

YARRAGON PRIMARY SCHOOL

Volunteer Occupational Health and Safety (OHS) Induction Handbook



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Information and required conduct

Thank you for volunteering at our school!

This handbook is designed to give you all the information needed to help us maintain a safe environment for you, other volunteers, our staff and students.

If you have any questions, please do not hesitate to contact Dee Wheller.

dee.wheller@education.vic.gov.au or phone 56342375

All volunteers must take reasonable care for their own health, safety and wellbeing and that of others who may be affected by their actions or omissions while volunteering. They must also abide by the school's Code of Conduct and Volunteers Policy while on site, as well as any relevant policies that may apply to the work they're undertaking for the school.

Volunteers must also report any problems, hazards or incidents to the principal or their delegate and dress appropriately including wearing any suitable personal protective equipment.

Our School policies are available here : <https://www.yarragonps.com/policies>

Please complete online Volunteer Induction here: <https://www.yarragonps.com/volunteer-induction>

Access arrangements

All volunteers must report to the general office and sign in upon arrival at the school.

This requirement is indicated on signage located at all entrances to the school, see below



Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the principal or their delegate must be informed. You must complete a Safe Work Method Statement (and have this signed as sighted by the principal or their delegate) to outline the control 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 (PPE).

Animals/Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Should any contact with wildlife 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 principal or their delegate.
- Call Baw Baw Shire on 56242411

Traffic Management

Volunteers driving vehicles are to enter and exit the school grounds via the following locations:

- Double Gate: Staff Car Park – off Loch Street

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 must be used when the vehicle is in motion. Spotter to wear a fluoro vest.

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

- Drop off: **8.30am – 9.15am**
- Recess: 11.00am – 11.30am
- Lunch: **1.30pm – 2.30pm**
- Pick up: 3.30pm

Emergency Management

Emergency Procedures

On hearing the alarm /announcement:

- proceed to the advised assembly area
- 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, the principal or their delegate.

Evacuation Point

The ONSITE evacuation point is located at the undercover Basketball Court

The OFFSITE evacuation point is located at Dowton Park Reserve report to staff members

The evacuation point is located at the Under Cover Basketball Court - refer to Evacuation Map (Appendix A).

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 office for assistance
2. if the injury is serious call 000, do not wait for first aid officer
- Our location is 65 Loch St Yarragon 3824 Vic**
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one is available, ring the school 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 – Completed Provide First Aid (HLTAID003)



RACHAEL VAN DER GEER
Education Support



MATT ROWLINGS
Administration



SHARON CAIA
Business Manager

Amenities

- Toilets - **Adult visitors are not to use or enter the student toilets.**
Toilets are located near the front office for visitors to use.
- Staff Room – Opposite the main office.
- Parking – Street Parking as there is limited parking in the staff car park. Please take note of parking signs. Do not park in the bus bay.

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.
- The principal or their delegate is to report the incident on eduSafe Plus.
- No new dangerous goods and/or hazardous chemicals are introduced into the workplace without first obtaining the manufacturer's SDS and completing the OHS Purchasing Checklist template (DOCX).

