

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## Eagle Point Primary School

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



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<b>Date Prepared:</b>	11/02/2026
<b>Review Date:</b>	28/02/2027

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

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# **Volunteer 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 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 or Victorian Institute of Teaching Card or equivalent

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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:

Department of Education

Health, Safety and Wellbeing Policy

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

<b>Management Commitment</b> 	<b>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:</b>
<b>Consultation Commitment</b> 	<b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b>
<b>Drive Continuous HSW Improvement Commitment</b> 	<b>Support continual health, safety and wellbeing improvement by:</b>
<b>Building Capability Commitment</b> 	<b>Support building capability by:</b>
<b>Risk Management Commitment</b> 	<b>Support the prevention of workplace injuries and ill health by:</b>

**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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## 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:

- School Road, Eagle Point.
- Eagle Point Road, Eagle Point.

Designated pedestrian crossings are:

- N/A

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: **8:30am – 9:30am**
- Recess: **11:00am – 11:45am**
- Lunch: **1:45pm – 2:30pm**
- Pick up: **3:20pm – 3:45pm**

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## First Aid Officers



### First Aid Summary Sheet

*This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards*

#### General

LOCATION ADDRESS: EAGLE POINT PRIMARY SCHOOL  
43 School Road, Eagle Point 3878

NEAREST CROSS STREET: Eagle Point Rd & School Road, Eagle Point 3878

LOCATION OF FIRST AID ROOM: ADMINISTRATION AREA

#### Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

#### First Aid Officers – Completed Provide First Aid (HLTAID011)



AMANDA PENDERGAST  
Administration area  
5156 6382 EXT: 104



ROBERT DRIVER  
Downstairs Building  
5156 6382 EXT: 113



NATALIE CLARKE  
Upstairs Building  
5156 6382 EXT: 111



JACLYN PALMER  
Upstairs Building  
5156 6382 EXT: 106

#### Warden/Incident Controllers

Name:	ANNA DUNCAN	Work location:	ADMINISTRATION AREA
Name:	JANE LANGLEY	Work location:	DOWNSTAIRS BUILDING
Name:	NATALIE CLARKE	Work location:	UPSTAIRS BUILDING
Name:	AMANDA PENDERGAST	Work location:	ADMINISTRATION AREA

**Evacuation Assembly Point** (at least 200 metres away from work area)

**ONSITE:** BASKETBALL COURT,

**OFFSITE:** EAGLE POINT FORESHORE ROTUNDA

**Nearest Medical Centre**

Address: 43 McLeod Street, Bairnsdale 3875

**Nearest Hospital: Bairnsdale Regional Health Service**

Address: 122 Day Street, Bairnsdale 3875

**INCIDENT SUPPORT OPERATIONS CENTRE (ISOC)**

Available 24 hours a day, 7 days a week on 1800 126 126

Last updated 02.12.2024

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## 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.**



## Volunteer OHS Induction Checklist

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

<b>Workplace</b>	Eagle Point Primary School	
<b>Brief description of works</b>		
<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:	

# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## Site specific hazards

N/A at the time of the creation of this document.

### 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 Anna Duncan 51566382 / 0401 099 022 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.

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## Emergency Management

### Emergency Procedures

On hearing the alarm:

- listen carefully from instructions from incident controller
- 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 Basket Ball court refer to Evacuation Map (Appendix A).

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Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Principal - Anna Duncan <b>Phone/Mobile:</b> 0401 099 022	<b>Name:</b> Classroom Teacher - Natalie Clarke <b>Phone/Mobile:</b> 0407 549 903
Communications Officer	<b>Name:</b> Business Manager - Amanda Pendergast <b>Phone/Mobile:</b> 0459 591 527	<b>Name:</b> Administration - Debbie Clark or Leanne Betts <b>Phone/Mobile:</b> 0403 335 311 or 0427 329 212
Planning Officer	<b>Name:</b> Principal - Anna Duncan <b>Phone/Mobile:</b> 0401 099 022	<b>Name:</b> Administrator - Jen Richards <b>Phone/Mobile:</b> 0480 358 516
Operations Officer (Area Warden)	<b>Name:</b> Classroom Teacher - Natalie Clarke <b>Phone/Mobile:</b> 0407 549 903	<b>Name:</b> Classroom Teacher - Jane Langley <b>Phone/Mobile:</b> 0448 818 663
Logistics Officer (Warden)	<b>Name:</b> Business Manager - Amanda Pendergast <b>Phone/Mobile:</b> 0459 591 527	<b>Name:</b> Principal - Anna Duncan <b>Phone/Mobile:</b> 0401 099 022
First Aid Officer / Student Wellbeing	<b>Name:</b> Classroom Teacher - Robert Driver <b>Phone/Mobile:</b> 0422 448 150	<b>Name:</b> Wellbeing Coordinator Blaire Wassink <b>Phone/Mobile:</b> 0488 692 120

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## Emergency Contacts

### School contacts

<b>Workplace Manager</b>	<b>Anna Duncan</b>	<b>5156 6382 / 0401 099 022</b>
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### Assistant Principal

