Seville Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook

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Information and required conduct

Thank you for volunteering at our school!

This handbook is designed to give you all the information needed to help us maintain a safe environment for you, other volunteers, our staff and students. If you have any questions please do not hesitate to contact Leigh Hallett on **03 5964 4557.**

All volunteers must take reasonable care for their own health, safety and wellbeing and that of others who may be affected by their actions or omissions while volunteering. They must also abide by the school's Code of Conduct and Volunteers Policy while on site, as well as any relevant policies that may apply to the work they're undertaking for the school.

Volunteers must also report any problems, hazards or incidents to the principal or their delegate and dress appropriately including wearing any suitable personal protective equipment.

Volunteer OHS Induction Checklist to be completed, signed and returned to the office.

Code of Conduct to be signed and returned to the office.

Access arrangements

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:



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:

- if work is to be carried out in the vicinity of Asbestos Containing Material, the Asbestos Coordinator Leigh Hallett on **03 5964 4557** 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 (and have this signed as sighted by the principal or their delegate) to outline the control 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. Do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Should any contact with wildlife 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.

Traffic Management

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

- School Road

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: 8:40am - 9:10am
- Recess: 11:00 - 11:40am
- Lunch: 1:50 - 2:30pm
- Pick up: 3:20 - 3:50pm

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, the principal or their delegate.

Evacuation Point

The evacuation point is located at **bottom basketball court** refer to Evacuation Map (Appendix A).

First Aid and Amenities

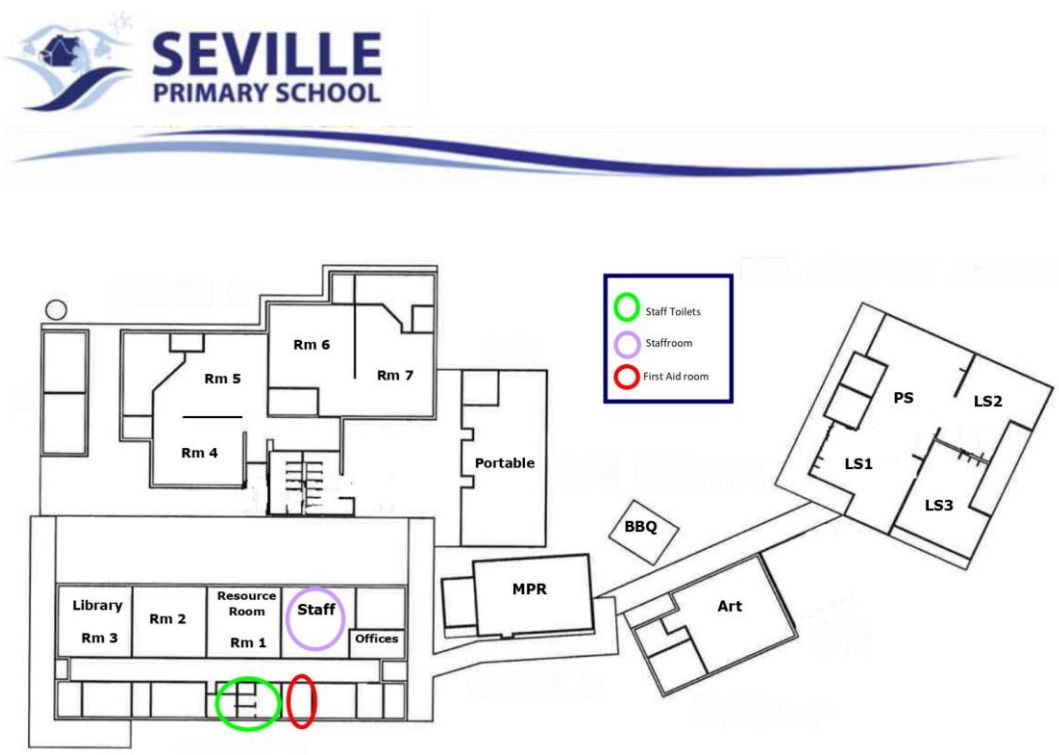
First Aid

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 call 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

Staff toilets and kitchen can be found in the Admin Building.



Admin Building

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.

