# TABLE OF CONTENTS

**Introduction** .......................................................... 1

DET Occupational Health and Safety (OHS) Policies ...................... 2

Bonbeach Primary School Child Safe Policy and Strategies .......... 4

Required conduct/behaviour ............................................ 9

Bonbeach Primary School Code of Conduct for Staff, Volunteers and School Council Members ............................................. 10

**Access arrangements** ................................................. 12

  - Access ........................................................................ 12
  - Traffic management .................................................. 12

**OHS induction** ............................................................ 13

**Site specific hazards** ......................................................... 17

  - Asbestos ..................................................................... 17
  - Hazardous Substances and Dangerous Goods .................. 17
  - Animals/wildlife ....................................................... 17

**Emergency management** .................................................... 18

  - Emergency procedures ............................................. 18
  - Leaving site in an emergency ...................................... 18
  - Evacuation point ...................................................... 18
  - Emergency contacts ................................................ 19

**First aid** ...................................................................... 20

  - First aid ..................................................................... 20

**Hazard and incident reporting** ........................................... 21

**Appendix A** .................................................................. 22
Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2007 the Department of Education and Training (DET) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS and the Child Safe Ministerial Order 870 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;
- agree to comply with the Child Safe Code of Conduct;
- provide a Working with Children Check, (unless the volunteer is a registered teacher Teachers registration card or police officer Police Officer identification is to be provided).
DET Occupational Health and Safety (OHS) Policies

DET has two health and safety policies, the OHS Policy and the OHS Consultation and Communication Policy. Both policies have been endorsed by the DET Secretary and can be seen below:

---

**Occupational Health and Safety Policy**

**Scope:**
This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

---

**DET Occupational Health and Safety (OHS) Commitment and Principles:**

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

---

**Policy Objectives:**

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace.
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls.
- complying with relevant legislation, DET procedures and guidelines relating to OHS.
- providing a clear statement of OHS accountabilities and responsibilities for personnel across the organisation.
- strengthening leadership capability and accountability for OHS across DET.
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations.
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services.
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement.
- allocating adequate resources to maintain healthy, safe and supportive workplaces.
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely.
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

---

**DET employees, visitors, volunteers and contractors are required to:**

- take reasonable care for their own OHS and act in a manner that does not put others at risk.
- actively contribute to identifying, reporting and reducing OHS hazards and risks.
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

---

Gill Callister
Secretary
5/6/2015
Occupational Health and Safety Consultation and Communication Policy

Scope:
This policy applies to all employees, students, visitors, volunteers and contractors in the Department of Education and Training (DET). This policy builds on Part 4 of the Victorian Occupational Health and Safety (OHS) Act 2004 which outlines the legal duties of employers to consult.

DET OHS Commitment and Principles:
- DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.
- DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.
- Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

Policy Objectives:
DET is committed to:
- consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
  - identification of workplace hazards
  - assessment of the risks associated with workplace activities and hazards
  - decisions made to eliminate or control workplace risks
  - review of workplace risk assessments
  - introduction of, or alteration to, procedures for monitoring workplace risks
  - decisions made in relation the adequacy of workplace facilities
  - proposed changes to the work premises, systems of work, plant or substances used at the workplace
  - decisions about changes in job role
  - decisions about consultation procedures, and any legislative requirements.
- providing access to specialist health and safety advice and services to DET employees, where health and safety issues cannot be resolved directly as a result of using the local established health and safety issue resolution procedure.

DET employees, visitors, volunteers and contractors are required to:
- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangements.

Gill Callister
Secretary
5/5/2015
Bonbeach Primary School Child Safe Policy and Strategies

Bonbeach Primary School have implemented a Child Safe Policy to ensure compliance with the Child Safe Standards and Ministerial Order 870. This policy has been endorsed by the School Council and can be seen below. All volunteers are required to comply with this policy.

Rationale

Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child’s safety, which we follow rigorously. The school is committed to regularly training and educating our staff and volunteers on child abuse risks and all staff undertake Mandatory Reporting training.

