

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## Mornington Park 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.

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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:



**VICTORIA**  
State Government

Education  
and Training

## Human Resources

### 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.

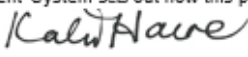
**Commitment and Principles:** DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

<p><b>Prevent workplace injuries and illnesses:</b></p> <ul style="list-style-type: none"><li>• by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET</li><li>• by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence</li><li>• by providing and maintaining workplaces that are safe and healthy without risks to mental health.</li></ul>	<p><b>Enhance workplace culture:</b></p> <ul style="list-style-type: none"><li>• by actively demonstrating and promoting a positive, inclusive and supportive working environment</li><li>• promoting an HSW reporting and learning culture</li><li>• by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.</li></ul>	<p><b>Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:</b></p> <ul style="list-style-type: none"><li>• 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</li><li>• on issue resolution processes</li><li>• on provision of information, instruction, supervision and training</li><li>• by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.</li></ul>
<p><b>Allocate adequate resources:</b></p> <ul style="list-style-type: none"><li>• by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations</li><li>• by promoting access to support services, information and training</li><li>• by providing and maintaining physically safe and healthy workplaces.</li></ul>	<p><b>Provide transparent and robust information, training, instruction and documentation:</b></p> <ul style="list-style-type: none"><li>• on individual health and safety accountabilities for all employees across DET</li><li>• on legislative and DET HSW requirements.</li></ul>	<p><b>Drive continuous HSW improvement:</b></p> <ul style="list-style-type: none"><li>• by using evidenced based data to inform DET strategic direction and measureable objectives</li><li>• by monitoring and reporting on HSW performance outcomes</li><li>• by strengthening leadership capability</li><li>• by maintaining, monitoring and reviewing the OHS Management System</li></ul>

**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  
19/01/18



Last Updated: June 2018

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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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## 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:

- Hardy Street car park
- Hardy Street car park

Designated pedestrian crossings are:

- Robertson Drive

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: 8:10-9:00am
- Recess: 11:40am-12:20pm
- Lunch: 2:00-2:30pm
- Pick up: 3:20pm

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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.**

		Human Resources	
<b>Volunteer OHS Induction Checklist</b>			
<i>The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.</i>			
<b>Workplace</b>			
<b>Brief description of works</b>			
<b>General OHS Induction – The Workplace Manager is to ensure that volunteers have been provided with the following information and/or instructions.</b>			<b>Provided</b>
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
<b>Signatures</b>			
<b>Workplace Manager</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:	
<i>Last Updated: 15 July 2015</i>			

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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:

- 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 [**Insert Asbestos Coordinator's name and work phone number**] 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 point is located on the Evacuation Plan; refer to Evacuation Map (Appendix A).

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## Emergency Contacts

### School contacts

Workplace Manager	Bev Dadds	03 5975 4011
Assistant Principal	Kath Lord	03 5975 4011
Asbestos Co-ordinator	Bev Dadds	03 5975 4011
Business Manager	Jeanette Budge	03 5975 4011
Office Manager	Jeanette Budge	03 5975 4011
General Office Number	MPPS	03 5975 4011

### School after hours contacts

Workplace Manager:	0405 449 385
Business Manager:	0400 332 533

### Emergency contacts

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

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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.

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## 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 eduSafe Plus.

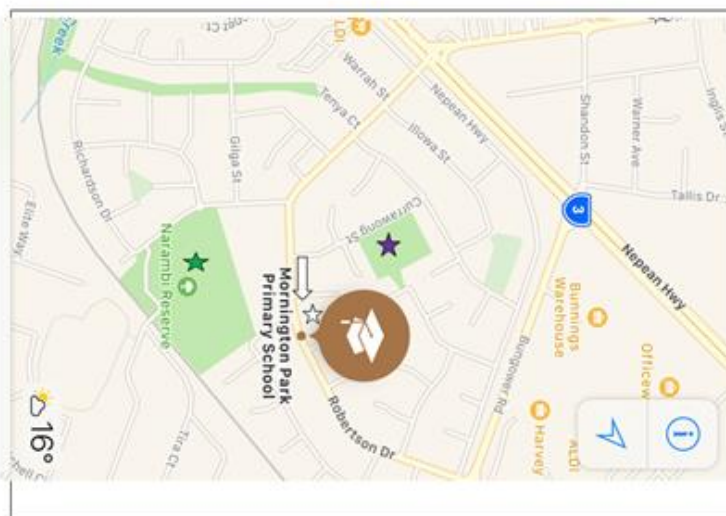
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## Appendix A

### Emergency Evacuation Map



**Mornington Park PS Area Map**



Version: 1.1 Date: August 2020

**Legend:**

- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- Route to Secondary off-site assembly point
- ↔ Emergency services access point

**Distance to Primary off-site assembly point:**  
500m

**Approx. time to reach Primary off-site assembly point:** 5 min

**Distance to Secondary off-site assembly point:** 1km

**Approx. time to reach Secondary off-site assembly point:** 12 min