

Cavendish Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook

Prepared by:	Anthony Hill
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Review Date:	1/08/2019

Dear volunteer,

The Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in that requires all volunteers to be approved prior to the commencement of any volunteer work.

Please read this attached Volunteer OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in and be issued with a visitor's pass that is to be worn at all times whilst on Department premises.

The following information is to be provided:

- current Working with Children Check (where applicable)


If you any questions please do not hesitate to contact **Anthony Hill** on **(03) 55742282** or **cavendish.ps@edumail.vic.gov.au**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anthony Hill', with a stylized flourish at the end.

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.

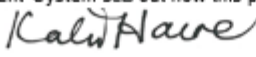
Commitment and Principles: DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes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

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

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
19/01/19



Last Updated: June 2018

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 be left unattended.
- Abide by the workplaces traffic management procedures.
- 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 Department premises.

Access arrangements

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, see below:



Volunteers are to restrict their movements and activities within the school to those areas and times approved/agreed to.

Traffic Management

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

- **Staff car park**
- **Rear entrance gate (except during designated drop-off and pick up times)**

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: **from 8.10am to 9.00am**
- Recess: **11.00-11.30am**
- Lunch: **1.00-2.00pm**
- Pick up: **3.25pm**

The full Cavendish PS Traffic Management Plan is available for viewing in the office.

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.

Cavendish PS has some asbestos containing materials in its buildings. These are in the eaves, wall behind the safe in the office and the walls of the children's toilets. These will be pointed out prior to volunteer work which may involve these areas.

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 (**Anthony Hill (03) 55742282**) must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

Chemicals

There is the potential to come into contact with chemicals on site. Chemical data sheets and a chemical register is maintained in the office and is available for viewing. Please seek immediate first aid if there is any contact with a chemical requiring attention.

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.

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 contractors 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 **School Oval (on-site) or Cavendish Soldiers' Memorial Hall (off-site)**.

Refer to Evacuation Map (Appendix A).

Emergency contacts

School contacts

Workplace Manager	Anthony Hill	03 55742282
Asbestos Co-ordinator	Anthony Hill	03 55742282
Business Manager	Tammy Crawford	03 55742282

School after hours contacts

Workplace Manager:	0402526258
Business Manager:	0417391787

Emergency contacts

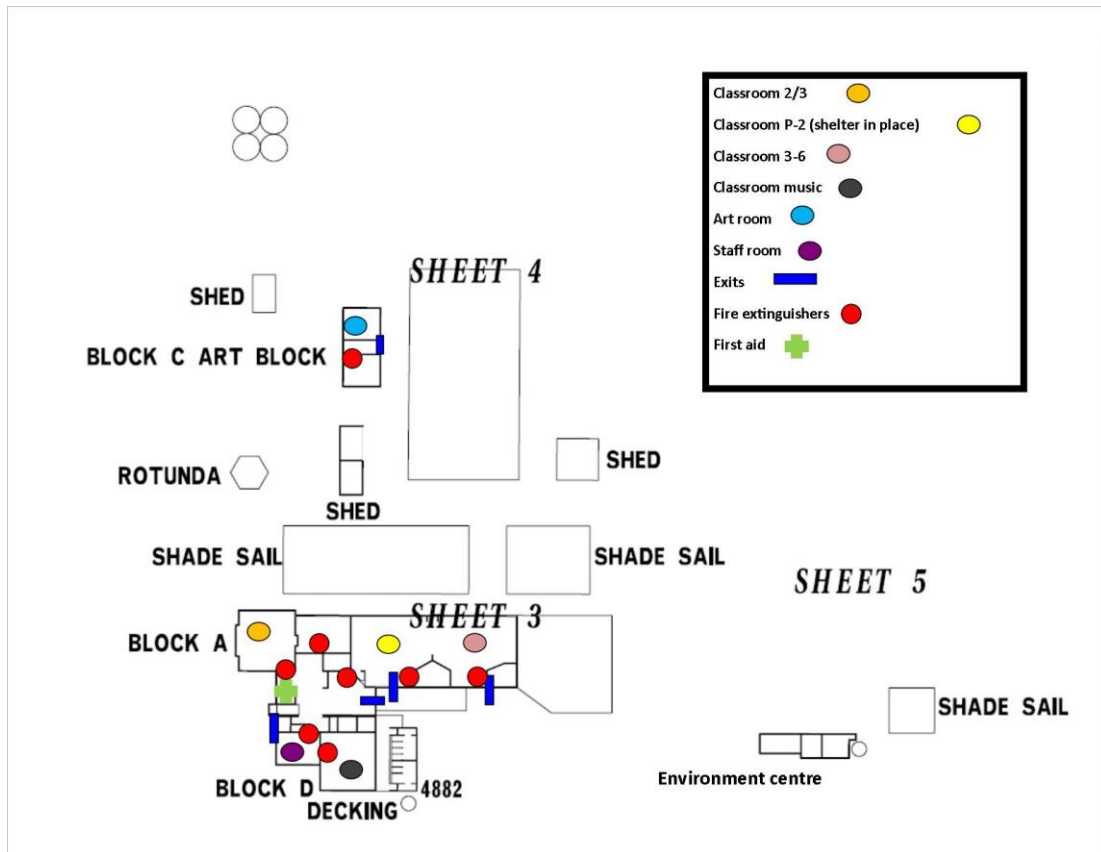
Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26

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.



Hazard and Incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor 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 11).
- Workplace Manager is to report the incident on eduSafe.

Appendix A

Emergency Evacuation Map

