

Newham Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook 2022



Prepared by:	Simone Wood
Date Prepared:	31/03/2022
Review Date:	31/03/2023

Volunteer Occupational Health and Safety (OHS) Induction Handbook

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Volunteer Occupational Health and Safety (OHS) Induction Handbook

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:

- provide current COVID-19 vaccination information
- 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 and 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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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:



Health, Safety and Wellbeing Policy

Scope: This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (Department) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

<p>Management Commitment.</p> <p>Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:</p>	<ul style="list-style-type: none"> • providing and integrating a robust and credible Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations • providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety • outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces • embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks • providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.
<p>Consultation Commitment.</p> <p>Consult, collaborate, and communicate with employees including health and safety representatives on:</p>	<ul style="list-style-type: none"> • identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons • health, safety, and wellbeing issue resolution • provision of health, safety and wellbeing information, training, instruction, and supervision • the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing • flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.
<p>Driving Continuous HSW Improvement Commitment.</p> <p>Support continual health, safety and wellbeing improvement by:</p>	<ul style="list-style-type: none"> • improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures • establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance • using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets • allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.

Health, Safety and Wellbeing Policy-Final

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<p>Building Capability Commitment.</p> <p>Support building capability by:</p>	<ul style="list-style-type: none"> • embedding individual health, safety, and wellbeing accountabilities for all employees across the Department • embedding legislative and Department health and safety requirements in all policies and procedures • increasing awareness and improving utilisation of the safety supports and resources available • providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation • strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.
<p>Risk Management Commitment.</p> <p>Support the prevention of workplace injuries and ill health by:</p>	<ul style="list-style-type: none"> • strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities • proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner • promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent re-occurrence • providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces • implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace

The Department employees, visitors, volunteers and contractors are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.

Jenny Atta

Secretary

19 / 1 / 2022

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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 left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the Department 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 principal or their delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

Please refer to the school's Volunteer Guidelines and Volunteer Policy available on the school website: [School Policies](#).

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



Traffic Management

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

- **School Carpark**

Designated pedestrian crossings are:

- **Rochford 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 to 9:05am**
- Recess: **10:45am to 11:25am**
- Lunch: **1:05pm to 1:55pm**
- Pick up: **3:15pm to 3:45pm**

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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.

The volunteer OHS induction is valid for 12 months.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> <p>Education and Training</p> <p>Human Resources</p> </div> </div> <h3 style="text-align: center; margin-top: 20px;">Volunteer OHS Induction Checklist</h3> <p style="text-align: center; font-size: small;">The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Workplace</td> <td></td> </tr> <tr> <td>Brief description of works</td> <td></td> </tr> <tr> <td>General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.</td> <td style="text-align: center;">Provided</td> </tr> <tr> <td>Department Health and Safety and Wellbeing (HSW) Policy</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Required conduct/behaviour</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Security access arrangements / Traffic Management Plan</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Introduction to First Aid Officer(s) and location of First Aid Room/Kits</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Location of emergency evacuation plans for your area</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Location of Emergency Exits</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Introduction to workplace Wardens / Incident Controller</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Location of amenities</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Location of Chemical Register and associated Safety Data Sheets</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Current COVID-19 vaccination information</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Information on hazard and incident reporting process</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>Current School Asbestos Management Plan and Division 5 Audit Report</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> NA</td> </tr> <tr> <td>Introduction to school Asbestos Coordinator</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> NA</td> </tr> <tr> <td>Plant and equipment Safe Work Procedures and personal protective equipment (Note: all externally covered plant and equipment are to be tested and tagged prior to use). 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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. **Simone Wood (5427 0235)**.

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 Simone Wood (5427 0235) 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 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 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. 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 principal or their delegate
- 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

Workplace Codes

In the event that a code is called, please obey the following instructions:

CODE GREEN	SOCCER FIELD EVACUATION
CODE PINK	MAIN BUILDING EVACUATION
CODE ORANGE	LOCK DOWN
CODE YELLOW	OFF-SITE EVACUATION

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 principal or their delegate.

