

Brunswick South Primary School

Volunteer Worker Occupational Health and Safety (OHS) Induction Handbook



Brunswick South
PRIMARY SCHOOL
imparare insieme ♦ creare insieme ♦ vivere insieme

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| Prepared by: | M Glendza & S Arnavas |
| Date Prepared | 24/05/2019 |
| Review Date: | Annual or As Required |

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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 (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all volunteers to:

- report to the general office or designated site contact upon arrival at site
- complete an OHS induction using the Volunteer OHS Induction Checklist
- sign in/out and ensure their visitors pass is worn at all times whilst on Department or other premises
- have a current Working with Children Check, where applicable

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| Central Office Use Only | Issue Date: May 2016 | Last Reviewed: N/A | Next Review: May 2018 |
| | No. DET ESWB 30-3-1 | Authorised by: Manager, ESWB | |

Department Health, Safety and Wellbeing (HSW) Policy

The Department has the *Health, Safety and Wellbeing Policy*, which has been endorsed by the Department Secretary

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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:

Prevent workplace injuries and illnesses:

- 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.

Enhance workplace culture:

- 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.

Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:

- 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.

Allocate adequate resources:

- 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.

Provide transparent and robust information, training, instruction and documentation:

- on individual health and safety accountabilities for all employees across DET
- on legislative and DET HSW requirements.

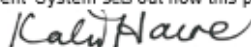
Drive continuous HSW improvement:

- by using evidenced based data to inform DET strategic direction and measureable 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

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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.
- Child safe Standards: All Volunteers to Abide by the Community Code of Conduct while working on school premises.

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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. This requirement is indicated on signage located at all entrances to the school, see below:



Traffic management

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

- Gate 1 Brunswick Road Main entry and exit for the school
- Gate 3 Park Street

Designated pedestrian crossings are:

- Brunswick Road Gate 1 outside main gate one entrance to the school
- Rathdowne Gate 2
- Park Street Gate 3

***No pedestrian access via Gate 4 staff car park**

Both areas supervised at the following times 8.00-9.00am and 3.00-4.00pm

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: 8.00am-9.15am
- Recess: 2.10pm-2.40pm
- Lunch: 11.30am-12.30pm
- Pick up: 3.00pm-4.00pm

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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.

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 Trevor Strolla 03 9380 1231 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 (e.g. gas bottles), 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/SDS)
- 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

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Emergency Management

Emergency situations

In the event an emergency situation arises (e.g. fire; gas leak; internal or external threat (intruder), please obey the following instructions that will be made over the PA system.

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 Assembly Areas

The primary on-site Evacuation Assembly Point is the OVAL.

The off-site Evacuation Assembly Point evacuation point is located at the park site at the rear of school. This can be accessed from Rathdowne Street pedestrian gate

All Classrooms have Evacuation Plans on display to advise Staff, Students and Visitors of the nearest Emergency Exits. Refer to Appendix A for examples of maps that may be displayed throughout the buildings

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Emergency contacts

| <u>School contacts</u> | | |
|------------------------------|------------------------|--------------|
| Workplace Manager | Trevor Strolla | 03 93801231 |
| Assistant Principal | Marg Weymouth | 03 9380 1231 |
| Asbestos Co-ordinator | Trevor Strolla | 03 9380 1231 |
| Business Manager | Mary Glendza | 03 9380 1231 |
| Office Manager | Sanae Arnavas | 03 9380 1231 |
| General Office Number | Sanae Arnavas/Des Tona | 03 9380 1231 |

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

First aid and amenities

First aid

In the event of an injury: (first aid room located in main building in the office area)

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.

The causes of anaphylaxis are certain foods, insect stings, medications and latex. Staff have been trained in the management of allergies and Anaphylaxis and are aware of all Students and Staff with these known conditions. Please advise an appropriate Staff member of food products being brought onto school property that may be a potential allergen. The most common foods that may cause an allergic or anaphylactic reaction, but not limited to are peanuts, tree nuts, egg, cow's milk, wheat, soy, sesame, fish and shellfish.

Amenities

- Toilets and amenities (main building)
- Lunch room (staff room, main building)
- Parking (Off street parking on Rathdowne Street, Brunswick Road and Park Street)
- School Hall (BER building)

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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 8).
- Workplace Manager is to report the incident on eduSafe.

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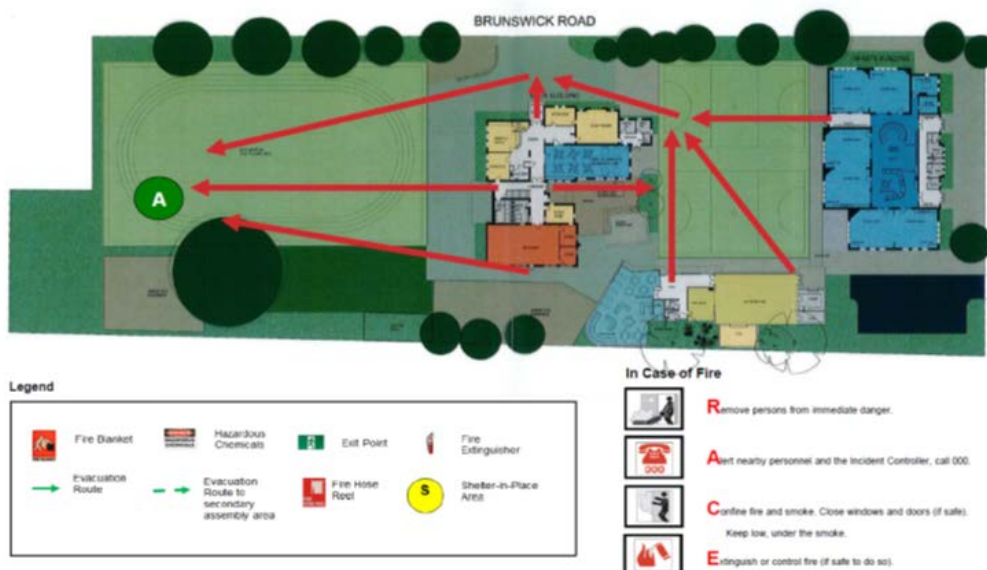
Appendix A Emergency Evacuation Maps

