



HIGHVALE PRIMARY SCHOOL

Volunteer and Contractor Occupational Health and Safety (OHS) and Child Safety Induction

Introduction

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Highvale Primary School volunteers are familiar with our policies and procedures relating to OH&S and 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.

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.

Key messages

- Highvale 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 an 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 East 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.



Highvale Primary School Volunteers Policy - [click here to read policy](#)

I have read the Highvale Primary School Volunteers Policy *

Signature

Health, Safety and Wellbeing Policy - [click here to read policy](#)

I have read the Health, Safety & Wellbeing Policy *

Signature

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.

I have read and agree to the required conduct / behaviour information above and will abide by those rules whilst on Highvale Primary School grounds *

Signature



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: ATTENTION ALL PERSONS MUST complete an induction BEFORE undertaking any works or disturbing materials on this school site.

Traffic Management

Volunteers driving vehicles are to enter and exit the school grounds via Ashton Street Entrance (front of school)

Designated pedestrian crossings are located at Ashton Street & Grantley 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 should park in the streets outside the school. Please do not park in the staff carpark or turning circle.

Volunteers are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: 8:45am – 9:15am
- Recess: 10.45am – 11:45am
- Lunch: 12:15pm – 2:00pm
- Pick up: 3:15pm – 4:15pm

I have read and agree to the Access Arrangements and will abide by those rules whilst on Highvale Primary School grounds *

Signature

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 Joshua Crozier 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 Material/Safety Data Sheets (MSDS/SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

Animals/Wildlife

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

- do not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

I have read and agree to the Site Specific hazards and will abide by those rules whilst on Highvale Primary School grounds *

Signature

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 Basketball Court; refer to Evacuation Map below.

Emergency Contacts School contacts

Workplace Manager Joshua Crozier

Assistant Principal Joshua Crozier

Asbestos Co-ordinator Joshua Crozier

Business Manager Rebecca Foot

General Office Number - 03 9887 8000

I have read and agree to the Emergency Management rules and will abide by those rules whilst on Highvale Primary School grounds *

Signature

Highvale Primary School Child Safety Policy - [click here to read policy](#)

I have read the Highvale Primary School Child Safety Policy *

Signature

Highvale Primary School Child Safety Responding and Reporting Obligations Policy and Procedures [click here read policy](#)

Four critical actions for schools - responding to incidents, disclosures and suspicions of Child Abuse - [click here to read four critical actions for schools](#)



I have read the Highvale Primary School Child Safety Responding and Reporting Obligations Policy and Procedures and associated four critical actions for schools *

