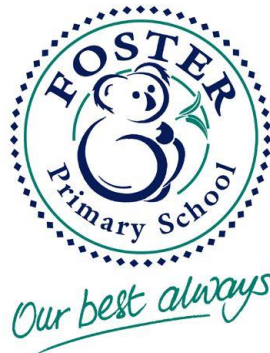


Foster Primary School

Staff Occupational Health and Safety (OHS) Induction Handbook



Prepared by:	Kylie Mitchell
Date Prepared:	2/12/2022
Review Date:	1/12/2023

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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 2007 the Department of Education and Training (DET) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all workers to:

- report to the general office or designated site contact upon arrival at site
- complete an OHS induction using this booklet and the online form
- sign in/out and ensure their visitors pass is worn at all times whilst on DET or other premises
- Working with Children Check, where applicable – or your VIT registration

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DET Health, Safety & Wellbeing Policy

Health, Safety and Wellbeing Policy

Scope: This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

<p>Management Commitment</p>	<p>Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:</p> <ul style="list-style-type: none"> providing and integrating a robust and credible, Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.
<p>Consultation Commitment</p>	<p>Consult, collaborate, and communicate with employees including health and safety representatives on:</p> <ul style="list-style-type: none"> identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons health, safety, and wellbeing issue resolution provision of health, safety and wellbeing information, training, instruction, and supervision the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.
<p>Drive Continuous HSW Improvement Commitment</p>	<p>Support continual health, safety and wellbeing improvement by:</p> <ul style="list-style-type: none"> improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.
<p>Building Capability Commitment</p>	<p>Support building capability by:</p> <ul style="list-style-type: none"> embedding individual health, safety, and wellbeing accountabilities for all employees across the Department embedding legislative and Department health and safety requirements in all policies and procedures increasing awareness and improving utilisation of the safety supports and resources available providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.
<p>Risk Management Commitment</p>	<p>Support the prevention of workplace injuries and ill health by:</p> <ul style="list-style-type: none"> strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent recurrence providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.

The Department employees, visitors, volunteers and contractors are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.

Jenny Atta
Secretary
19/01/2022

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Access Arrangements

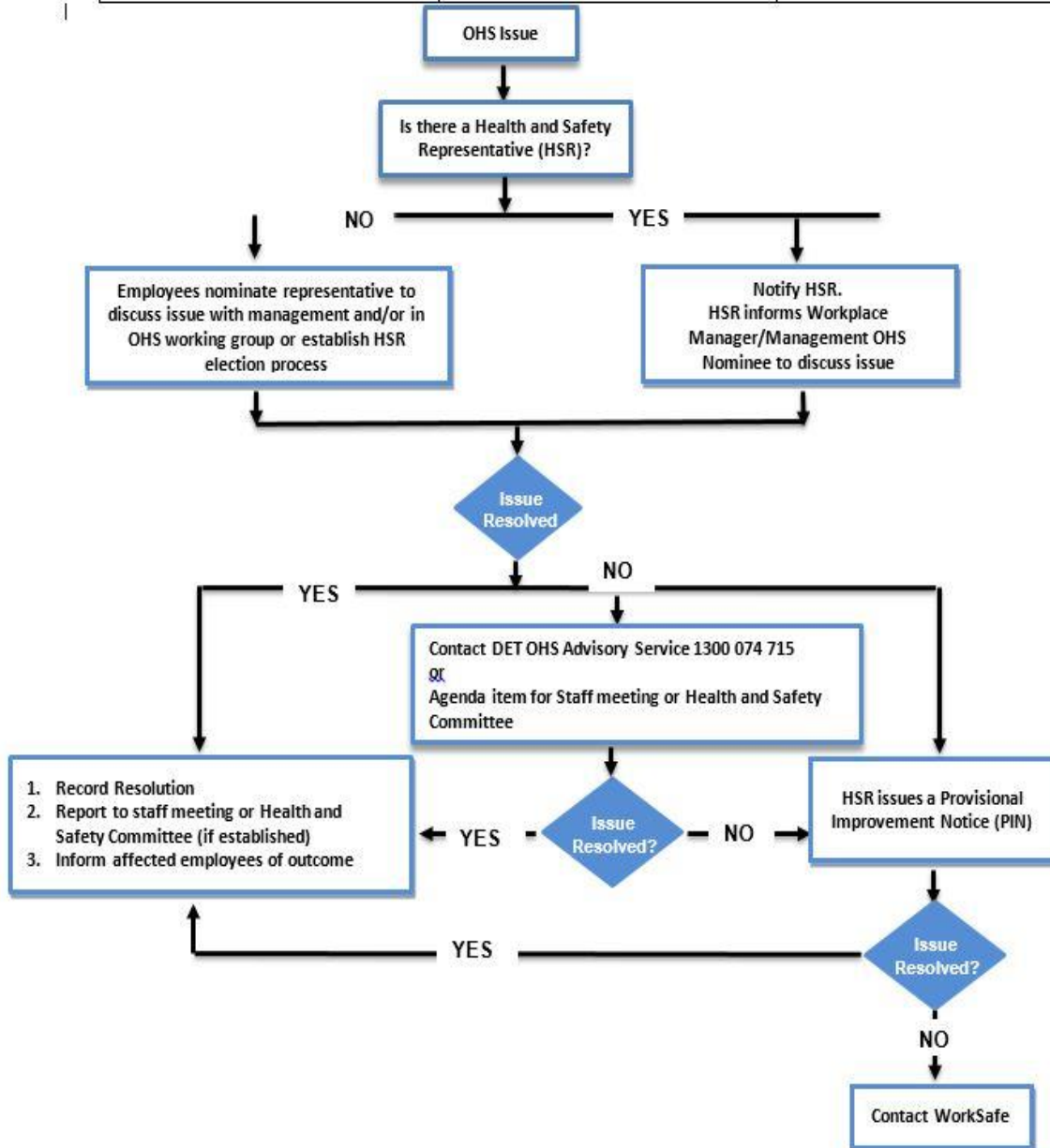
The OHSMS requires all engaged staff members and visitors to:

