

# Mitcham Primary School

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



**Mitcham**  
**Primary School**

thinkers | learners | leaders

<b>Prepared by:</b>	Michelle Shearn
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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 (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all volunteers to:

- provide current COVID-19 vaccination information
- report to the general office or designated site contact upon arrival at site
- complete an OHS induction using the Volunteer OHS Induction Checklist
- sign in and out and ensure their visitors pass is worn at all times whilst on Department or other premises
- have a current Working with Children Check, where applicable.

# Department Health, Safety and Wellbeing (HSW) Policy

The Department has the *Health, Safety and Wellbeing Policy*, which has been endorsed by the Department Secretary and can be seen below:



**VICTORIA**  
State  
Government

Education  
and Training

## Human Resources

### Health, Safety and Wellbeing Policy

**Scope:** This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

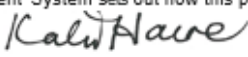
**Commitment and Principles:** DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

<p><b>Prevent workplace injuries and illnesses:</b></p> <ul style="list-style-type: none"><li>• by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET</li><li>• by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence</li><li>• by providing and maintaining workplaces that are safe and healthy without risks to mental health.</li></ul>	<p><b>Enhance workplace culture:</b></p> <ul style="list-style-type: none"><li>• by actively demonstrating and promoting a positive, inclusive and supportive working environment</li><li>• promoting an HSW reporting and learning culture</li><li>• by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.</li></ul>	<p><b>Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:</b></p> <ul style="list-style-type: none"><li>• on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: job role, systems of work, plant and substances and workplace facilities</li><li>• on issue resolution processes</li><li>• on provision of information, instruction, supervision and training</li><li>• by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.</li></ul>
<p><b>Allocate adequate resources:</b></p> <ul style="list-style-type: none"><li>• by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations</li><li>• by promoting access to support services, information and training</li><li>• by providing and maintaining physically safe and healthy workplaces.</li></ul>	<p><b>Provide transparent and robust information, training, instruction and documentation:</b></p> <ul style="list-style-type: none"><li>• on individual health and safety accountabilities for all employees across DET</li><li>• on legislative and DET HSW requirements.</li></ul>	<p><b>Drive continuous HSW improvement:</b></p> <ul style="list-style-type: none"><li>• by using evidenced based data to inform DET strategic direction and measureable objectives</li><li>• by monitoring and reporting on HSW performance outcomes</li><li>• by strengthening leadership capability</li><li>• by maintaining, monitoring and reviewing the OHS Management System</li></ul>

DET employees, visitors, students, volunteer workers and contractors are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

DET's OHS Management System sets out how this policy is to be implemented.

Katy Haire  
Acting Secretary  
19/01/18



Last Updated: June 2016

## Required conduct/behaviour

All volunteers 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 Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any volunteer under the influence will be dismissed.
- No offensive language is permitted on any Department 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 left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the Department 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 principal or their delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

## 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 Department premises. This requirement is indicated on signage located at all entrances to the school, see below:



### Traffic Management

Volunteers driving vehicles are to enter and exit the school grounds via the following locations:

- Mitcham Road entrance via the General Office
- Bowling Green Lane gate entrances

Designated pedestrian crossings are:

- Mitcham Road and Tirana 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.

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

- Drop off: 8.30am – 8.45am
- Recess: 11.15am – 11.45am
- Lunch: 1.25pm – 2.25pm
- Pick up: 3.15pm – 3.30pm



## Site specific hazards

This site has asbestos in the eaves of the buildings, please consult the Asbestos Register before commencement of work in these areas.

### 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:

- 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, Michelle Shearn (03 9873 1551) 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 principal or their delegate 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 Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

### 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 principal or their delegate
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.



# Emergency Management

## Workplace Codes

In the event that a code is called, please obey the following instructions:

- Code **Red**: Fire, proceed to evacuation point.
- Code **Brown**: Possible emergency, remain alert but stay where you are for now.
- Code **Black**: Lockdown, follow instructions.
- Code **Yellow**: Gas leak, proceed to evacuation point etc.

## 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 volunteers are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or principal or their delegate.

## Evacuation Point

The evacuation point is located at the school's basketball courts; refer to Evacuation Map (Appendix A).

