

# **KERRIMUIR PRIMARY SCHOOL**

## **Volunteer Worker Health, Safety & Wellbeing Induction Handbook**



**KerrimuirPS**

<b>Prepared by:</b>	M. Martin
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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 HSW Induction Checklist**
- Working with Children Check, where applicable.

## OHS induction

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

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

## EMERGENCY CONTACTS

School contacts		
Workplace Manager	Michael McLean	0403 018 474
Assistant Principal	Jo Jolly	03 9898 1494
Asbestos Co-ordinator	Mel Martin	0413 408 550
Business Manager	Liz Stavridis	03 9898 1494
General Office Number	Sally Boyd	03 9898 1494

School after hours contacts	
Workplace Manager: Michael McLean	0403 018 474






Emergency contacts	
Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26

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# 1. Department Policy

## Health, Safety and Wellbeing Policy

**Scope:** This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

<p><b>Management Commitment</b></p> 	<p><b>Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:</b></p> <ul style="list-style-type: none"> <li>providing and integrating a robust and credible, Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations</li> <li>providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety</li> <li>outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces</li> <li>embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks</li> <li>providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.</li> </ul>
<p><b>Consultation Commitment</b></p> 	<p><b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b></p> <ul style="list-style-type: none"> <li>identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons</li> <li>health, safety, and wellbeing issue resolution</li> <li>provision of health, safety and wellbeing information, training, instruction, and supervision</li> <li>the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing</li> <li>flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.</li> </ul>
<p><b>Drive Continuous HSW Improvement Commitment</b></p> 	<p><b>Support continual health, safety and wellbeing improvement by:</b></p> <ul style="list-style-type: none"> <li>improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures</li> <li>establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance</li> <li>using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets</li> <li>allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.</li> </ul>
<p><b>Building Capability Commitment</b></p> 	<p><b>Support building capability by:</b></p> <ul style="list-style-type: none"> <li>embedding individual health, safety, and wellbeing accountabilities for all employees across the Department</li> <li>embedding legislative and Department health and safety requirements in all policies and procedures</li> <li>increasing awareness and improving utilisation of the safety supports and resources available</li> <li>providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation</li> <li>strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.</li> </ul>
<p><b>Risk Management Commitment</b></p> 	<p><b>Support the prevention of workplace injuries and ill health by:</b></p> <ul style="list-style-type: none"> <li>strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities</li> <li>proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner</li> <li>promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent reoccurrence</li> <li>providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces</li> <li>implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.</li> </ul>

The Department employees, visitors, volunteers and contractors are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

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



**Jenny Atta**  
Secretary  
19/01/2022

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## 2. 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 suspected to be under the influence will be asked to leave the school site immediately.
- Uphold the Child Safe code of Conduct
- No offensive language is permitted on any DET premises.
- Noise must be kept to a minimum.
- 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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### 3. Child Safety Induction Pack - Volunteers

#### PURPOSE

The purpose of this induction pack is to ensure Kerrimuir Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students. Volunteers must read the suite of policies and procedures in the links below before commencing any work where children, (other than your own), are likely to be present.

#### KEY MESSAGES

- Kerrimuir Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the NEVR Regional Office of the Department of Education and Training on 1300 338 691.

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## INDUCTION MATERIALS – MUST READ

This school website contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks on the website to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Kerrimuir Primary School Volunteers Policy
- Kerrimuir Primary School Child Safety and Wellbeing Policy
- Kerrimuir Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Kerrimuir Primary School Child Safety Code of Conduct
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

## INDUCTION MATERIALS – TO BE SIGNED AND RETURNED

- Code of Conduct Adherence Declaration
- Confidentiality agreement

## CONTACT

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact our Induction Officer or member of our school Leadership Team with any comments or questions.

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## 4. First aid

### FIRST AID

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the First aid area, (West end of Middle school near the general office). Report to the office.
2. if the injury is serious ring 000, do not wait for a first aid officer.
3. Stay with injured party. Send someone else to the First aid area/general office to find a first aid officer.
4. if trained, apply first aid to the injured party.
5. once incident is over, you may be required to fill in an incident report.

Understand that most school staff are Level 2 first aid trained as well as trained in Asthma, CPR and Anaphylaxis response.

If this training is higher than your first aid training they are duty bound to take over.

Each building has its own first aid kit which really only has the essentials, band aids etc. If you are injured come to the main first aid room next to the general office.

## 5. Emergency Management

### CODES

In the event that an evacuation code Red is called, please listen for the possible assembly point or code and obey the instructions that follow:

- :Code **Green** proceed to the oval evacuation assembly point
- Code **Purple**. proceed to the asphalt at the front of the school evacuation assembly point
- Code **Yellow** (Lock out), is called, Keep away from the buildings and obey the instructions that follow
- Code **Black** is a Lock Down., Find the nearest classroom and ask the teacher in that class to inform the office you are there when they call.
- Code **Blue** is a Shelter in place code. That means the decision has been made for the whole school to go into lock down together in the BER building

### EMERGENCY PROCEDURES

On hearing the alarm:

- switch off all equipment

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- Usher other visitors away from the emergency and/or proceed to the advised assembly area
- report to the warden
- 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 or return by the Incident Controller.

