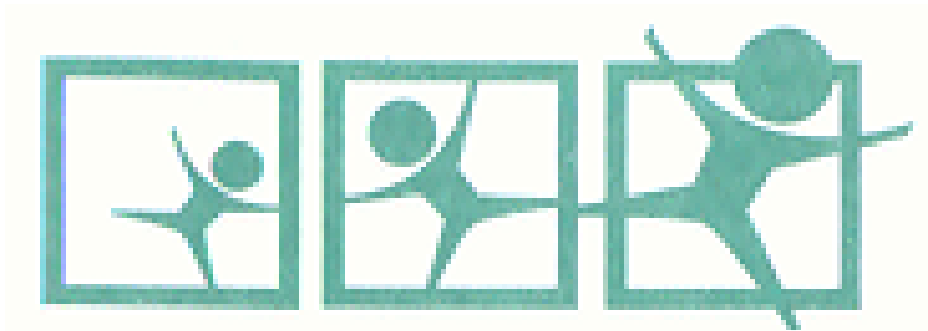


# Footscray West Primary School

## Volunteer Worker Occupational Health and Safety (OHS) Induction Handbook



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<b>Date Prepared:</b>	25/02/2018
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## INTRODUCTION

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (DET) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all volunteer workers to:

- report to the general office or designated site contact upon arrival at site
- complete an OHS induction using the Volunteer worker OHS Induction Checklist (available to be signed at the office or at the FWPS Classroom Helpers Program)
- sign in/out and ensure their visitors pass is worn at all times whilst on DET or other premises
- Working with Children Check, where applicable.

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## DET Occupational Health and Safety (OHS) Policies

DET has two health and safety policies, the [OHS Policy](#) and the [OHS Consultation and Communication Policy](#). Both policies have been endorsed by the DET Secretary and can be seen below:



Department of  
Education & Training

### Occupational Health and Safety Policy

**Scope:**

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

**DET Occupational Health and Safety (OHS) Commitment and Principles:**

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

**Policy Objectives:**

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

**DET employees, visitors, volunteers and contractors are required to:**

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

Gill Callister  
Secretary

5/5/2015

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## Occupational Health and Safety Consultation and Communication Policy

### Scope:

This policy applies to all **employees, students, visitors, volunteers and contractors** in the Department of Education and Training (DET). This policy builds on Part 4 of the Victorian *Occupational Health and Safety (OHS) Act 2004* which outlines the legal duties of employers to consult.

### DET OHS Commitment and Principles:

DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.

Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

### Policy Objectives:

DET is committed to:

- consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
  - identification of workplace hazards
  - assessment of the risks associated with workplace activities and hazards
  - decisions made to eliminate or control workplace risks
  - review of workplace risk assessments
  - introduction of, or alteration to, procedures for monitoring workplace risks
  - decisions made in relation the adequacy of workplace facilities
  - proposed changes to the work premises, systems of work, plant or substances used at the workplace
  - decisions about changes in job role
  - decisions about consultation procedures, and any legislative requirements.
- providing access to specialist health and safety advice and services to DET employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.

### DET employees, visitors, volunteers and contractors are required to:

- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangements.



Gill Callister  
**Secretary**

5/5/2015

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## Required conduct/behaviour

All volunteer workers are expected to abide by the workplaces code of conduct while on site.

This includes:

- No smoking on school grounds or within four metres of an entrance to all DET workplaces.
- No alcohol or drugs are to be consumed on any DET premises. Any volunteer worker under the influence will be dismissed.
- No offensive language is permitted on any DET premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the DET workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on DET premises.

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## Access arrangements

### ACCESS

All volunteers must report to the general office or site contact and sign in upon arrival at the workplace or designated point where not on DET premises. This requirement is indicated on signage located at all entrances to the school, see below:



### TRAFFIC MANAGEMENT

Volunteer workers vehicles are generally parked in the streets outside the school, however if it is necessary to enter and exit the school grounds, it should be done so via the following location:

- Staff carpark in Argyle Street

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Volunteer workers are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: 8:45am – 9:00am
- Recess: 11:30am – 12:00pm
- Lunch: 1:40pm – 2:40pm
- Pick up: 3:30pm – 3:45pm

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## OHS induction

Upon arrival at the site you will be required to complete an OHS Induction covering the site specific risks.