<b>Asbestos Co-ordinator</b>	<b>Anna Duncan</b>	<b>5156 6382 / 0401 099 022</b>
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<b>Business Manager</b>	<b>Amanda Pendergast</b>	<b>5156 6382</b>
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<b>General Office Number</b>	<b>Leanne Betts</b>	<b>5156 6382</b>
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### School after hours contacts

<b>Workplace Manager:</b>	<b>0401 099 022</b>
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### Emergency contacts

<b>Police:</b>	<b>000</b>
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<b>Fire:</b>	<b>000</b>
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<b>Ambulance:</b>	<b>000</b>
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<b>Poisons:</b>	<b>13 11 26</b>
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## First Aid and Amenities

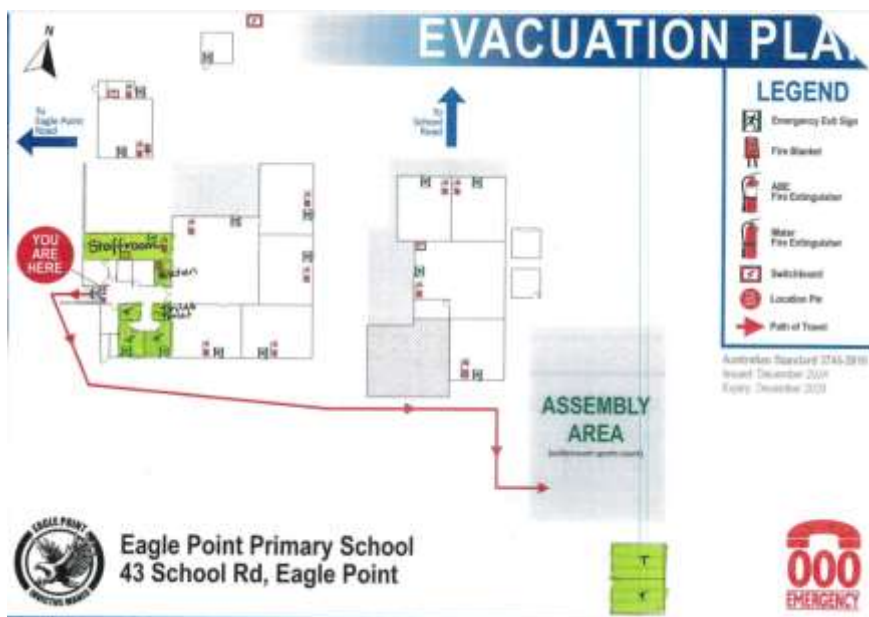
### First Aid

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 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
- Lunch room
- Parking
- Other



# Volunteer Occupational Health and Safety (OHS) Induction Handbook

## 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.

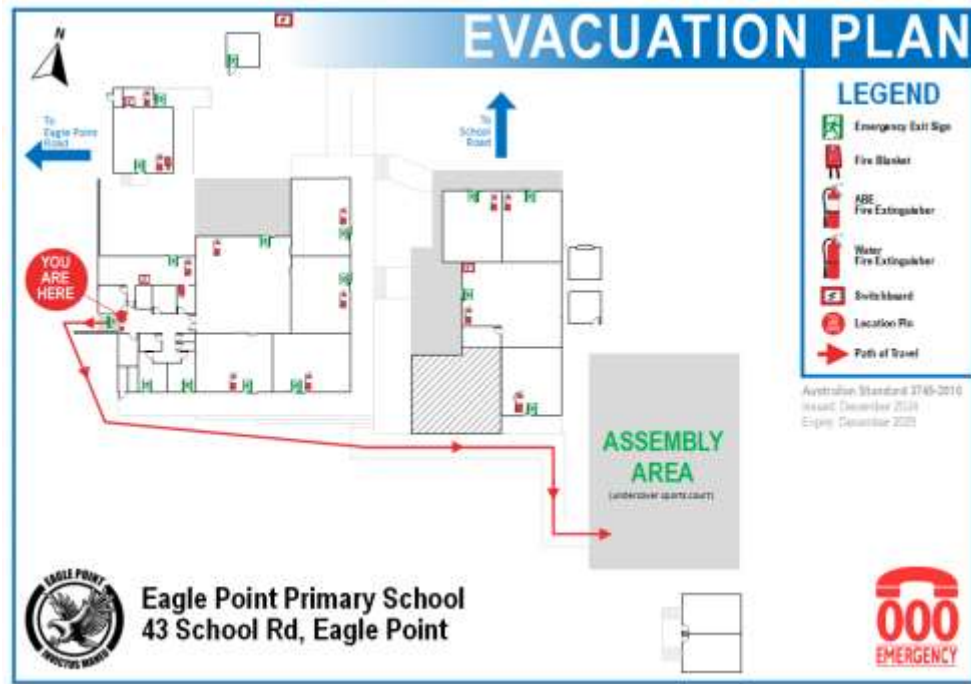
- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
  - police for crime, injury that may not be accidental, or assault
  - ambulance for injury and medical assistance
  - fire brigade for fires, gas leaks and incidents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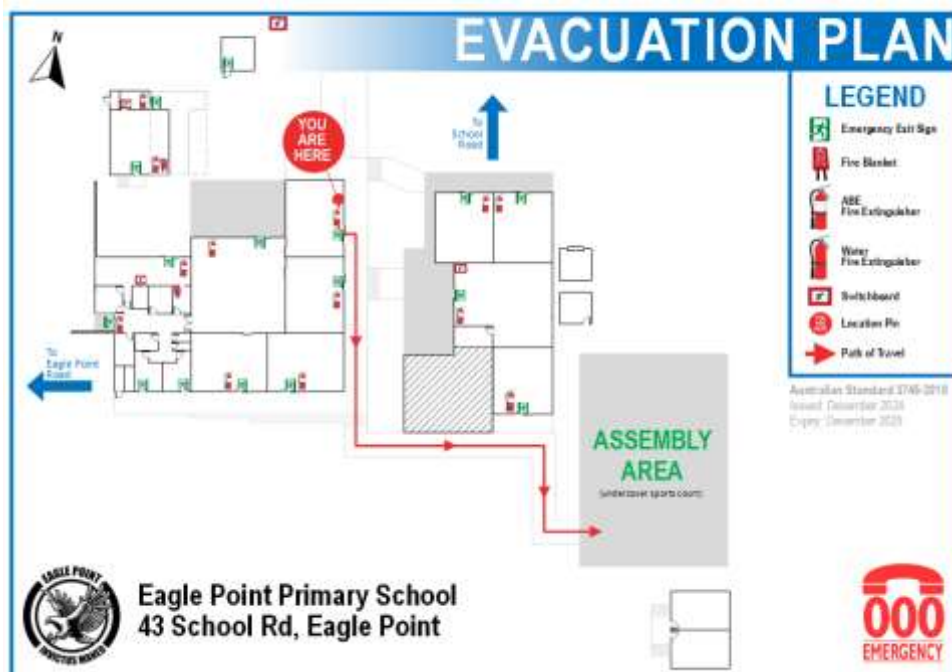
## Appendix A