- report to the general office upon arrival at site
- complete an OHS induction using the *Staff OHS Induction Checklist (available online, an email link will be sent to you at the beginning of the school year)*
- if you need to leave school grounds during the day, please sign out at the office and sign back in upon returning
- please see Jenny Voros at the office for all employment and pay details
- All CRT staff and visitors must sign in and out of the office

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OHS Issue Resolution Flowchart

Workplace Manager	Management OHS Nominee	Health and Safety Representative
Name: Scott Moorhouse Phone:56822370	Name: Kylie Mitchell Phone:56822370	Name: Chantelle Wanklyn Phone:56822370



Last Updated: May 2021

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Workplace Nominees

Health & Safety Representative: Chantelle Wanklyn

Return to Work Co-ordinator: Scott Moorhouse

Asbestos Co-ordinator: Scott Moorhouse & Kylie Mitchell

Hazard and Incident Reporting and Investigation Procedure

1 Purpose:

The purpose of this Procedure is to describe the Department of Education and Training's (DET) hazard and incident reporting, management and investigation process.

2 Scope:

This procedure applies to all DET workplaces, including schools and central and regional offices.

3 Procedure:

3.1 Reporting on eduSafe

All DET employees are responsible for reporting all hazards, incidents and near misses via eduSafe. Contractors, volunteer workers and visitors should report hazards, incidents or near misses to their site contact (who should then enter the incident or hazard onto eduSafe). Hazards, incidents and near misses should be reported as soon as practicable.

3.1.1. Reporting hazards

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure identified hazards are reported onto eduSafe. Minor hazards (e.g. torn carpet) do not need to be reported on eduSafe, provided that they are recorded in an alternative manner, for example in a school or local maintenance log book.

3.1.2. Reporting Incidents

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure all incidents involving employees, volunteer workers, visitors, contractors and members of the public are reported onto eduSafe. This includes employee or volunteer worker related incidents that occur both on and off DET premises.

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3.1.3. Action and closing out reports

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the affected person(s) are to close out the eduSafe report by developing and implementing an ‘action plan’ to address the hazard or incident in order to manage the risk and to prevent a reoccurrence.

3.2 Reporting student related injuries/incidents on CASES21

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure all student related incidents are reported in a local injury register. The following incidents/injuries must be reported on CASES 21:

- dislocation
- strains/sprains
- lacerations/cuts
- burns/scalds
- crushing/amputations
- bruises/knocks
- dental injuries.

