

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## STRATHAIRD PRIMARY SCHOOL

### Volunteer Occupational Health and Safety (OHS) Induction Handbook



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# 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:

- 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.

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

Strathaird Primary School

## Child Safety Induction Pack - Volunteers

### Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Strathaird Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

### Key messages

- Strathaird Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the South Eastern Regional Office of the Department of Education and Training on 1300 338 691.

### Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please view these on the Strathaird Primary School's website to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Strathaird Primary School Volunteers Policy
- Strathaird Primary School Child Safety and Wellbeing Policy
- Strathaird Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Strathaird Primary School Child Safety Code of Conduct
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

### Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the principal or assistant principal on 097053800 with any comments or questions.

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**PROTECT**



Education  
and Training

## **CHILD SAFE STANDARD 2: STATEMENT OF COMMITMENT TO CHILD SAFETY**

Strathaird Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Strathaird Primary School has zero tolerance for child abuse.

Strathaird Primary is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Strathaird Primary school has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.


### **Strathaird Primary School will**

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers."






# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## Department Health, Safety and Wellbeing (HSW) Policy

Health, Safety and Wellbeing Policy



Education and Training

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

<b>Management Commitment</b> 	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety</li> <li>outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces</li> <li>embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks</li> <li>providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.</li> </ul>
<b>Consultation Commitment</b> 	<p><b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>health, safety, and wellbeing issue resolution</li> <li>provision of health, safety and wellbeing information, training, instruction, and supervision</li> <li>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</li> <li>flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.</li> </ul>
<b>Drive Continuous HSW Improvement Commitment</b> 	<p><b>Support continual health, safety and wellbeing improvement by:</b></p> <ul style="list-style-type: none"> <li>improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures</li> <li>establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance</li> <li>using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets</li> <li>allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.</li> </ul>
<b>Building Capability Commitment</b> 	<p><b>Support building capability by:</b></p> <ul style="list-style-type: none"> <li>embedding individual health, safety, and wellbeing accountabilities for all employees across the Department</li> <li>embedding legislative and Department health and safety requirements in all policies and procedures</li> <li>increasing awareness and improving utilisation of the safety supports and resources available</li> <li>providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation</li> <li>strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.</li> </ul>
<b>Risk Management Commitment</b> 	<p><b>Support the prevention of workplace injuries and ill health by:</b></p> <ul style="list-style-type: none"> <li>strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities</li> <li>proactively aiming to identify hazards and eliminate (if not possible, minimal) risks, in the workplace by implementing controls in a timely manner</li> <li>promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent recurrence</li> <li>providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces</li> <li>implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplaces.</li> </ul>

**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  
19/01/2022

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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 Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

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## Covid-19 terms

### Covid-19 Requirements

In light of the current COVID-19 pandemic we ask you to please comply with the following arrival requirements.

In attending our site you warrant that you:

Are currently well and not showing any flu like symptoms? Fever, chills/sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell, headache, muscle soreness, nausea, vomiting, diarrhoea.

I will notify the school (by phone) if in the next 7 days I have a medically confirmed or suspected case of coronavirus.

### CovidSafe Behaviours

Wash and/or sanitize your hands frequently.

Cover your nose and mouth with your inner elbow to sneeze or cough.

Avoid touching your eyes, nose and mouth as much as possible.

Observe social distancing measures keeping at least 1.5m apart from others as required.

*I agree to maintain CovidSafe Behaviour while on site.*

### Vaccination information

No longer required to collect this information, but if attending camps or excursions the school may need to site it.



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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:

- Community Parade, or
- Kenton Walk

Designated pedestrian crossings are:

- Sherwood Road, front of the school, or
- Community Parade, near staff car park entry

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: 8.30 am till 9.00 am
- Recess: 11.am till 11.30am
- Lunch: Junior School 12.45pm till 1.30pm
- Lunch : Senior School 1.30pm till 2.15pm
- Pick up: 3.15pm

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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.**



**+** *The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.*

<b>Workplace</b>	STRATHAIRD PRIMARY SCHOOL	
<b>Brief description of works</b>		
<b>General OHS Induction</b> – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.	<b>Provided</b>	
Child Safety Induction Pack	<input type="checkbox"/> Yes	
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	
Current COVID-19 vaccination <u>information</u> . <b>Sighted by:</b> _____ <b>Date:</b> _____	<input type="checkbox"/> Yes	
(First / Second / <u>Third Dose</u> / Exempt) – please circle (MyGov / Immunisation certificate)		
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 <input type="checkbox"/> NA	
Introduction to school Asbestos Coordinator	<input type="checkbox"/> Yes	
Plant and equipment Safe Work Procedures and 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 <input type="checkbox"/> NA	
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 <input type="checkbox"/> NA	
<b>Signatures</b>		
<b>Principal or delegate</b> <i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>		
Name: _____	Signature: _____ Date: _____	
<b>Volunteers</b> <i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name: _____	Signature: _____ Date: _____	

*Principal and/or their delegate are to maintain completed forms and store in file.*

*Last Updated: 10 November 2021*

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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.

Asbestos -Mastic in putty of portable windows refer to Appendix B

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 Jo-anne McDonald ext 104 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 Safety Data Sheets (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.

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## 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 points are located at

Assembly 1- Basketball Courts

Assembly 2 – Gymnasium

refer to Evacuation Map (Appendix A).

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## Emergency Contacts

### School contacts

Workplace Manager	Julie Kennedy	03 9705 3800 ext 101
Assistant Principal	Jo Redi	03 9705 3800 ext 106
Assistant Principal	Corey Fleming	03 9705 3800 ext 113
Asbestos Co-ordinator	Jo-anne McDonald	03 9705 3800 ext 104
Business Manager	Jo-anne McDonald	03 9705 3800 ext 104
Office Manager	Jessica Maurer	03 9705 3800 ext 103
General Office Number	Alex Bradley	03 9705 3800 ext 100

### School after hours contacts

Workplace Manager:	0409 932 358
Business Manager:	0408 353 978

### Emergency contacts

Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26
Emergency Management:	1800 126 126

## Workplace Wardens/Controllers

Julie Kennedy



Jo Redi



Corey Fleming



Jo McDonald –Asbestos Co-ordinator

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## 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.

### First Aid Officers



*b*

Mia Young  
Work location- Main Office  
Telephone extension- 105



Alex Bradley  
Work Location – Main Office  
Telephone extension 100

Jessica Maurer  
Work location- Main Office  
Telephone extension 103



# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## 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.
- Workplace Manager is to report the incident on eduSafeplus.

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## Appendix A

### Emergency Evacuation Map





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## Appendix B - ASBESTOS MAP 2022

