

Ringwood Heights Primary School

Volunteer Worker Occupational Health and Safety (OHS) Induction Handbook



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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
- sign in/out and ensure their visitors pass is worn at all times whilst on DET or other premises
- Working with Children Check.

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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:



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 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.

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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

Volunteers during school hours are requested to park in the neighbouring streets and access the school via the pedestrian walkways.

Volunteer workers vehicles are to enter and exit the school grounds via the following locations only if strictly necessary:

- Aurum Crescent gate (staff car park)
- Summit Crescent gates (including stadium car park)
- Felix Crescent gates (including staff car park)

Designated pedestrian crossings are:

- Felix Crescent

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: From 8:15 – 9:15
- Recess: 10:40 – 11:10
- Lunch: 12:50 – 1:50
- Pick up: 3:15 – 4:00

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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

Workplace:	
Brief description of works:	

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:	

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Site specific hazards

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. This is located in the office.

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 Kim Bride (9870 3050) 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:

- 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 on the oval/in the stadium; refer to Evacuation Map (Appendix A).

WARDENS

In the event of an emergency (evacuation/lock in) you will be advised what to do by the area warden.

CHEMICAL REGISTER

The chemical register containing relevant SDSs is located in the office.

PLANT AND EQUIPMENT SAFE WORK PROCEDURES AND PERSONAL PROTECTIVE EQUIPMENT

These are located in the storage area under the staff room and users should familiarise themselves with the instructions for use the risk assessments (and risk controls) and the safe work procedure for each piece of equipment.

CONFIDENTIALITY

You will appreciate that working in classrooms, with small groups or with individual children and helping on excursions gives you the opportunity to learn a lot about students. You will learn about individual's strengths and weaknesses as well as their behaviour in and outside the classroom. It is very important that all parent volunteers maintain strict confidentiality of such information. If you find that parents who are friends ask about the progress or behaviour of their children in the classroom, this is a matter requiring a great deal of tact on a parent helper's part. It is very important that you suggest that if they are worried in any way about their child, then they should discuss the matter themselves with the class teacher.

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EMERGENCY CONTACTS

<u>School contacts</u>		
Workplace Manager	Kim Bride	[103]
Assistant Principal	Jo Parry Ken Darby	[104] [109]
Asbestos Co-ordinator	Kim Bride	[103]
Business Manager	Kay Gardner	[102]
Office Manager	Kay Gardner	[102]
General Office Number	9870 3050	[101]

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

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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 (Michelle Stringer/Leanne Smart/Kay Gardner)
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

Visitor's toilets are located at the front of the school by the office.

Hazard and Incident Reporting

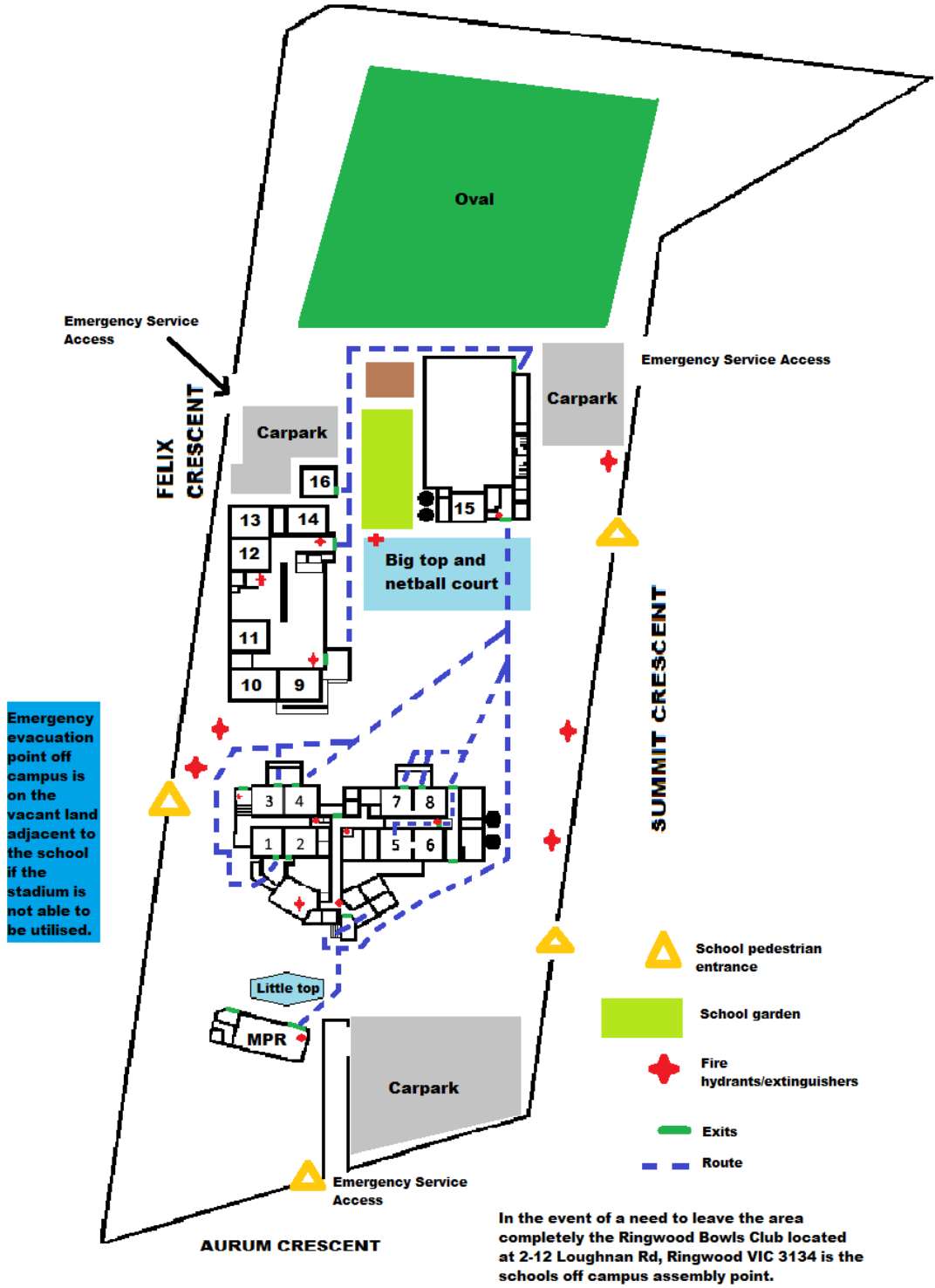
Any hazard or incident which poses a risk to the safety of a student, parent, visitor, volunteer workers or employee must be reported.

- 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



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