We support and respect all children, as well as our staff and volunteers and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with a disability.

Purpose

Our children

This policy is intended to empower children who are vital and active participants in our school. We listen to their views and respect what they have to say. We promote diversity and tolerance in our school, and people from all walks of life and cultural backgrounds are welcome. We promote the cultural safety, participation and empowerment of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

Our staff and volunteers

This policy informs our staff and volunteers on how to behave with children in our school. All of our staff and volunteers must agree to abide by our code of conduct which is detailed in our Student Inclusion, Engagement and Wellbeing Policy. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.
Implementation:

Training and supervision

- Training and education is important to ensure that everyone in our organisation understands that child safety is everyone’s responsibility.

- The school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns.

- For all jobs that require child connected work there will be an induction process providing explicit information about the job’s requirements, duties and responsibilities and the school's child safety practices, including the code of conduct (refer to the Student Inclusion, Engagement and Wellbeing Policy).

- We also support our staff and volunteers through ongoing supervision to: develop their skills to protect all children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability. Bonbeach Primary School has a zero tolerance for any form of child abuse.

Recruitment

- We take all reasonable steps to employ appropriately skilled people to work with children. We identify selection criteria through Recruitment Online which clearly demonstrates our commitment to child safety. The school understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

- All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the Working with Children Check website. (www.workingwithchildren.vic.gov.au) for further information. We carry out reference checks to ensure that we are addressing the person’s suitability for the job and working with children. VIT registration is compulsory and we require proof of personal identity and any professional or other qualifications.

- Fair procedures for personnel

- The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

- We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone’s safety. We have safeguards and practices in place to ensure any personal information is protected and will disclose how this information is recorded, what will be done with it, and who will have access to it.
Legislative responsibilities (Refer to the Child Protection Policy)

Our organisation takes our legal responsibilities seriously, including:

- Any personnel who are mandatory reporters must comply with their duties.
- Failure to disclose offence: In addition to mandatory reporting and duty of care obligations, any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 must report that information to police. Failure to disclose the information to police is a criminal offence except in limited circumstances, such as where the information has already been reported to Child Protection or the child is over 16 when the belief is formed.
- Failure to protect: Any staff member in a position of authority, who becomes aware that an adult associated with their organisation (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the care, authority or supervision of the organisation, must take all reasonable steps to remove or reduce that risk. This may include, for example, removing the adult from child-related work pending investigation. If a staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence. The offence applies only to adults in a position of authority within an organisation, including Principals, senior school staff, regional directors and other senior managers.

Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, swimming), and online environments. *Bonbeach Primary School has a zero tolerance for any form of child abuse*

Allegations, concerns and complaints

The school takes all allegations seriously and works to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place.

If an adult has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves);
- behaviour consistent with that of an abuse victim is observed ;
- someone else has raised a suspicion of abuse but is unwilling to report it; or
- observing suspicious behaviour.

-
Interaction with existing policies
Please refer also to the school’s existing policies all of which are designed to create a safe environment for children:

- Archives & Records Management
- Anti-Bullying
- Emergency Management
- eSmart
- Facebook Code of Conduct
- Internet Usage
- ICT
- Mandatory Reporting
- On Site Supervision
- Privacy
- Safety & Welfare of Students
- Learning of an External Provider
- Visitor Policy
- Working with Children Checks
- Yard Supervision

Evaluation
This policy will be reviewed as part of the school's three-year review cycle.
This policy was approved by School Council on 19 July 2016.

Child Safe Strategies

Bonbeach Primary School are working to implement the following strategies to embed a culture of child safety:

School governing authority
- The school governing authority communicates that it has zero tolerance of child abuse (in any form).
- Child safety is a standing item for discussion at meetings of the school governing authority.
- Child safety strategies are developed and enhanced through ongoing review of the effectiveness of practice.
- An appropriate reporting process is in place for child abuse that includes overseeing outcomes.
- The school governing authority oversees the implementation and improvement of child safety strategies.
- The school governing authority communicates with the school community about the school's child safety strategies and their implementation.
- The school reports on child safety in its annual report.