For more information, refer to the [CASES 21 Accident and Sick Bay User Guide](#).

3.3 Reporting to the Security Services Unit

The **Workplace Manager** and/or **Management OHS Nominee** are to report immediately all serious incidents to the Security Services Unit. Examples include:

- death or serious injury to employee, student, parent or visitor
- flood, storm or earthquake incidents
- assault
- theft or vandalism.

For all reportable incidents, refer to [Reportable Incidents page](#).

3.4 Reporting notifiable incidents (incidents to be reported to WorkSafe Victoria)

The **Workplace Manager** and/or **Management OHS Nominee** are to contact WorkSafe on telephone 132 360 to report notifiable incidents immediately after becoming aware that an incident has occurred and to provide WorkSafe with a written report within 48 hours. WorkSafe Victoria will provide a reference number on notification and will advise whether the incident site is to be isolated/preserved until an inspector arrives.

Legislation also requires the reporting of dangerous occurrences (an incident which may seriously endanger the health and safety of people in the vicinity, whether or not an injury has occurred). Refer

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to Notifiable Incidents to WorkSafe Flowchart and WorkSafe Inspector Guidelines for more information.

3.5 Conducting an incident investigation

The **Workplace Manager** and/or **Management OHS Nominee** are to conduct a formal incident investigation within 24 hours of the notifiable incident, where possible, using the Incident Investigation template or equivalent.

The **Workplace Manager** may convene an incident investigation team comprising management, the HSR, affected employee and other employees, depending on the nature of the incident. The investigation should seek to identify the causes and any potential hazards, and provide recommended control and preventative measures.

Upon completion of the investigation, the **Workplace Manager** and/or **Management OHS Nominee** should implement the recommended risk controls and communicate outcomes of the investigation to all employees (excepting private or confidential information which must not be disclosed). The OHS Risk Register should also be reviewed and updated if necessary.

DET's Central Office or the relevant Regional Office may also conduct or commission an investigation into incidents or major hazards that have, or could potentially have resulted in serious injury or risk.

The **Workplace Manager** and/or **Management OHS Nominee** may contact the DET OHS Advisory Service for support during or after the investigation process on ph. 1300 074 715 or email safety@edumail.vic.gov.au.

3.6 Record keeping

The **Workplace Manager** must maintain copies of all documentation used as part of the hazard and incident investigation and control process. Documentation associated with any hazard or incident should be retained for at least seven years.

3 Defined terms

Terms defined within this Procedure can be located on the DET [Defined Health, Safety Terms](#) website. Defined roles will appear in **bold**.

4 Related references

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)

WorkSafe Victoria: Guide to Incident Notification 2008

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School Policy Advisory Guide