**Volunteer workers inductions are valid for 12 months.**

### Volunteer Worker OHS Induction Checklist

The **Volunteer Worker OHS Induction Handbook** can be used to assist in conducting an OHS induction

<b>Workplace:</b>	
<b>Brief description of works:</b>	

#### Section 1

General OHS Induction - the workplace manager is to ensure that volunteer workers have been provided with the following information and/or instructions:	
DET Occupational Health and Safety Policy	Yes <input type="checkbox"/>
DET OHS Consultation and Communication Policy	Yes <input type="checkbox"/>
Required conduct/behaviour	Yes <input type="checkbox"/>
Security access arrangements / Traffic Management Plan	Yes <input type="checkbox"/>
Introduction to First Aid Officer(s) and location of First Aid Room/Kits	Yes <input type="checkbox"/>
Location of emergency evacuation plans for your area	Yes <input type="checkbox"/>
Location of Emergency Exits	Yes <input type="checkbox"/>
Introduction to workplace Wardens / Incident Controller	Yes <input type="checkbox"/>
Location of amenities	Yes <input type="checkbox"/>
Location of Chemical Register and associated Safety Data Sheets	Yes <input type="checkbox"/>
Information on hazard and incident reporting process	Yes <input type="checkbox"/>
Current School Asbestos Management Plan and Division 5 Audit Report	Yes <input type="checkbox"/>
Plant and equipment Safe Work Procedures & personal protective equipment <i>(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</i>	Yes <input type="checkbox"/>
An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment	Yes <input type="checkbox"/>
Signatures	
Workplace Manager	
<i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>	
Name:	Signature:
	Date:
Volunteer Workers	
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>	
Name:	Signature:
	Date:
Name:	Signature:
	Date:
Name:	Signature:
	Date:
Name:	Signature:
	Date:
Name:	Signature:
	Date:



## Site specific hazards

There will be extensive building works at the school during 2018.

### ASBESTOS

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- the Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- if work is to be carried out in the vicinity of Asbestos Containing Material the Asbestos Coordinator, Brendan Millar – (03) 9687 1535, must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

### HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Material Safety Data Sheets (MSDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

### ANIMALS/WILDLIFE

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- do not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

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## Emergency Management

### EMERGENCY PROCEDURES

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

### LEAVING SITE IN AN EMERGENCY

All volunteer are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager.

### EVACUATION POINT

The evacuation point is located at the rear of the school oval, Blandford Street, refer to Evacuation Map (Appendix A).

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## EMERGENCY CONTACTS

<u>School contacts</u>		
<b>Workplace Manager</b>	Brendan Millar	(03) 9687 1535
<b>Assistant Principal</b>	Caren Taylor	(03) 9687 1535
<b>Asbestos Co-ordinator</b>	Brendan Millar	(03) 9687 1535
<b>Business Manager</b>	Sandra Campbell	(03) 9687 1535
<b>Office Manager</b>	Yvonne Healy	(03) 9687 1535
<b>General Office Number</b>	Amy Newman	(03) 9687 1535

<u>Emergency contacts</u>	
<b>Police:</b>	000
<b>Fire:</b>	000
<b>Ambulance:</b>	000
<b>Poisons:</b>	13 11 26

## First aid and amenities

### FIRST AID

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

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## Hazard and Incident Reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, volunteer workers or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services: :
  - police for crime, injury that may not be accidental, or assault
  - ambulance for injury and medical assistance
  - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 9).
- Workplace Manager is to report the incident on eduSafe.

