

# Montpellier Primary School

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

### Montpellier



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

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## 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 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 Department or other premises
- 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.

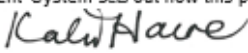
**Commitment and Principles:** DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes 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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## MONTPELLIER PRIMARY SCHOOL CHILD SAFETY CODE OF CONDUCT



### Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop:

Phone 03 9280 1955 for interpreters.

## PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Montpellier Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

## ACCEPTABLE BEHAVIOURS

As Montpellier Primary School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Montpellier Primary School commitment to child safety at all times and adhering to our Child Safety Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult
- reporting any allegations of child abuse or other child safety concerns to the Principal and/or Assistant Principals
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [Child Safety Responding and Reporting Policy](#) and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## UNACCEPTABLE BEHAVIOURS

At Montpellier Primary School, staff, volunteers, contractors and member of our school community involved in child-connected work must not:

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- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult’s overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All Montpellier Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Montpellier Primary School Child Safety Code of Conduct must be reported to the principal.

If the breach or suspected breach relates to the principal, contact **South Western Victoria Regional Branch**

- Phone: 1300 333 232
- Email: [swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au)

Approval and review

Created date	June 2022
Consultation	School Council Newsletter to Community June 2022
Endorsed by	School Council and Principal
Endorsed on	20 June 2022
Next review date	June 2024

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## Access arrangements

### Access

All volunteer workers 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

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

- **Lambhill Crescent**

**All vehicles entering the school grounds must have the permission of Principal or senior member of staff before entering the school grounds.**

Designated pedestrian crossings are:

- **Mount Pleasant Road**
- **Montpellier 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.

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: **8.30am – 9.05am**
- Recess: **11.00am – 11.30am**
- Lunch: **1.00pm 2.00pm**
- Pick up: **3.30pm – 4.00pm**



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

## OHS Induction

Prior to volunteering you will be required to complete an OHS Induction covering the site specific risks. **Please complete checklist at the END OF THIS DOCUMENT**

**Volunteer workers inductions are valid for 12 months.**

## 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, Aaron Mills - 52432521, 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.

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- do 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 school oval or gymnasium. Please listen to loud speaker or wardens for instructions. Refer to Evacuation Map (Appendix A).

## Emergency Contacts

<u>School contact</u>		<u>Onsite Internal Extension</u>
<b>Workplace Manager</b>	Di Stainsby	Workplace Manager (Principal) Ext: 112
<b>Assistant Principals</b>	Chris Young Karri Simpson	03 5243 2521 Ext: 117 03 5243 2521 Ext: 119
<b>Asbestos Co-ordinator</b>	Jill Bell	03 5243 2521 Ext: 116
<b>Business Manager</b>	Jill Bell	03 5243 2521 Ext: 116
<b>General Office Number</b>	03 5243 2521	03 5243 2521 Ext: 111 (Main Reception Desk)

### School after hours contacts

**Workplace Manager: Di Stainsby**                      0437 583 380

### Emergency contacts

<b>Police:</b>	<b>000</b>
<b>Fire:</b>	<b>000</b>
<b>Ambulance:</b>	<b>000</b>
<b>Poisons:</b>	<b>13 11 26</b>

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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 5243 2521 or internal extensions 111 / 122 / 116 / 113 or 118 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

- **Toilets and amenities are located on the ground floor and first floor of the main building, school gymnasium and multipurpose room.**
- **Lunch room (Staff room) is located on the ground floor of the main building**
- **No onsite parking is available. Please adhere to parking signage on surrounding streets.**
- **First Aid room is located behind the Administration office on the ground floor of the main building.**

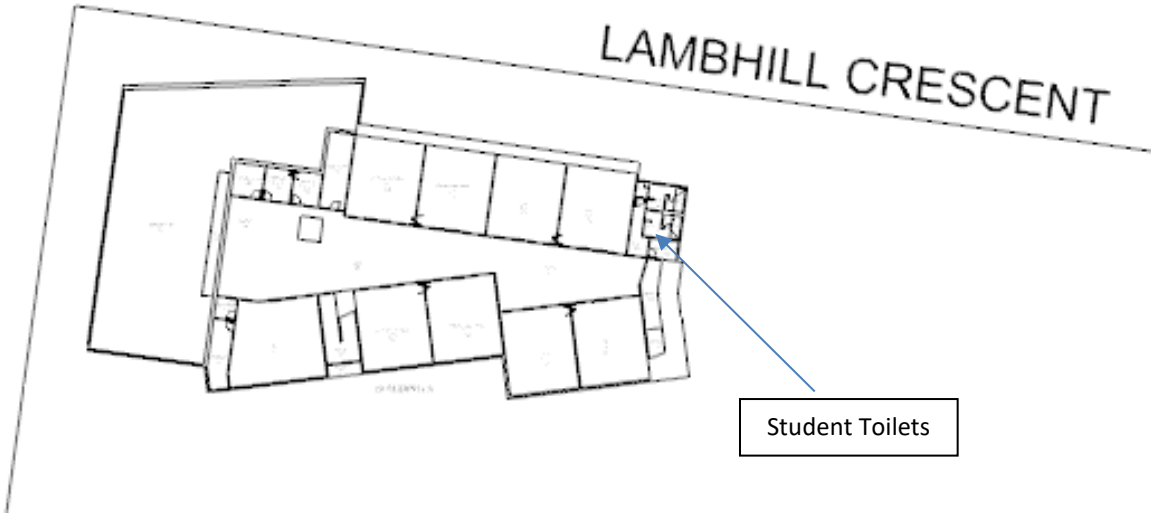
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## Amenities Map

Ground floor, main school building



First Floor, Main Building



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## Amenities Map Continued

### Gymnasium



Staff & Student Toilet, Change Room & Shower Facilities

### Multipurpose Room



Unisex Staff & Student Toilet

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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.

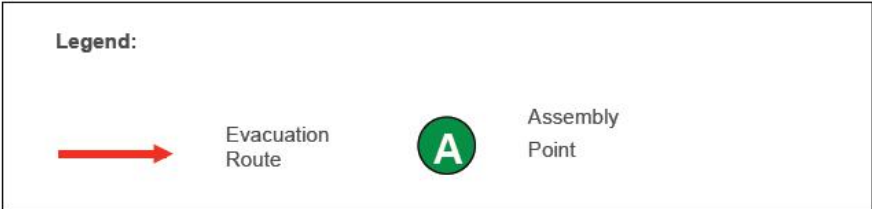
- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
  - police for crime, injury that may not be accidental, or assault
  - ambulance for injury and medical assistance
  - fire brigade for fires, gas leaks and incidents 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.

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## Appendix A

### Emergency Evacuation Map

Offsite Evacuation Assembly Points (Left – Highton Cemetery & Right – Highton Reserve)



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Volunteer workers inductions are valid for 12 months.

## Volunteer OHS Induction Checklist

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

<b>Workplace</b>	Montpellier Primary School	
<b>Brief description of works</b>	Parent Helper	
<b>General OHS Induction – The principal or their delegate 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 <input type="checkbox"/> NA	
Introduction to school Asbestos Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
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:	