5 Related documentation

OHS Risk Register

Notifiable Incidents to WorkSafe Flowchart

WorkSafe Inspector Visit Guidelines

Incident Investigation Template

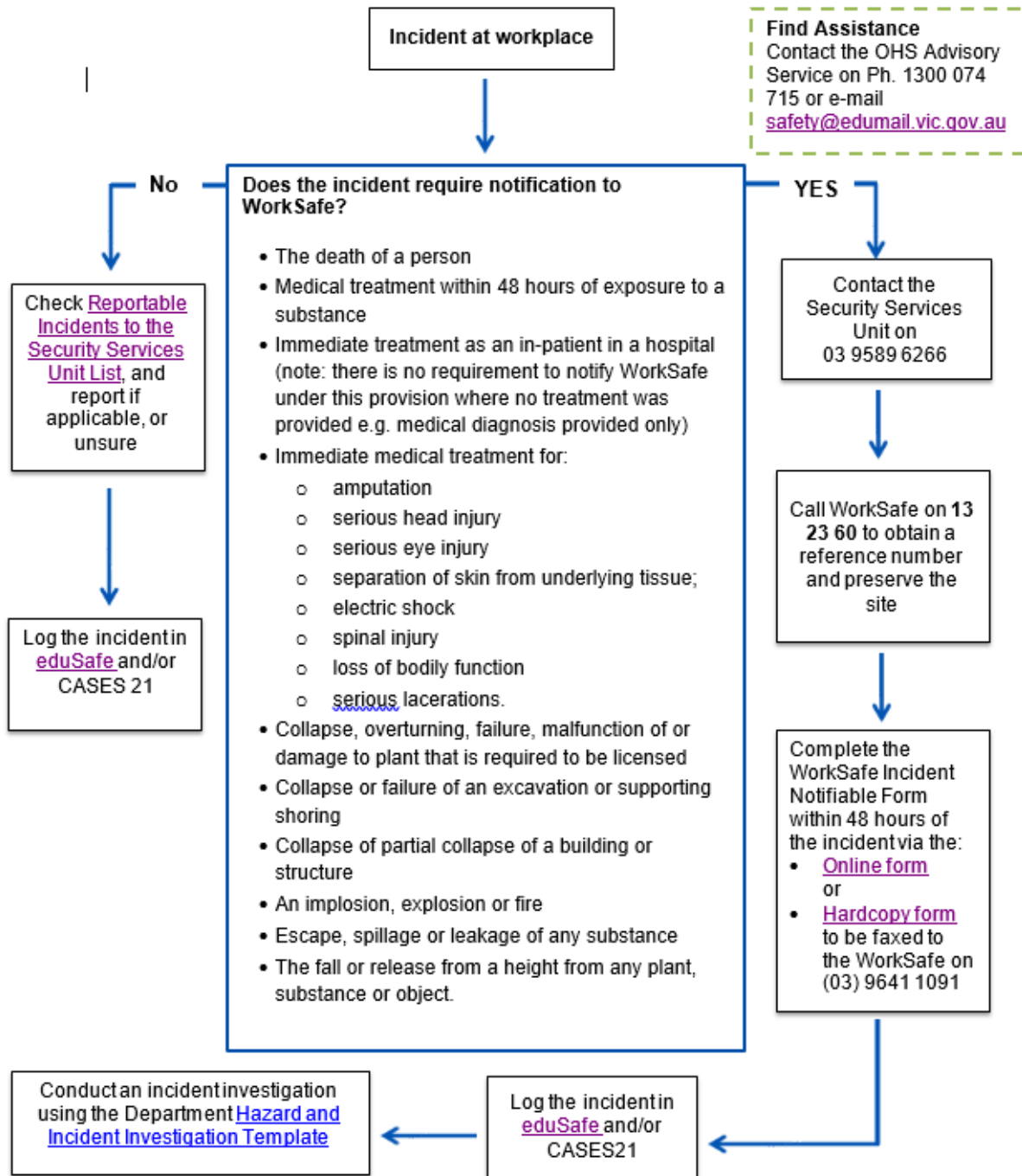
6 Version control

Further assistance

Further information, advice or assistance on any matters related to hazard and incident reporting or incident investigation is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email safety@edumail.vic.gov.au.

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Notifiable Incidents to Worksafe Flowchart



To report an incident, injury or hazard on eduSafe:

<https://www.eduweb.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fDefault.aspx%3fRedirect%3d1&Redirect=1>

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Emergency contacts

School contacts		
Workplace Manager	Scott Moorhouse	0487 001 374
Assistant Principal	Sue Duggan	0409 218 316
Asbestos Co-ordinator	Kylie Mitchell	56822 370
Business Manager	Jenny Voros	56822 370
Office Manager	Jenny Voros	56822 370
General Office Number		56822 370
Incident Manager	Scott Moorhouse	56822 370
Wardens	Senior Jane Power	56822 370
	Admin Kylie Mitchell	56822 370
	Junior Tim Davis	56822 370

School after hours contacts	
Workplace Manager:	Scott Moorhouse 0487 001 374
Business Manager:	Jenny Voros 0428 822 755

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

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Employee Assistance Services

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Professional and confidential counselling to support your mental health and wellbeing

Free support is available 24/7 for:

- All Department staff
- Immediate family members (18 years of age or older) of Department staff
- School council employees (including casual relief teachers).

Specialist counsellors available on request for Aboriginal, LGBTIQ and family violence matters.