## Emergency Contacts

### School contacts

**Principal**                      **Erin Norman**                      **Ph. 03 9873 1551 | Extension 200**

**Assistant Principal**                      **Heather Wood**                      **Ph. 03 9873 1551 | Extension 201**

**Asbestos Coordinator**                      **Michelle Shearn**                      **Ph. 03 9873 1551 | Extension 302**

**Business Manager**                      **Michelle Shearn**                      **Ph. 03 9873 1551 | Extension 302**

**General Office Number**                      **Ph. 03 9873 1551 | Extension 300**

### Emergency contacts

**Police**    **000 | Ringwood Police Station: (03) 9871 3000**

**Fire**    **000 | Fire Rescue Victoria: 1300 367 617**

**Ambulance**    **000 | Maroondah Hospital: 1300 342 255**

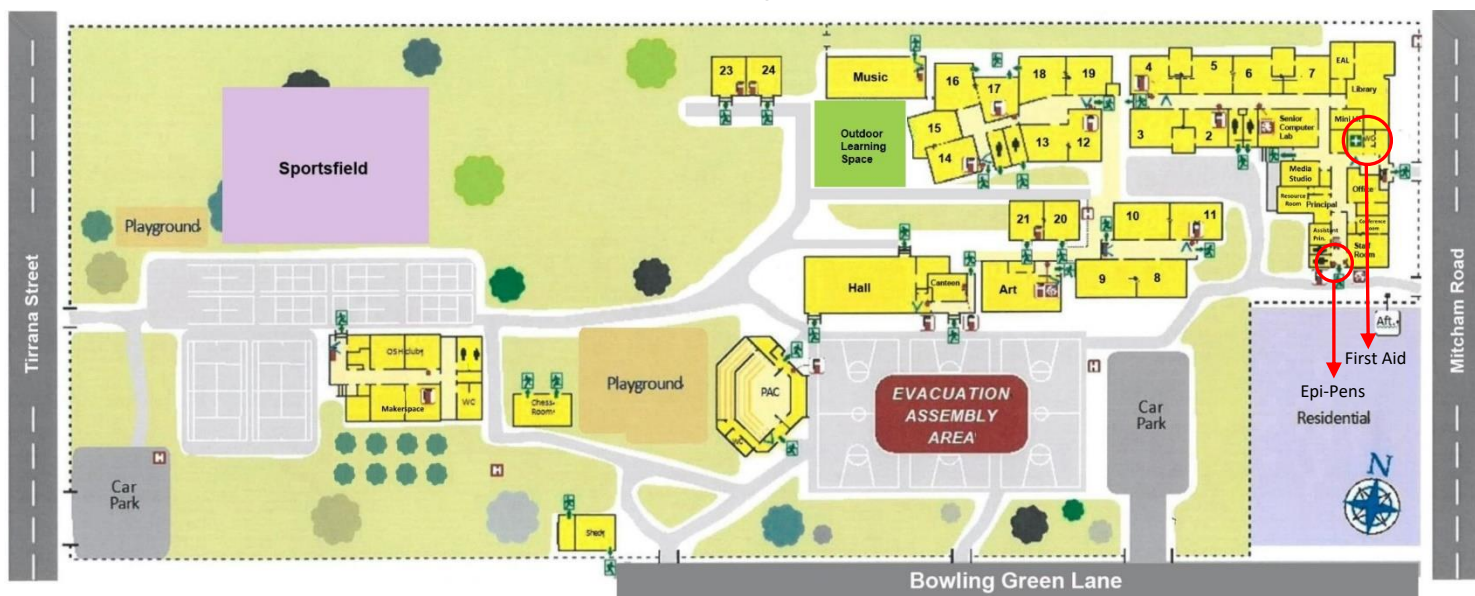
**Poisons**    **13 11 26**

# 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.



## Amenities

See above map detailing toilets, staffroom, parking and other amenities.

## Hazard and Incident Reporting

Any hazard or incident that poses a risk to the safety of a student, parent, visitor, volunteer 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.
- Principal is to report the incident on eduSafe Plus.