### Emergency Evacuation Map

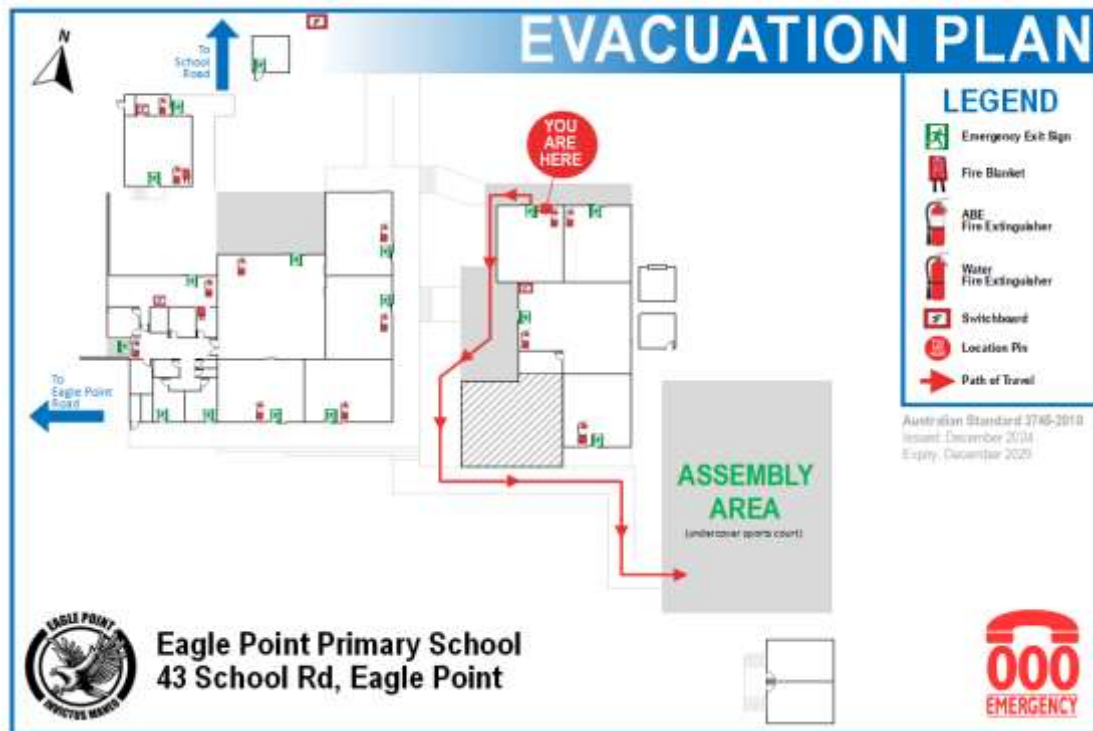
Administration building



Upstairs classrooms



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Downstairs classrooms