For support, call Lifeworks by Morneau Shepell on 1300 361 008



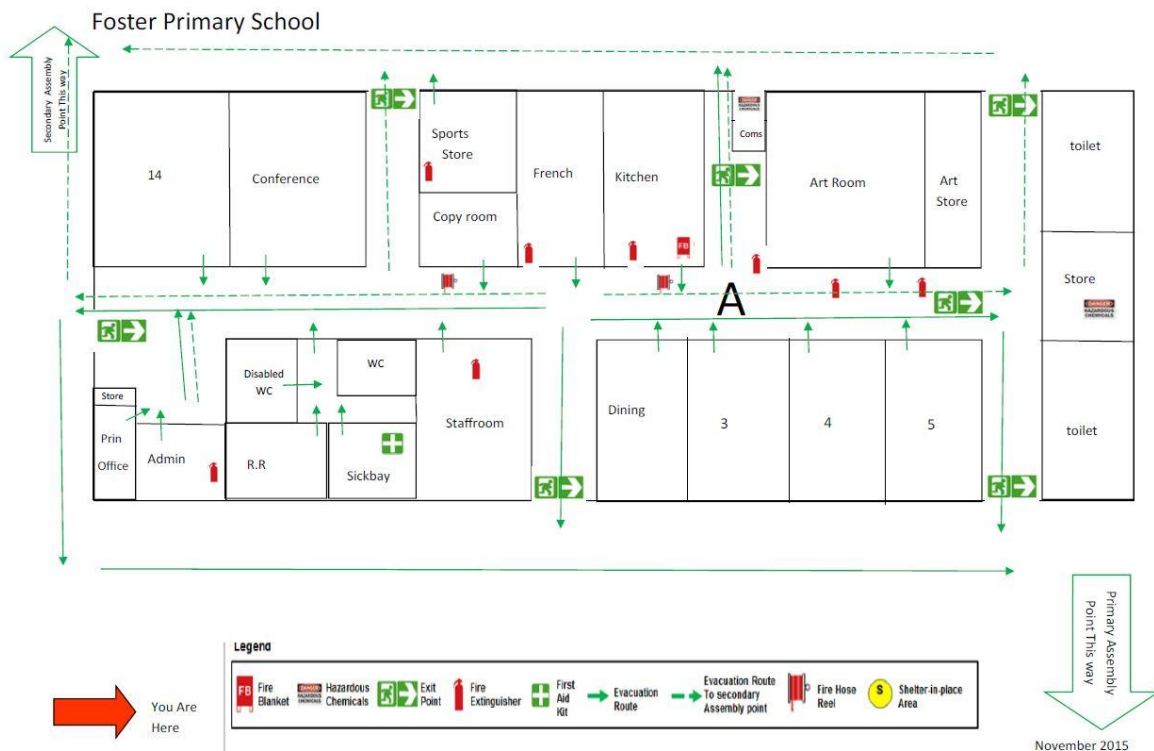
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First aid and amenities

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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First Aid Officers – Completed Provide First Aid (HLTAID003)

Craig Couper
PE Teacher



Scott Moorhouse
Principal Office



Tim Davis
Teacher Room 11



Marion Paulet
Teacher Room 7



Sue Duggan
Assistant Principal



Jane Power
Teacher Room 6



Laara Eames
ESP – all areas



Carolyn Tonkin
ESP – all areas



Alison Hodgson
Front Office



Jenny Voros
Business Manager – office



Katie Jones
Teacher Room 15



Chantelle Wanklyn
Teacher Room 7



Kylie Mitchell
Front Office



Jenny Young
Teacher Room 5



Jo Moloney
Wellbeing office



Warden/Incident Controllers

Name: Tim Davis Work location: Junior Area – Room 11

Name: Jenny Young Work location: Middle School – Room 2

Name: Jane Power Work location: Senior School – Room 6

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Nearest Medical Centre

Telephone: 5682 2600
Address: Station Road FOSTER 3960

Nearest Hospital

Telephone: 5683 9777
Address: Station Road FOSTER 3960

Emergency and Security Services Unit

Available 24 hours a day, 7 days a week on **03 9589 6266**

Emergency Procedures

Procedures vary for each room and location. Emergency Evacuation booklets and procedures are located near the exit on each room.

LOCK DOWN

Ensure you know whereabouts of ALL students in your grade

Instruct students to go beneath desks, away from windows

Place wooden chock to stop classroom door from being opened and close windows

Drop blinds on classroom windows if possible.