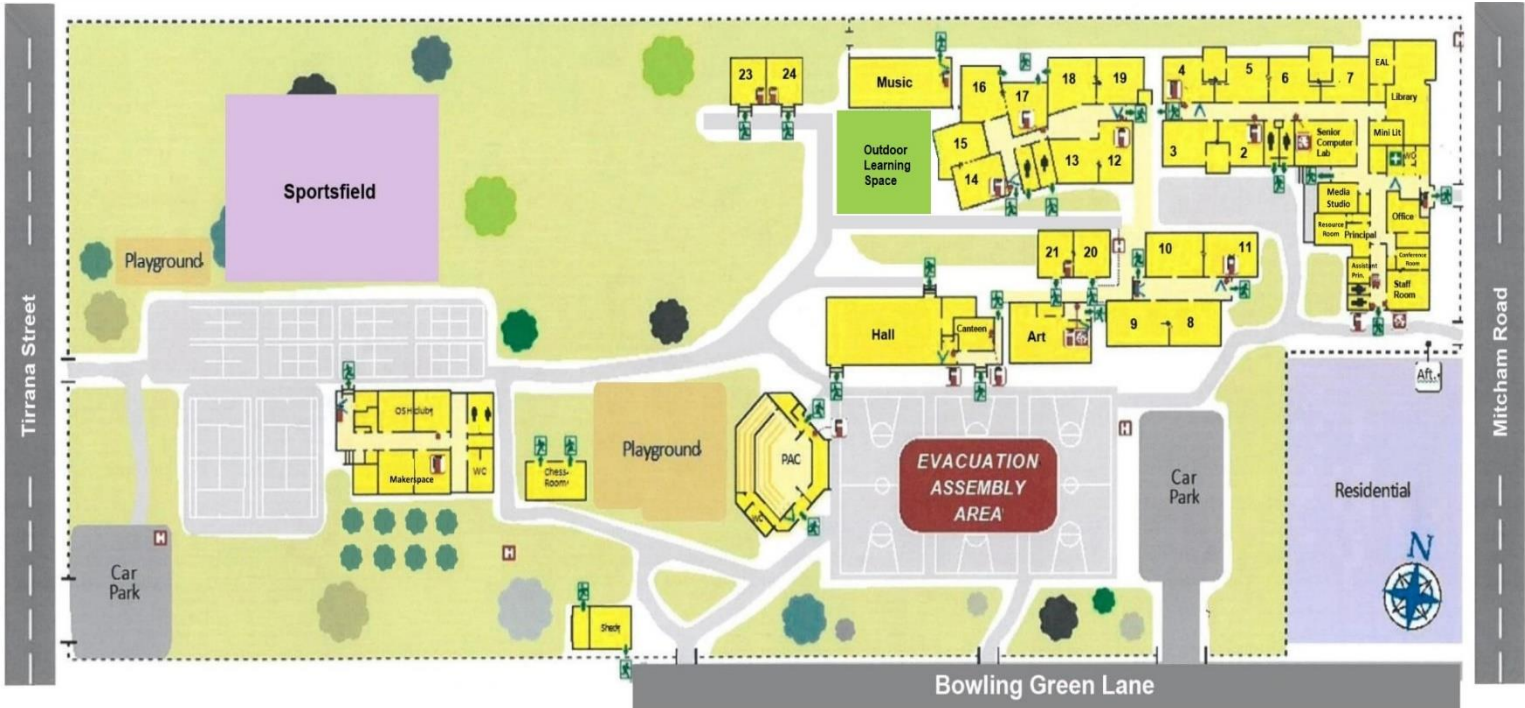
# Appendix A: Emergency Evacuation Map

## EMERGENCY PROCEDURE SUMMARY

Mitcham Primary School  
294 Mitcham Road, Mitcham 3132



Mitcham  
Primary School



### WHAT TO DO IN AN EMERGENCY

#### UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm **EXT 300,301,302 or (03) 9873 1551**  
**After Hours 000**

#### EVACUATION PROCEDURE

- Staff:**
- Turn off any equipment that may become a hazard.
  - Commence Evacuation via the nearest safe **EXIT**.
  - Make a final check of room, take the class roll and shut the door.
  - Lead students to the nominated or closest safe Evacuation Assembly Area.
  - Account for your current class group and report any problems to the Comms Officer.
  - Remain in control of your class group at the Evacuation Assembly Area.
- Staff not in the act of Teaching:**
- Report to the Chief Warden for deployment.

#### MEDICAL

- **RAISE THE ALARM**
- Contact a nearby trained First Aider
- Check for dangers before approaching the casualty.
- Do not attempt to move a person unless they are in immediate danger.

#### LOCKDOWN PROCEDURE

- Attend your "Home-room" if outside class time or remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

#### HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so.
- **RAISE THE ALARM.**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate up wind (see **EVACUATION PROCEDURE**).
- **DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

#### FIRE

- Upon discovering a fire:
- Assist persons in danger, if safe to do so.
  - Close doors to prevent fire/smoke spread.
  - **RAISE THE ALARM.**
  - Alert anyone in the immediate area.
  - Commence evacuation via the closest safe exit (see **EVACUATION PROCEDURE**).

#### ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder.
- Hand over valuables, if requested, these are replaceable, life is not.
- **DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
- **RAISE THE ALARM.**

#### BOMB THREAT

- Upon receiving a threat:
- Take the threat seriously.
  - Obtain as much information as possible.
  - Do not hang up the phone.
  - **RAISE THE ALARM** discreetly.
  - Fill in a Bomb Threat Checklist, available from the Chief Warden.
- Upon finding a suspect package:
- **DO NOT** touch or move the object.
  - Isolate and evacuate the immediate area.
  - Notify the Chief Warden.

#### ADVERSE WEATHER

- During adverse weather conditions:
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
  - If outside seek shelter.
  - Await instructions from the Chief Warden.
- Once adverse weather condition has passed:
- Notify the Chief Warden of dangerous situations in your area.
  - If flooding has occurred, avoid pools of water.