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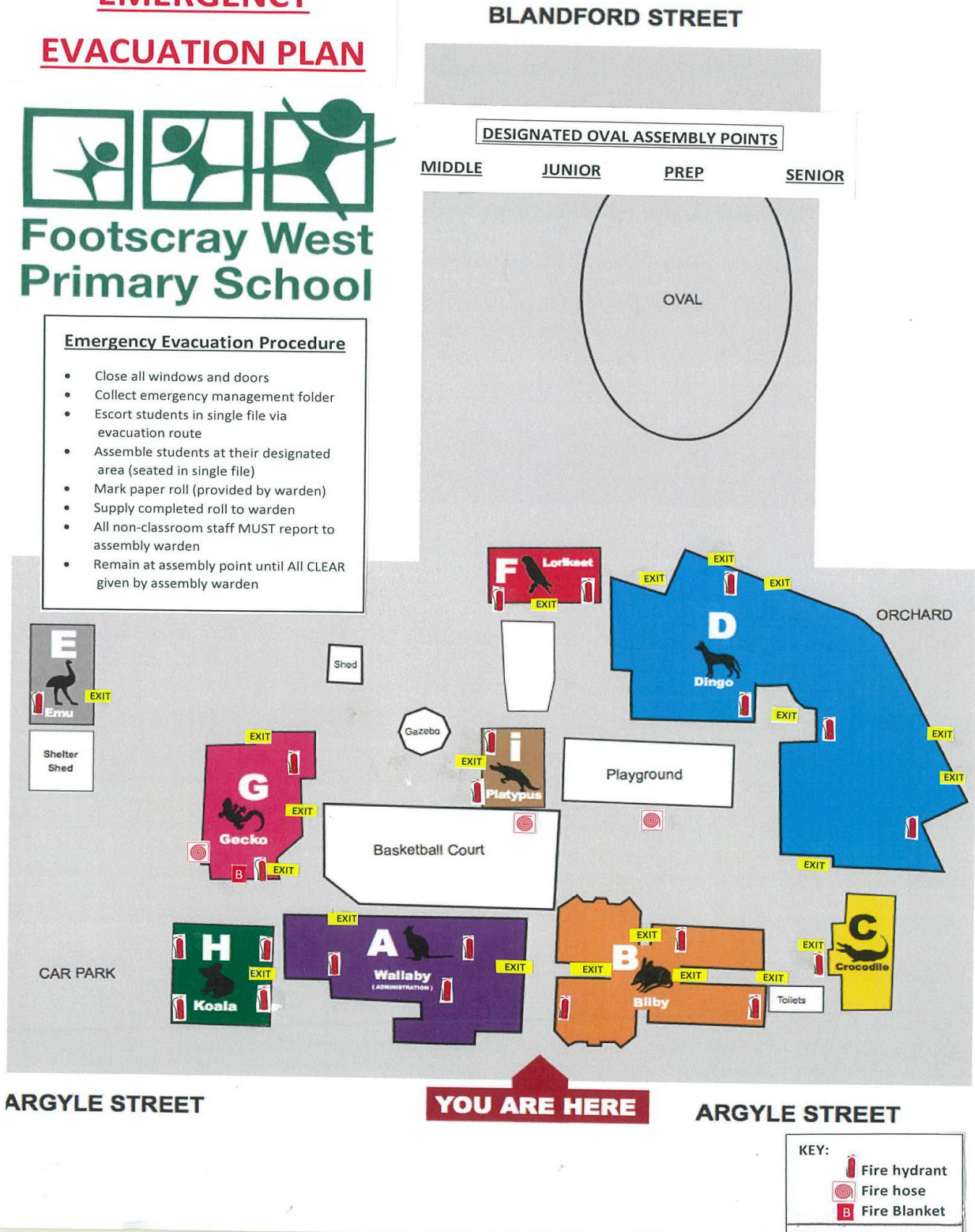
Appendix A

**EMERGENCY  
EVACUATION PLAN**



**Emergency Evacuation Procedure**

- Close all windows and doors
- Collect emergency management folder
- Escort students in single file via evacuation route
- Assemble students at their designated area (seated in single file)
- Mark paper roll (provided by warden)
- Supply completed roll to warden
- All non-classroom staff MUST report to assembly warden
- Remain at assembly point until All CLEAR given by assembly warden



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