Keep children calm and remain beneath a desk, away from windows until notified otherwise

EVACUATION ON SITE

Ensure you know the whereabouts of ALL your students

Turn off heaters/ air conditioners

Take your class and any adult volunteers, single file, through the designated exit, calmly to the senior oval

Close classroom door and lock external door on your way out if you are the last one

Check other rooms on your way to Assembly Point

At Assembly area collect roll from Business Manager

Business Manager will have all relevant medications

Mark roll – ensuring ALL students are accounted for – Leading Teacher will be responsible for checking prior to Principal Arriving

Principal will have First Aid Bag

Await further Instructions

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EVACUATION OFF SITE

As above but Medications will be taken by the Business Manager. Junior PLT leader will instruct children to follow her line of Prep students, walking with partners to either Foster Secondary College oval behind the Gym OR Foster Football Club Oval. Senior PLT leader will bring the last group. Principal will have First Aid Bag & Evacuation Bag and will follow in car with Business Manager.

Await further instructions. Water and toilets will be available.

SHELTER IN PLACE

Ensure you know whereabouts of ALL students in your grade

Instruct students to line up and walk to the BER Building

Leave classroom doors unlocked

At Assembly area collect roll from Business Manager

Business Manager will have all relevant medications

Mark roll – ensuring ALL students are accounted for – Leading Teacher will be responsible for checking prior to Principal Arriving

Principal will have First Aid Bag

Await further Instructions

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Emergency Evacuation Diagrams

Evacuation Diagram Foster Primary School Block C, Multipurpose

ASSEMBLY SITE PLAN

Please refer to the Emergency Display for evacuation instructions, located near the exit of this room. Should an evacuation of the building be required, follow the exit signs to locate the nearest emergency exit and proceed to the designated assembly area. Listen for announcements.

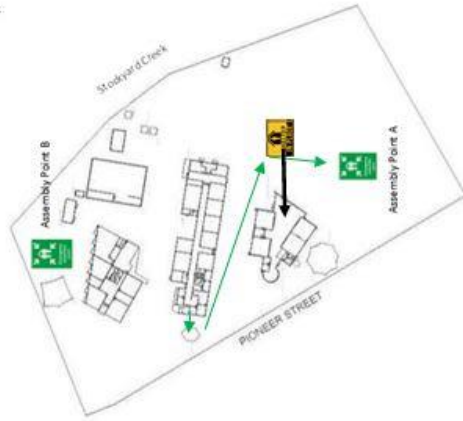
EMERGENCY
DIAL 000
IN CASE OF
EMERGENCY

	Exit Point		Path of Travel		Fire Extinguisher		Fire Hose Reel		Fire Blanket		Fire Hydrant		Emergency Assembly Point		Shelter In Place		Hazardous Chemicals		First Aid Station		Electrical Switchboard		Solar Power		Location Pin		Disability Access		Stairs
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Drawn: 18.03.2020
Issued: 18.03.2020
Expires: 18.03.2024
Version: 0:1
NOT TO SCALE