School staff (includes contractors and volunteers)
- Ensuring awareness of the child safety strategies and the allocated roles and responsibilities.
- Pre-employment reference checks that include checking for child safety.
- Checking of identification for staff as part of recruitment.
- Criminal history checks and confirming currency of Working with Children Check/Victorian Institute of Teaching registration.
- Obtaining verified academic transcripts for staff as part of recruitment.
- Query gaps in employment history.
Psychometric testing.
Induction in child safety for all staff and visitors.

Children
- Children are made aware of how to detect and report inappropriate behaviour.
- Children are encouraged to report inappropriate behaviour.
- The school has nominated contact persons that children can approach in relation to child safety.
- The school has child safety reporting procedures.
- The school provides counselling and other resources to support children.

Environment
- The school has child safety strategies in place for all physical school environments, that include:
  - regularly reviewing the physical environment to ensure all risks are identified and managed
  - assessing new or changed physical environments for child safety risks
  - supervising or monitoring activities.
- The school has child safety strategies for its online environments (eg intranets, online learning systems, social media) including:
  - clear boundaries of roles between staff and children
  - proactive strategies to detect inappropriate behaviour such as online searches (Google, Facebook etc).
- Visitors are appropriately screened, supervised and made aware of the school’s child safety strategies.
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.
- Abiding by the Bonbeach Primary School Code of Conduct for Staff, Volunteers and School Council Members on the following pages.
Bonbeach Primary School Code of Conduct for Staff, Volunteers and School Council Members

All staff, volunteers and School Council members of Bonbeach Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Bonbeach Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Bonbeach Primary School child safe policy at all times / upholding Bonbeach Primary School statement of commitment to child safety at all times;
- taking all reasonable steps to protect children from abuse;
- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child’s self-identification);
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to Bonbeach Primary School’s Student Wellbeing Officer / leadership, and ensure any allegation to reported to the police or child protection;
- reporting any child safety concerns to Bonbeach Primary School’s Student Wellbeing Officer / leadership;
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe; and
- encouraging children to ‘have a say’ and participate in all relevant organisational activities where possible, especially on issues that are important to them.
Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- have contact with a child or their family outside of our organisation without our child safety officer’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate);
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters); and
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Bonbeach Primary School’s Student Wellbeing Officer / leadership.

If you believe a child is at immediate risk of abuse phone 000.
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

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

- 29-63 Breeze Street, Bonbeach

Designated pedestrian crossings are:

- School Crossing on Breeze Street, Bonbeach

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: 8:50am-9am
- Recess: 11:30am-12pm
- Lunch: 1:40pm-2:40pm
- Pick up: 3:30pm
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.

<table>
<thead>
<tr>
<th>Voluntary Worker OHS Induction Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace</td>
</tr>
<tr>
<td>Brief description of works</td>
</tr>
<tr>
<td><strong>General OHS Induction – The Workplace Manager is to ensure that volunteer workers have been provided with the following information and/or instructions.</strong></td>
</tr>
<tr>
<td>DET OHS Policy</td>
</tr>
<tr>
<td>DET OHS Consultation and Communication Policy</td>
</tr>
<tr>
<td>Bonbeach Primary School Child Safe Policy and strategies</td>
</tr>
<tr>
<td>Required conduct/behaviour</td>
</tr>
<tr>
<td>Security access arrangements / Traffic Management Plan</td>
</tr>
<tr>
<td>Introduction to First Aid Officer(s) and location of First Aid Room/Kits</td>
</tr>
<tr>
<td>Location of emergency evacuation plans for your area</td>
</tr>
<tr>
<td>Location of Emergency Exits</td>
</tr>
<tr>
<td>Introduction to workplace Wardens / Incident Controller</td>
</tr>
<tr>
<td>Location of amenities</td>
</tr>
<tr>
<td>Location of Chemical Register and associated Safety Data Sheets</td>
</tr>
<tr>
<td>Information on hazard and incident reporting process</td>
</tr>
<tr>
<td>Current School Asbestos Management Plan and Division 5 Audit Report</td>
</tr>
</tbody>
</table>
### Plant and equipment Safe Work Procedures & personal protective equipment