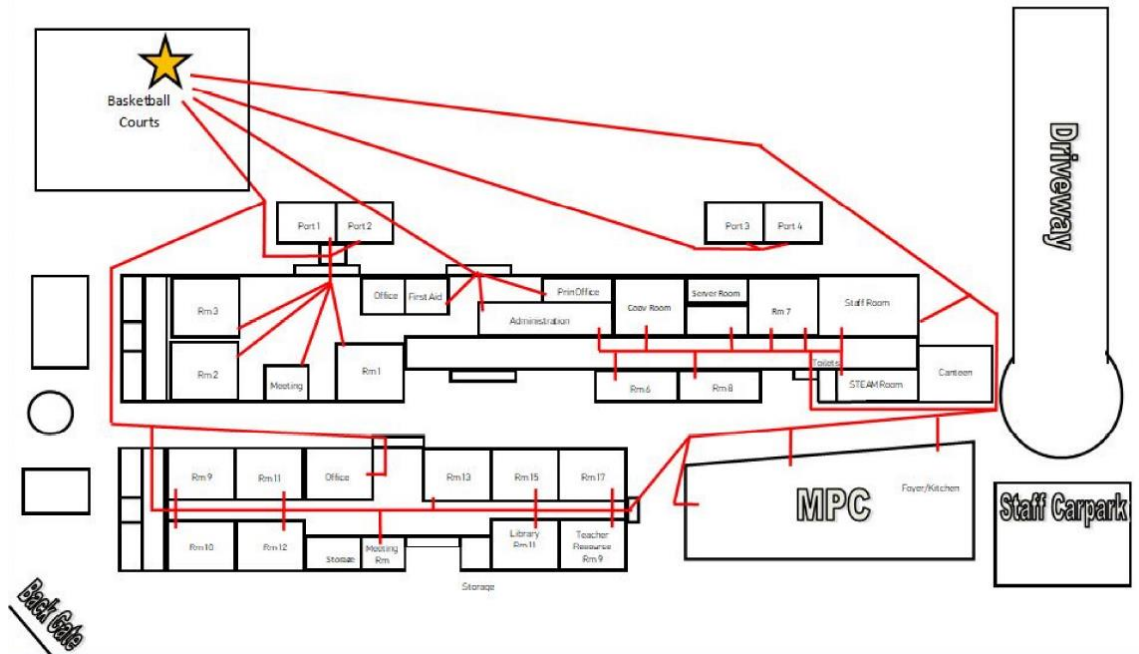
Signature



Evacuation Map

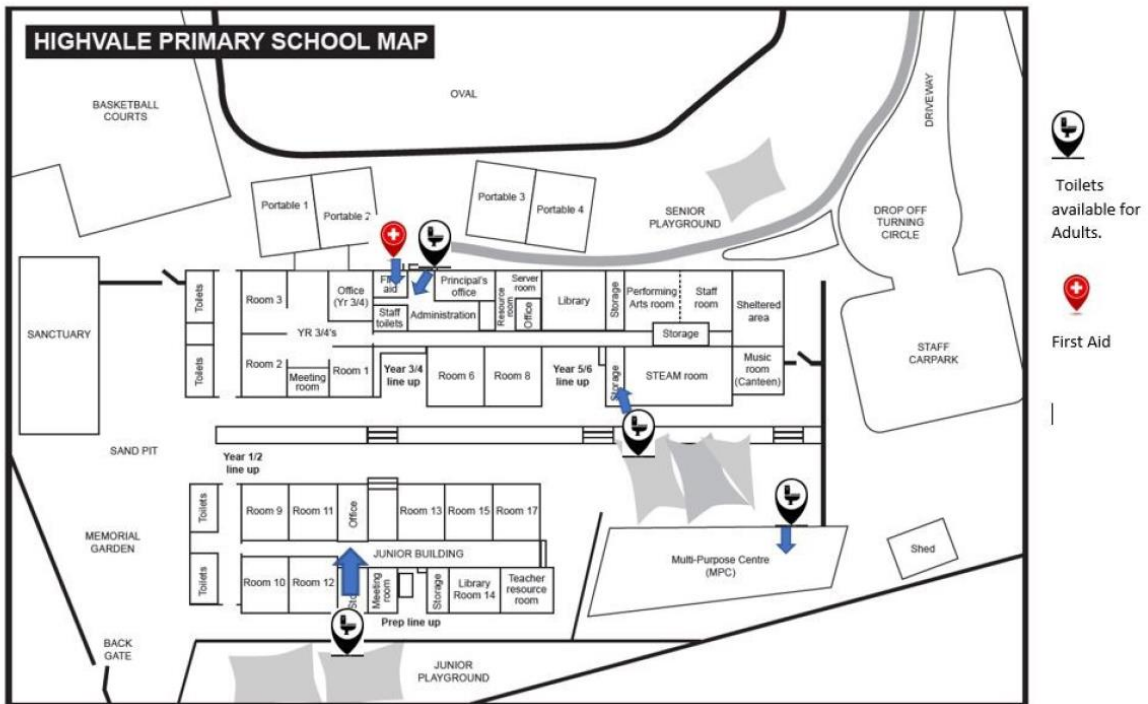


Highvale Primary School Evacuation Map



Amenities Map

HPS Amenities Map





Name of person completing induction

First

Last

Name of your child (if being completed by a parent/carer):

Name of organisation (if being completed on behalf of a company):

Signature

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Assistant Principal (joshua.crozier@education.vic.gov.au) with any comments or questions.