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ASSEMBLY SITE PLAN



Evacuation Diagram Foster Primary School

Block A



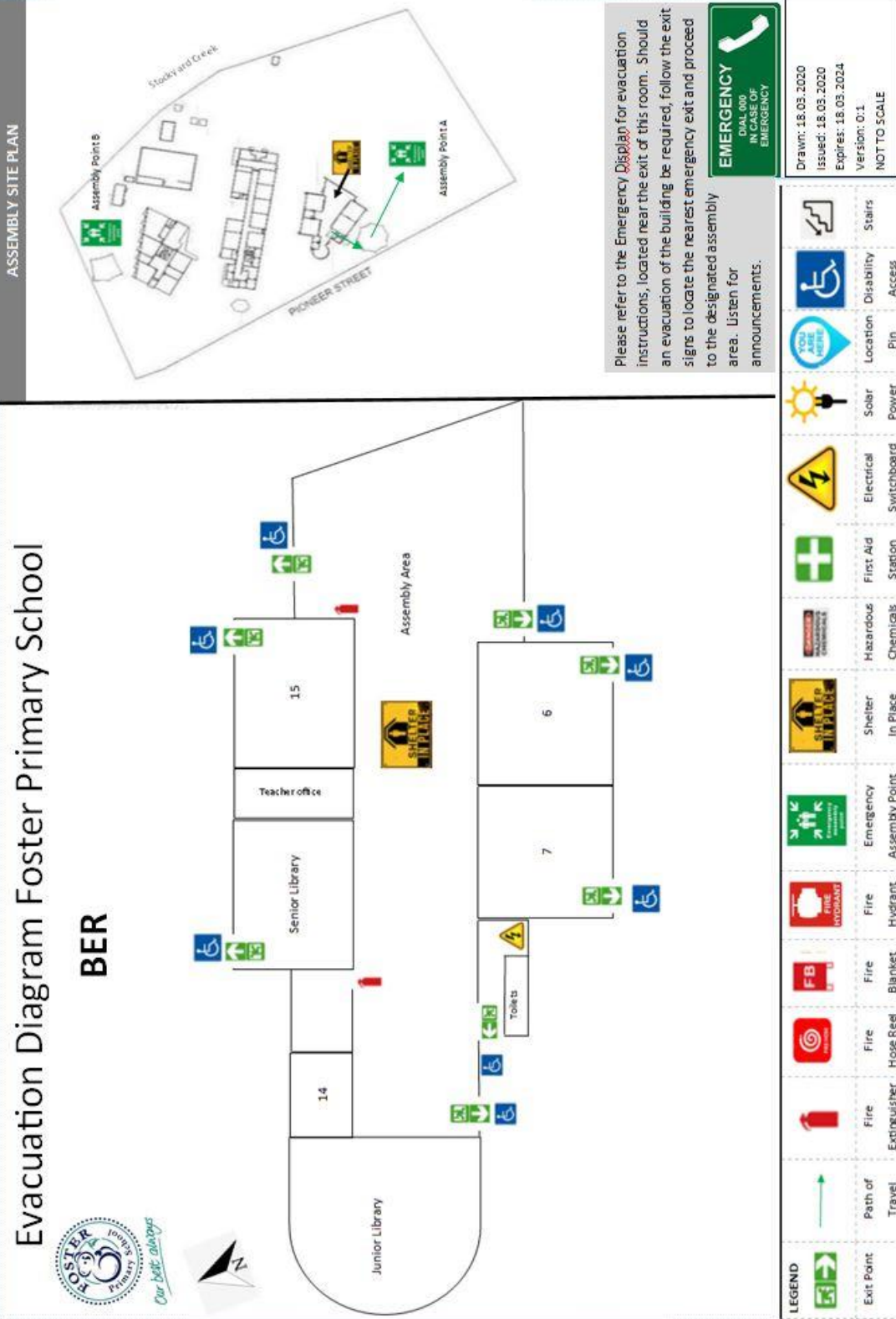
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Foster Primary School Traffic Management Plan

School/Workplace:	Foster Primary School
Workplace Manager/Management OHS Nominee:	Scott Moorhouse
Health and Safety Representative:	Chantelle Wanklyn
Person completing TMP:	Kylie Mitchell
Date of Plan:	29 th November 2022
Date of Plan Review:	Before November 2023

Pick up and drop off points for students (e.g. private vehicles, buses etc.):

The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

- Entry and exit to the school/workplace is located at
 - Pioneer Street (x3 vehicle entry/exit points)
 - Pedestrian entry by footpath in Pioneer Street and from Reserve connecting to Station Road
- Entry and exit signage to the school/workplace is located at:
 - There is no regular vehicle access to site – boom gate entry only for staff
 - Entry and exit signage for staff parking is painted on asphalt in parking area.
- Designated pick up and drop off areas for students are located at:
 - Pick up and drop offs occur on Pioneer Street adjacent to the onsite car park, or in the bus parking zone if no buses are present.
- Pick up and drop off areas for students are clearly marked by:
 - There is currently no signage marking the pick-up and drop off areas
- Designated pedestrian crossings are:
 - There are no designated pedestrian crossings adjacent to the school.
 - There is a designated pedestrian crossing used to cross Station Road, between the Bowls Club and Football Oval.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Crossing supervisor, flags, high-vis clothing, lollipop signage, whistle
- Pedestrian walkways are physically protected from designated roadways by:
 - Within the school they are protected by barriers and/or landscaping to car parking area
 - Pedestrian walkways are not currently physically protected from designated roadways
- Pedestrian walkways are clearly marked/indicated by:
 - A concrete footpath aligns the East side of Pioneer Street

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- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - There are currently no signs restricting speed in the workplace as there is no vehicular access to the site without prior permission
 - Pioneer Road is 40kms/hour adjacent to the school
- Speed controlling devices are in place to restrict vehicle speed on site:
 - There are currently no speed controlling devices in place to restrict vehicle speed on site
- Other considerations or risk controls that need to be documented?

Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- Designated courier and/or delivery drop off points are located at:
 - Parking in the Bus Drop Off Zone
 - Access via pedestrian walkways to office or via prior arrangement
 - Boomgate access can be requested
- Courier and/or delivery drop off points are clearly marked by:
 - Lay by
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - There is currently no speed limited signage within the school
 - A member of staff will walk the vehicle onsite
- Speed controlling devices are in place to restrict vehicle speed on site:
 - There are currently no speed controlling devices in place within the workplace.
- Other considerations that may need to be documented?
 - Package deliveries park outside school grounds and may request boomgate access to school grounds if required. A staff member will walk the vehicle onto the grounds.
 - Road ways are one way only, except Maintenance/Staff routes as per the Site Map below (this is not currently signed)

Safe passage of vehicles in (insert workplace name) (large vehicles, buses, 4WD, mobile plant etc.)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Foster Primary School unassisted between 8:15am and 4:00pm and during special events such as fetes and sporting events:
 - Gates are closed between these hours, access by prior approval only
- Prior to entering Foster Primary School, drivers of large vehicles must report to the Workplace Manager or Admin support staff to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site
- Fork lifts are only to be used in clearly marked areas as designated on the site map; and
- Worksite speed limits are set at 5 km/hr and relayed to the driver by a staff member
- Witches hats should be used to cordon off areas of constant use such as contractor work
- Other considerations or risk controls that may need to be documented?
 - Road ways are one way only, except Maintenance/Staff routes as per the Site Map below (this is not currently signed)

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Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- There are 24 car parks available for employees and 1 car park available for people with disabilities. Visitor car parking is available as parallel parking
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Parking bays are marked out on ground
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - On the front lawn a clear sign directing visitors to the office
 - Consideration to pedestrian entry gate and further parking area signage directing people to office
- Other considerations or risk controls that may need to be documented?
 - Pathways lead from the car park to the main buildings
- Pedestrian from vehicles parked in Pioneer Street enter via vehicle pedestrian gates in Pioneer Street, bus duty staff member supervises this
- Boom gate installed at front driveway in Pioneer Street to regulate traffic movement and cease delivery trucks driving onto school grounds unsupervised.

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Unmarked parallel parking along Pioneer Street is available for overflow car parking
 - Further overflow parking available in Station Road and enter via reserve
- Other considerations or risk controls that need to be documented:







Additional documentation

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Append any additional/relevant documentation e.g. site map to the TMP

WORKPLACE LAYOUT



- Pedestrian entry points 
- Bus drop off zone 
- Staff car park 
- Visitor car park (street only) 
- Maintenance/Staff Only routes on site 
- Kindergarten 

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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:

- 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 Scott Moorhouse must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.
- A copy of the [Division 5 Asbestos](#) report can be found at this link.

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Photo 1 Block A, Ground Floor, External, walls, construction joint mastic to blockwork (Refer BJ0498) – **Asbestos detected**



Photo 2 Block A, Ground Floor, External, walls, construction joint mastic to blockwork (Refer BJ0498) – **Asbestos detected**



Photo 3 Block A, Ground Floor, External, walls, construction joint mastic to blockwork (Refer BJ0498) – **Asbestos detected**



Photo 4 Block A, Ground Floor, External, walls, construction joint mastic to blockwork (Refer BJ0498) – **Asbestos detected**



Photo 5 Block A, Ground Floor, External, walls, construction joint mastic to blockwork (Refer BJ0498) – **Asbestos detected**



Photo 6 Block A, Ground Floor, External, walls, construction joint mastic to blockwork (Refer BJ0498) – **Asbestos detected**

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- **Hazardous Substances and Dangerous Goods**

There is a chemical register and Safety Data Sheets available in the Administration Office for your information if required. Before purchasing new products, please refer to the register and purchase the same product/brand if possible. If not, you will need to order the Safety Data Sheet from the supplier at the same time.

Other Documents to be read in conjunction with this Induction Information

[Child Safe Standards Booklet](#)

[Manual Handling](#)

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