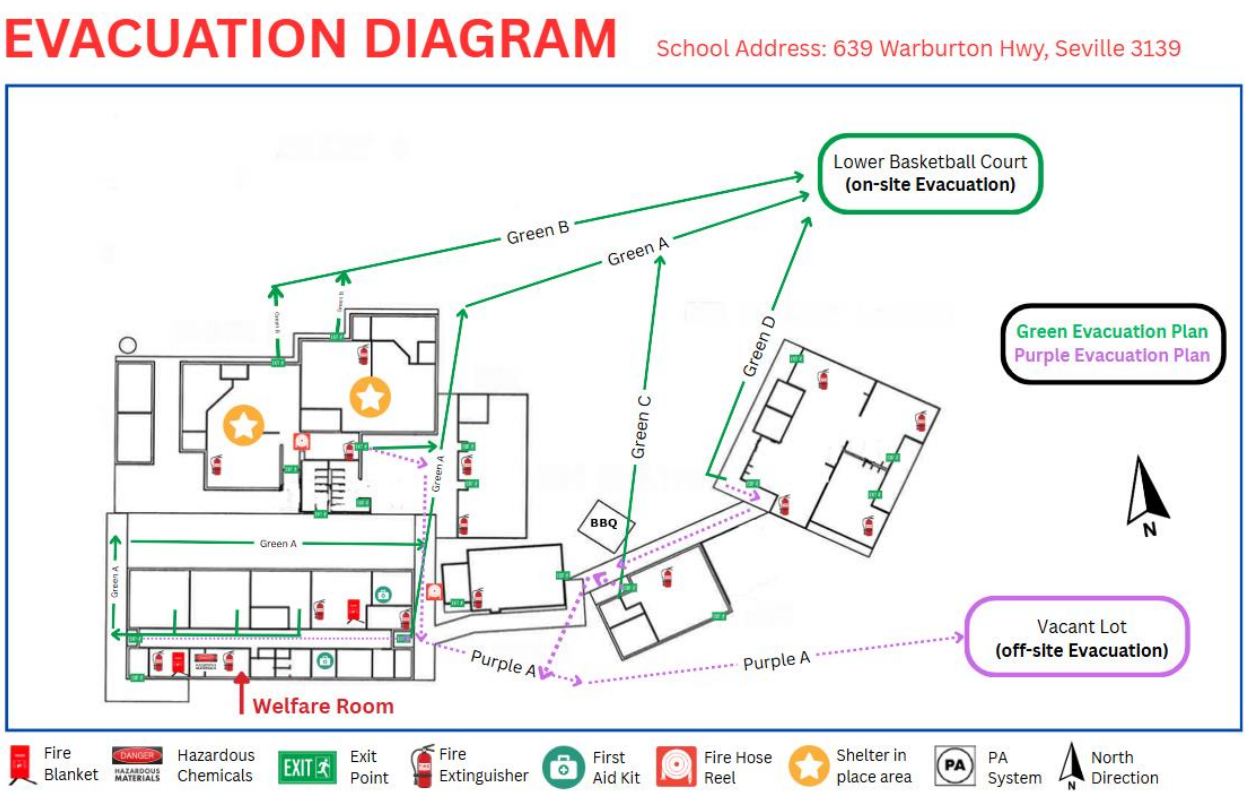
- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
    - police for crime, injury that may not be accidental, or assault
    - ambulance for injury and medical assistance
    - fire brigade for fires, gas leaks 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.
- The principal or their delegate is to report the incident on eduSafe Plus.

Emergency contacts

School contacts		
Principal	**Leigh Hallett**	**03 5964 4557**
Incident Controller	**Leigh Hallett**	**03 5964 4557**
Asbestos Coordinator	**Leigh Hallett**	**03 5964 4557**
Business Manager	**Lee Nolan**	**03 5964 4557**
Office Manager	**Lee Nolan**	**03 5964 4557**
First Aid Officers	**Lee Nolan & Dale Chasemore**	**03 5964 4557**
General Office Number		**03 5964 4557**

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

Appendix A: Emergency Evacuation Map



Relevant Department of Education Policies (depending on work undertaken)

Asbestos Management Policy

Confined Spaces Policy

Health, Safety and Wellbeing Policy

Hot Work Policy

Outdoor Activities and Working Outdoors Policy

Plant and Equipment Management Policy

Prevention of Falls when Working at Heights Policy

Testing and Tagging of Electrical Equipment Policy

Volunteer OHS Management Policy