



Moonee Ponds West 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, 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.

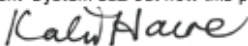
Commitment and Principles: DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes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

<p>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 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.

Privacy & Confidentiality

- Parent/Carer helpers are a valuable asset to our school. Confidentiality is essential for all parent/carer helpers working within the school. It is vital that you do not share anything about specific children with other parent/carers.

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

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: 0830 - 0915
- Recess: 1100 - 1130
- Lunch: 1330 - 1430
- Pick up: 1515 - 1600

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:

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.

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 Sandra Monaghan 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.

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 volunteers 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 **OVAL** refer to Evacuation Map (Appendix A).

Emergency contacts

School contacts		
Workplace Manager	Kerri Simpson	9370 6875
Acting Assistant Principal	Barbara Springfield	9370 6875
Asbestos Co-ordinator	Sandra Monaghan	9370 6875
Business Manager	Sandra Monaghan	9370 6875
General Office Number		9370 6875

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

First aid and amenities

FIRST AID

The school's first aid officers are available for first aid during school hours. For access to first aid report to the administration office.

The first aid summary sheet provides the names and photos of all First Aid Officers for Moonee Ponds West Primary School. The summary sheet is located on the main OHS noticeboard in the staffroom and First Aid room.

Staff at Moonee Ponds West Primary School are trained in Anaphylaxis management. There is an Anaphylaxis Policy in place for the management of students and staff with an allergy to certain products.

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

Bathroom facilities and lunch room amenities (staff room) are available in the main Administration Building.

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 7).
- Workplace Manager is to report the incident on eduSafe.

Appendix A: Emergency Evacuation Plan: MPW School Evacuation Map 2018

Area Map for Moonee Ponds West Primary School 2018

Address: 150 Athol St, Moonee Ponds VIC 3039 Telephone Number 03) 9370 6875



Primary Off Site Assembly area:
Eglington Reserve
Corner of Argyle & Eglington Street Approx.500 metres

Secondary Off-Site Assembly Area: Reserve on corner of Maribyrnong Road and Holdsworth Street (next to North West Day Hospital. Follow Bowen Street.
Approximately 250 metres (5-minute walk)

	Emergency Service access point		Direction to Primary off-site assembly areas		Direction to Secondary off-site assembly areas		Assembly points/areas
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