Work Safe Procedures

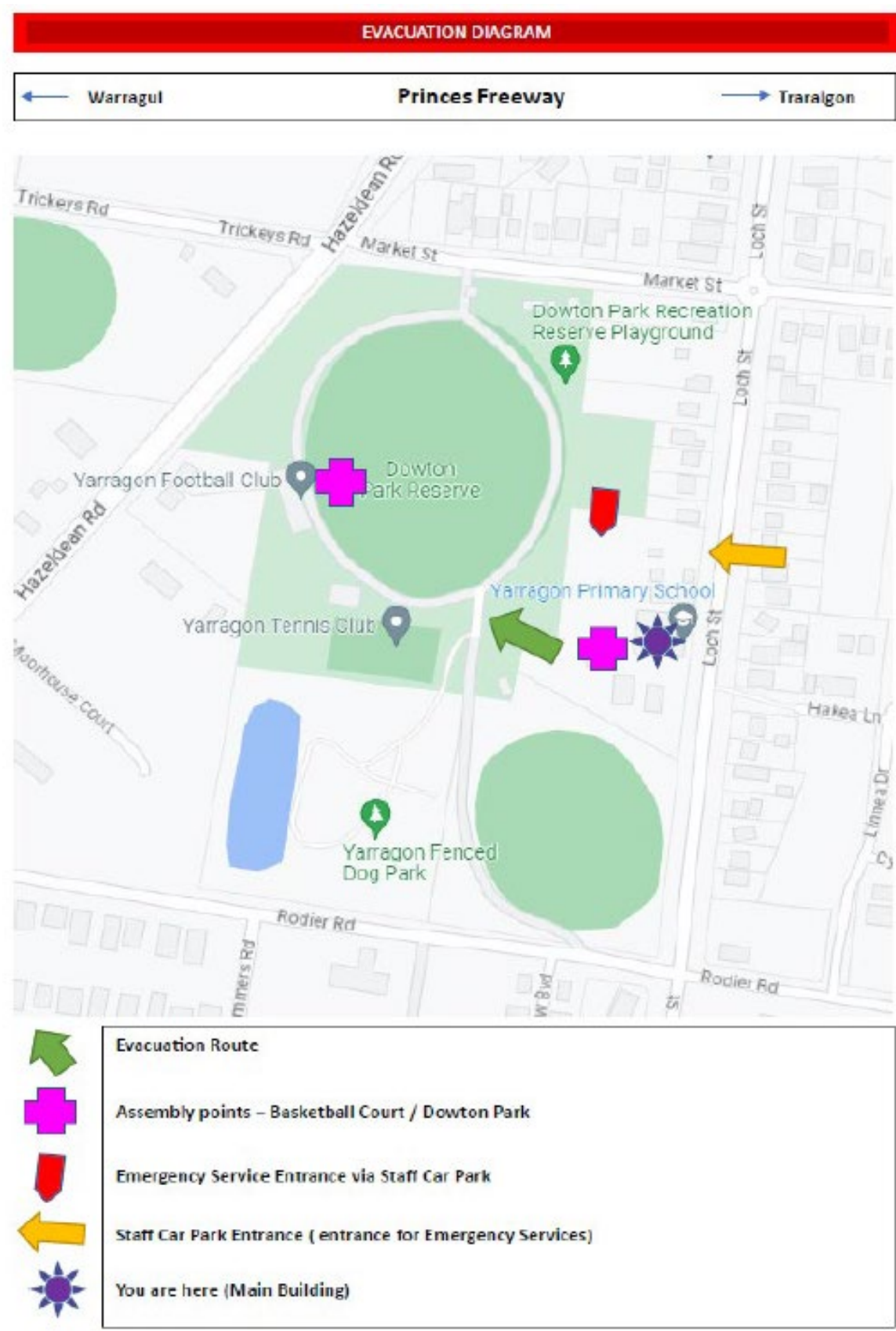
Please familiarise yourself with the Safe Work Procedures:

- Operation of a Gas Fuelled Parent Club BBQ (located on BBQ & copy in office)

Emergency contacts

School contacts		
Principal	Melissa Rock	56342375 Ext 200
Business Manager	Sharon Caia	56342375 Ext 201
Administration	Dee Wheller	56342375 Ext 202
Administration	Matt Rowlings	56342375 Ext 203
Because of privacy, mobile numbers have not been added.		
Emergency contacts		
Police:	000	
Fire:	000	
Ambulance:	000	
Poisons:	13 11 26	

Appendix A: Emergency Evacuation Map



Relevant Department of Education Policies (depending on work undertaken)

Asbestos Management Policy

Confined Spaces Policy

Health, Safety and Wellbeing Policy

Hot Work Policy

Outdoor Activities and Working Outdoors Policy

Plant and Equipment Management Policy

Prevention of Falls when Working at Heights Policy

Testing and Tagging of Electrical Equipment Policy

Volunteer OHS Management Policy