



WHS – Site Induction Information

There are a number of important points relating to safety within this organisation that you should be familiar with, these are:

Safety Manual

St Pius X School abides by the Catholic Church Safety Manual, Policies and Procedures. A copy is available. The WH&S Responsible Officer is the Principal, Ashley Keane.

Incidents, Injury, Hazard Reporting

Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to a member of the Leadership Team. All injury/incident/hazards, unsafe situations or equipment must be reported. A Hazard/Incident Report Form will be issued for you to complete and return to the WHS Co-ordinator. Where an incident occurs that requires a hospital admission and/or a collapse/partial collapse of a building then this MUST be report to the Principal immediately.

Safe Work

All visitors shall observe safety controls and have procedures in place to maintain a safe work area and operate under a safe system of work.

Evacuation of Buildings – ‘constant ring’

Make yourself familiar with the emergency evacuation plan for the area you are working. Evacuation maps and are located in every building. In case of evacuation, the siren will sound. Proceed via the safest route to the nearest emergency exit on the emergency evacuation plan. Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan. All attendees must evacuate to the assembly area which is the school oval. You are asked to not leave the site until the Chief/Deputy Warden or emergency personnel give the all clear.

Lock-in Procedure – ‘intermittent beep’

Please remain inside the building or go directly to the nearest room with the students you are responsible for. Close the door and keep away from the windows. Await further instructions via the public address or telephone systems.

Elevator

Elevator is located in the courtyard and gives access to all the upper floors of the school. A key is needed to open the lift and is available from Reception, who will assist with the process. **DO NOT** carry chemicals in the lift. There is an emergency phone in the lift, however, carrying your own mobile phone is advised. In case of a fire do not use the lift.

Strength & Kindness

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Emergency Management and use of Fire Equipment

The school has an emergency management system in place including compliant equipment, which will be used by either trained school or emergency personnel. Evacuation Maps are located near the exits of each room/area and show the location of fire extinguishers and fire blankets. In the case of a fire call fire services on 000. Do not re-enter the building until instructed to do so by the person in charge (Fire Warden). If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.

Personal Protective Equipment (PPE)

PPE needs to be worn, especially when provided by the site for safety reasons. PPE should be checked to ensure it is in good repair before use and provides the intended safety benefits it is designed for.

UV Protection/Inclement Weather

Please ensure that you provide appropriate protection from the elements for yourself.

Chemicals/Hazardous Substances

No substances and/or chemicals may be brought into the school site without approval from the Principal. All cleaning products are for adult use only. The school's SDS are kept in the First Aid room.

Smoking

Our site is a smoke free environment at all times. Please do not smoke within 2 metres of our outside fence boundaries.

Electrical Equipment

All electrical equipment must have a current electrical tag which provides compliance information, including last test date, next test date due and the license number of the contractor who undertook the testing.

Manual Handling

Please speak with staff before moving items of significant shape/weight while on site. If you do need to lift, twist, bend or reach then ensure that 'SMART' actions are followed – move close, always use strong leg muscle groups for bending, raise the item up with your arms/legs – do not use your head or turn by moving feet and not torso/hips.

Allergic Reactions/Anaphylaxis

As members of our community may have allergic reactions to substances, including, for example, foods containing 'nuts', we ask that these are either not brought onto the site or are secured and consumed in an area where students do not have access eg the Staffroom.

Security

Please do not leave personal items unattended. All visitors are responsible for the security of their personal items.

Restricted Areas

The main restricted areas are the children's toilets in the school and the caged area with equipment and tanks near the DeMazenod Hall. Visitors shall use the disabled toilet in the DeMazenod Hall or near the playground, unless otherwise instructed.