Evacuation Point

The evacuation point is located at the **SOCCER FIELD or ASPHALT AREA**; refer to map (Appendix B).

Volunteer Occupational Health and Safety (OHS) Induction Handbook

Emergency Contacts

School contacts

Workplace Manager	Simone Wood	5427 0235
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Business Manager/General Office	Sharon Gledhill	5427 0235
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Emergency contacts

Police:	000
---------	-----

Fire:	000
-------	-----

Ambulance:	000
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Poisons:	13 11 26
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Volunteer Occupational Health and Safety (OHS) Induction Handbook

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.

Amenities

Please see map in Appendix for the following clearly marked items:

- **Toilets and amenities**
- **Lunch room**
- **Parking**

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.
- Principal is to report the incident on eduSafe Plus.

Appendix A: Evacuation Process Chart

Volunteer Occupational Health and Safety (OHS) Induction Handbook

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You hear the emergency alarm! Listen for the details of the DANGER and the evacuation point.

Elise Rush
0438 350 916
elise@schoolsafereconsulting.com.au

SOCCER FIELD		SHELTERIN PLACE – MAIN SCHOOL BUILDING		OFF-SITE to NEWHAM MECHANICS INSTITUTE		LOCK DOWN – Level 1 QR Level 2	
Stay calm & listen to your teacher.	Use common sense at all times.	Stay calm & listen to your teacher.	Use common sense at all times.	Stay calm and listen to your teacher.	Use common sense at all times.	Stay calm & listen to your teacher.	Use common sense at all times.
Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD . If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD . Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating.		Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING . If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING . Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating.		Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE . If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE . Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating.		You must remain in the classroom. All doors and windows to your classroom & building must be closed & locked . If you are outside, move to the nearest and safest internal space. Lock all windows & doors. This may mean sharing a space.	
Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.		Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.		Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.		Students who are out of their classroom must move safely to the nearest room and report to the teacher straight away.	
Line up with your class on the SOCCER FIELD from Prep to Year 6.		Line up with your class in the MAIN SCHOOL BUILDING in assembly position.		Evacuate to the NEWHAM MECHANICS INSTITUTE Exit the school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions.		LEVEL 1 If safe to do so, continue with your classroom program quietly , but remember, NO ONE CAN LEAVE YOUR SPACE .	
						LEVEL 2 STOP what you are doing. Turn off lights and sit quietly in a safe location, away from windows and doors.	



Take the roll as soon as your class settles. All staff members will scan the QR Code (if not already scanned) and complete all relevant fields within the form. *Please carefully check your responses for typing mistakes before submitting.* If you have any concerns please approach the nearest member of staff.

Coloured Wardens **must** complete the final section within this form to communicate if their zone has been swept and cleared.

You will be notified when it is safe to return to your class program.



Appendix B: Warden Zone Map

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Legend

Version: 31/03/2022

The map shows the school layout with buildings 1 through 7. Building 1 is a large green structure with a yellow circle 'S' (Shelter in Place) and a green cross 'AED' (Automated External Defibrillator). Building 2 is a smaller green structure. Buildings 3, 4, 5, 6, and 7 are yellow structures. A large grey parking area with a 'P' sign is at the top. A green assembly point is at the bottom. A red line indicates the external gate. A blue 'P' sign indicates the staff carpark. A red arrow indicates the primary evacuation route. A red arrow indicates the location of toilets.

Newham Primary School

Newham Primary School Warden Zone Map

Rochford Rd

Legend

Version: 31/03/2022

- First Aid Room
- First Aid Kits
- Automated External Defibrillator (AED)
- Staff Carpark
- Primary Evacuation
- Staffroom
- External Gate
- W - Warden
- D - Deputy Warden
- S - Shelter in Place
- Parking
- Toilets
- Primary Assembly Point