*(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)*

| Yes |

### An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment

| Yes |

## Signatures

### Workplace Manager

*I certify that the below mentioned volunteer workers have completed an OHS induction.*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

### Volunteer Workers

*I have been provided with and understand (as indicated above) and will comply with all safety instructions and the Child Safe Policy.*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

*Workplace Manager and/or Management OHS Nominee are to maintain completed forms and store in file.*
Code of Conduct for Staff, Volunteers and School Council Members

All staff, volunteers and School Council members of Bonbeach Primary is required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Bonbeach Primary School is responsible for supporting the safety, participation, wellbeing and empowerment of children by:
- adhering to Bonbeach Primary School child safe policy at all times / upholding Bonbeach Primary School statement of commitment to child safety at all times;
- taking all reasonable steps to protect children from abuse;
- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child’s self-identification);
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to Bonbeach Primary School’s Student Wellbeing Officer / leadership, and ensure any allegation to reported to the police or child protection;
- reporting any child safety concerns to Bonbeach Primary School’s Student Wellbeing Officer / leadership;
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe; and
- encouraging children to ‘have a say’ and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:
- develop any ‘special’ relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
• engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
• use inappropriate language in the presence of children;
• express personal views on cultures, race or sexuality in the presence of children;
• discriminate against any child, including because of culture, race, ethnicity or disability;
• have contact with a child or their family outside of our organisation without our child safety officer’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate);
• have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters); and
• ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Bonbeach Primary School’s Student Wellbeing Officer / leadership.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

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 - Ken Jones 9772 3471 must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

The current School Asbestos Management Plan and Division 5 Audit Report are located at the School Office.

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.

The current Chemical Register and associated Safety Data Sheets are located at the School Office.

Animals/wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- 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.
- 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
- Onsite evacuation-School oval-cricket pitch
- Offsite evacuation-Patterson River Golf Club Car Park

refer to Evacuation Map (Appendix A).
### Emergency contacts

<table>
<thead>
<tr>
<th>School contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workplace Manager</strong></td>
<td>Ken Jones</td>
</tr>
<tr>
<td><strong>Assistant Principal</strong></td>
<td>Patrick Walsh</td>
</tr>
<tr>
<td><strong>Asbestos Co-ordinator</strong></td>
<td>Ken Jones</td>
</tr>
<tr>
<td><strong>Business Manager</strong></td>
<td>Sharon Keates</td>
</tr>
<tr>
<td><strong>General Office Number</strong></td>
<td>Wendy Helling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School after hours contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DET SMR Emergency Management</td>
<td>9589 6266</td>
</tr>
</tbody>
</table>

### Emergency contacts

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Police:</strong></td>
<td>000</td>
</tr>
<tr>
<td><strong>Fire:</strong></td>
<td>000</td>
</tr>
<tr>
<td><strong>Ambulance:</strong></td>
<td>000</td>
</tr>
<tr>
<td><strong>Poisons:</strong></td>
<td>13 11 26</td>
</tr>
</tbody>
</table>
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.

The First Aid Room is located next to the School Office.
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 19).

- Workplace Manager is to report the incident on eduSafe.
Appendix A
Emergency Evacuation Maps

BONBEACH PRIMARY MAIN BUILDING
Emergency Evacuation Plan 2016

MAIN BUILDING

BER LIBRARY LEARNING

GARDEN SHED

PRE-SCHOOL

Extinguisher/Hose reel
Exit point
Exit Route
Evacuation Assembly Point
Hazardous Chemical

Cricket Pitch
BONBEACH PRIMARY HALL
Emergency Evacuation Plan 2016
PATTERSON RIVER GOLF CLUB
Emergency Offsite Evacuation Plan 2016

Exit Route
Evacuation Assembly Point