## EVACUATION ASSEMBLY POINT

The primary evacuation assembly point refer to Evacuation Map (Appendix A).

## 6. 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 in person, or, if unable or unsafe to do so, notify someone via the emergency contact list.
- Workplace Manager or his nominee is to report the incident on eduSafe or to Worksafe. You may be required to give written evidence as part of the incident investigation.

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## 7. Site specific hazards

### ASBESTOS

This school has asbestos and as such we have a Schools Asbestos Management Plan in the event of the discovery of more suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

Since ACM has been identified in this 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. (Refer Appendix B of this document)
- if work is to be carried out in the vicinity of Asbestos Containing Material the Asbestos Coordinator (Mel Martin 0413 408 550) or the Principal (Michael McLean 0403 018 474), must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

A copy of the Asbestos register is available from Mel Martin if required.

### HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

We have hazardous substances and dangerous goods on site, Hazardous substances take the form of cleaning products.

Controls include, but are not limited to:

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

At present the school also has LPG containers which are regarded as Dangerous Goods they are securely stored, away from any potential ignition source.

### ANIMALS/WILDLIFE

There is the potential to encounter domestic animals and wildlife while on this site. Should this occur you must:

- not approach any stray domestic animals (e.g. dogs) or dangerous wildlife

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- report the sighting of any stray domestic animals or dangerous wildlife to the Workplace Manager or the appropriate delegate.
- do not reach or allow anyone else to reach into any holes or gaps in the buildings without first checking to see if it is safe.

## 8. Access arrangements & Traffic Management

### ACCESS

All volunteers must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school. If you are going to be a regular visitor it maybe appropriate to talk to the Business manager, (Liz) about getting a quick pin.

### TRAFFIC MANAGEMENT

Volunteer workers vehicles can enter and exit the school grounds via the Staff car park. If no parking available then please use on Street parking.  
Any vehicle needing entry to school grounds must obtain permission first then follow all traffic signage. Vehicles are to move at walking pace at all times and a spotter must be used when the vehicle is in motion.

## 9. Chemical management

We have an up-to-date chemical register.

If you wish to bring a product into the school you will be asked to check the Chemical Register. If not on the register you will be asked to provide a Material Safety Data Sheet, (MSDS) for the product, see Mel Martin for help.

This will be filed in the MSDS file held at the General Office.

It may be found that the product is not appropriate for being on school grounds and you may be asked to remove it.

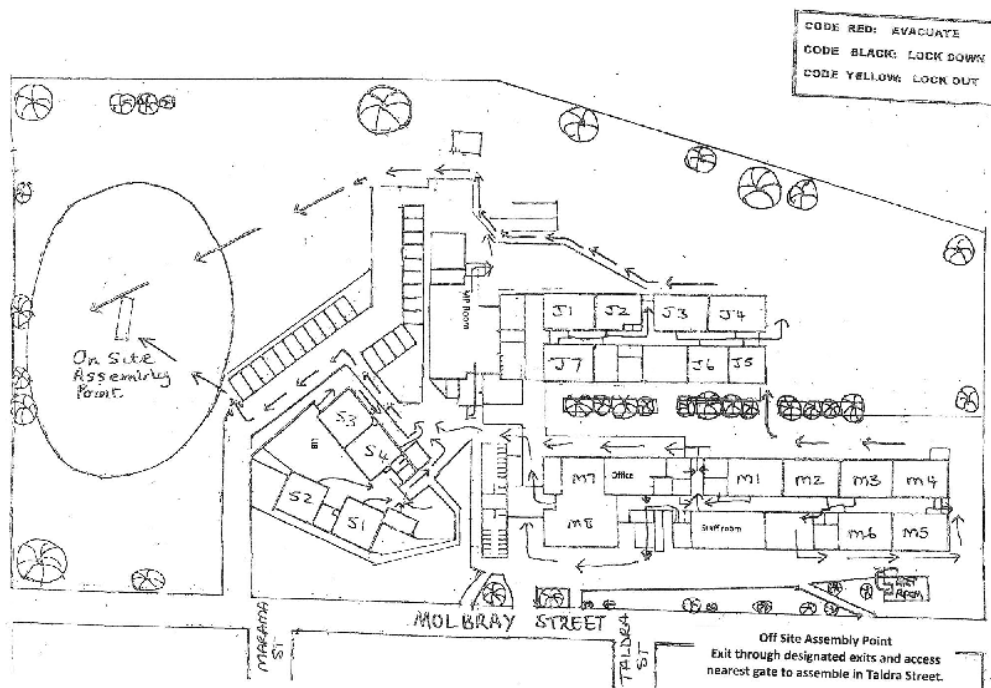
**This includes caustic, explosive or acidic products.**

Once agreed you may bring the product into the school it will be added to the chemical register. If a safe work procedure is deemed necessary this product cannot be used until the SWP is developed.

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## Appendix A- Emergency Evacuation Map

### Kerrimuir Primary School Evacuation Plan



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