Area Map



On-Site and Off-Site Evacuation Plans

ON-SITE EVACUATION PLAN



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OFF-SITE EVACUATION PLAN



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Appendix B

Child Safe Standards: Community Code of Conduct

COMMUNITY CODE OF CONDUCT Brunswick South Primary School

| Policy Implementation | Review Date | Responsible for Review |
|-----------------------|-------------|------------------------|
| Date Sept 2016 | Sept 2019 | Policy Subcommittee |

School community

For the purpose of this Code of Conduct “School Community” comprises the principal, staff, coaches, parents, guardians, step---parents, relatives, friends, supporters, carers and invitees of the School, who attend at the School, or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official event or social activity held by or for the benefit of the School and its students.

Rationale

Brunswick South Primary School prides itself on having a strong sense of community. Therefore this code of conduct aims to ensure that everyone who visits the school site is able to do so in a safe and harmonious manner and for the ongoing development of positive relationships within the school community.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Brunswick South Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Brunswick South Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for

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appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media

Acceptable behavior

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school’s statement of commitment to child safety at all times and adhering to the school’s child safe policy
 - treating all persons associated with the school with respect and courtesy
 - demonstrating honesty and integrity
 - respecting differences in people, their ideas and opinions
 - treating one another with dignity and respect at all times, and especially when there is a disagreement
 - respecting and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
 - respecting the legal and moral rights of others
 - showing proper care and regard for School property and the property of others
 - taking appropriate measures to help those in need
 - respecting persons who are in a position of authority
 - respecting the need of others to work in an environment of learning and teaching.
 - following school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed

Any parent or School Community member who invites a relative, friend, support, carer or other person to be present at any event or social activity held by or for the benefit of the School and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

In addition to the above parents / carers are expected to:

- Ensure their child/children are punctual to class
- Make appointments, where possible, in advance of expecting to obtain an interview with school staff
- Allow staff to supervise, investigate and manage students
- Discuss issues or concerns about the school, staff or students through correct procedures
- Accept responsibility for their child’s/children’s progress and work with the teaching staff to deal promptly with areas of concern

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, offering gifts)

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- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances

Principal and staff

The principal and staff are committed to the Brunswick South Primary School – Community Code of Conduct. In addition, the principal and staff will adhere to the Department of Education and Training (DET) Victorian Institute of Teaching---The Victorian Teaching Profession Code of Conduct.

Breach of this Code of

Conduct General:

Where appropriate or necessary, any teacher in breach of the Victorian Teaching Profession Code of Conduct will be investigated accordingly either internally or by DET.

The consequences to a member of the School Community for breaching this Code of Conduct will be determined at the Principal’s discretion. These consequences include any one or more of the following:

- The Principal or their delegate may request that the school community members leave the school grounds
- Where circumstances warrant, the Principal may direct that any community member may only communicate or interact with community members or teaching staff through a nominated School representative.

Serious Breaches

Legal processes will be engaged, in line with DET guidelines and policies, if any of the

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following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school during the course of school activities
- Behaviour in the presence of students, staff, parents or other visitors to the school that cause alarm or concern to the students, staff, parents or other visitors to the school
- Any interruption to the learning environment of the school such as entering classrooms without permission

Alignment with related school policies

- Student Engagement Policy
- Access to School Premises
- Parent Communication Procedure
- Volunteers Policy
- Child Safety Policy
- Photographing and Filming Students Policy

Ratification and Implementation

Upon ratification by School Council of this policy, it will be distributed via the newsletter and made available on the BPS website for the whole school community

Review

This policy will be reviewed as part of the school's review cycle

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BSPS Volunteer Induction Checklist

| Brief description of works | |
|--|------------------------------|
| General OHS Induction – The Workplace Manager is to ensure that volunteers have been provided with the following information and/or instructions. | Provided |
| Department Health and Safety and Wellbeing (HSW) Policy | <input type="checkbox"/> Yes |
| Required conduct/behaviour | <input type="checkbox"/> Yes |
| Security access arrangements / Traffic Management Plan | <input type="checkbox"/> Yes |
| Introduction to First Aid Officer(s) and location of First Aid Room/Kits | <input type="checkbox"/> Yes |
| Location of emergency evacuation plans for your area | <input type="checkbox"/> Yes |
| Location of Emergency Exits | <input type="checkbox"/> Yes |
| Introduction to workplace Wardens / Incident Controller | <input type="checkbox"/> Yes |
| Location of amenities | <input type="checkbox"/> Yes |
| Location of Chemical Register and associated Safety Data Sheets | <input type="checkbox"/> Yes |
| Information on hazard and incident reporting process | <input type="checkbox"/> Yes |
| Current School Asbestos Management Plan and Division 5 Audit Report | <input type="checkbox"/> Yes |
| 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> | <input type="checkbox"/> Yes |
| An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment | <input type="checkbox"/> Yes |
| Signatures | |
| Workplace Manager | |
| <i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i> | |
| Name: | Signature: Date: |
| Volunteers | |
| <i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i> | |
| Name: | Signature: Date: |