



# Carranballac College

## STAFF OH&S INDUCTION 2017

**WORKPLACE:** Boardwalk and Jamieson Way Campuses

**FACILITIES MANAGER:** Jim Hoile

**OH&S MANAGER:** Dan Curran

**DATE PREPARED:** 1 February 2017

**DATE OF REVIEW:** 1 February 2018

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# **CARRANBALLAC COLLEGE**

## **OCCUPATIONAL HEALTH AND SAFETY INFORMATION FOR ALL STAFF**

### **1. Staff Code of Conduct**

Carranballac P-9 College is made up of two campuses, Boardwalk and Jamieson Way. The College is committed to conducting its business affairs in a manner consistent with its employee personnel policies. The College is dedicated to fostering the dignity of each person, and strives to provide an environment free from harassment. Accordingly, the College expects its teachers and staff to;

- Conduct their businesses in a manner consistent with personnel and school policies, to the extent applicable.
- Follow workplace standards that adhere to this document
- Conduct themselves in a manner consistent with personnel and school policies, to the extent applicable.

To assist the College in providing a safe and positive educational environment, all individuals on the school property and undertaking activities are expected to adhere to the following guidelines.

#### **Professional and appropriate behaviour**

- Recognise and respect the authority of the College Director, Campus Principal and/or the School Council.
- Accept and follow all reasonable instructions from the Director, Principal, Facilities and OH&S Manager or supervisor and seek clarification where there is uncertainty of tasks or requirements.
- Perform work duties competently and responsibly, with a focus on delivering high quality services.
- Bullying of students, visitors, contractors or staff is not permitted at any time.
- Be aware that unlawful or unprofessional conduct, compliant to DET, Worksafe and School Policies even in a private capacity, which damages the reputation of the school or the department, may lead to appropriate disciplinary action.
- Dress appropriately and act in a professional way that shows respect for others and models appropriate standards for students.
- Smoking and/or consumption of alcohol is not permitted within the buildings or grounds of any State Government property.
- Offensive language is not permitted at any time.
- Drug or alcohol taking is not permitted at any time. Any contractor who comes onto school grounds while under the influence will be dismissed, or denied entry.
- 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, report any problems to the Facility Manager.
- Do not leave rubbish on campus grounds.
- Be sun smart when working outside.

## 2. Workplace Bullying Policy

### **Effects of bullying behaviour on people and performance**

Bullying behaviour can have detrimental effects on people and their job performance. It can create an unsafe and unhealthy working environment, result in a loss of trained and talented workers, breakdown teams and individual relationships, and reduce efficiency.

People who are exposed to such behaviour can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence.

Carranballac College is committed to ensuring a safe and healthy workplace that is free from the risk of psychological injury.

Bullying behaviour is unacceptable and will not be tolerated under any circumstances.

### **Definition**

Bullying may be characterised by persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety. It may occur in one-to-one situations, in front of managers or supervisors, co-workers, clients or customers or by written, visual, electronic communications such as letters, drawings, emails or telephone communications.

### **Types of bullying**

- Physical or verbal assault
- Belittling opinions or constant criticism
- Yelling or screaming or offensive language
- Derogatory, demeaning or inappropriate comments or jokes about a person's appearance, lifestyle and background
- Insults
- Isolating workers from normal work interaction, training and development or career opportunities
- Overwork, unnecessary pressure and unreasonable deadlines
- An unacceptably aggressive style from a superior
- Undermining work performance by deliberately withholding work-related information, access, support or resources or supplying incorrect information
- Under-worked, creating a feeling of uselessness
- Unexplained job changes, meaningless tasks, tasks beyond a person's skills and training.
- Over-detailed supervision and unwarranted checking of performance

## **Employer responsibilities**

Carranballac College will take the following actions to prevent and control exposure to inappropriate workplace behaviours.

- Proactively promote a workplace free from bullying and act on incidents.
- Provide for appropriate training and information to staff of the work area about what are acceptable and unacceptable workplace behaviors
- Inform staff of the actions they can take if they feel they exposed to intimidated including provision of a list of designated harassment contact officers
- Arrange or provide adequate and appropriate support to staff who make a complaint, including ensuring that the matter is treated confidentially and that the complainant is not victimized
- Deal fairly with all persons involved in allegations of workplace bullying including ensuring due process

## **Responsibilities of employees**

Carranballac College requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of inappropriate workplace behaviour to Campus Principal or College Director

Management personnel are required to personally demonstrate appropriate behaviour, promote the workplace bullying policy, treat complaints seriously and ensure that where a person lodges or is witness to a complaint, this person is not victimised.

## **Where employees can go for assistance**

An employee who is exposed to workplace bullying can contact Campus Principal or College Director for information and assistance in the management and resolution of a workplace complaint. They should also log the incident on the EDUSAFE SITE.

## **Commitment to promptly investigate complaints**

DET has procedures for reporting, (*EDUSAFE*), investigating, resolving and appealing bullying complaints. Any reports of bullying will be treated seriously and investigated promptly, fairly and impartially by the appropriate management personnel.

A person making a complaint and/or who is a witness to such behaviour will not be victimised.

## **Consequences of breach of policy**

Disciplinary action, including possible termination of employment, will be taken against a person who engages in bullying or who victimises a person who has made or is a witness to a complaint.

Complaints of alleged bullying that are found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

## **Review of policy**

This policy and the actions outlined above will be reviewed by 1<sup>st</sup> February 2018, unless required earlier because of changes to the risk profile of the workplace or relevant legislation. If necessary, further changes and actions may be introduced to ensure that inappropriate workplace behaviour is prevented and controlled.

## **Endorsement**

I/We have committed to this policy and its implementation, and to ensuring a psychologically safe and civil work environment that is free from exposure to workplace bullying.

Carranballac College Director: *Brendan O'Brien*

Date:

## 3. Social Media Policy

### **When does this policy apply?**

This policy applies to all employees when they engage in social media activity in the following circumstances:

- While performing work for the school, regardless of where it is performed
- When using the school IT systems or equipment even if for personal use
- When conveying information about the school.

### **Social media activity includes**

- Interacting with social networking sites, e. g. Facebook, Twitter, LinkedIn, Yammer
- Interacting with video and photo sharing websites, e. g. Flickr, You Tube, Instagram, Pinterest
- Interacting with blogs, including corporate blogs and personal blogs
- Interacting with blogs hosted by media outlets, e. g. “comments” or “your say” feature on the age.com.au
- Micro-blogging, e.g. Twitter
- Interacting with wikis and online collaborations, e. g. Wikipedia
- Interacting with forums, discussion boards and groups, e.g. Google groups, Whirlpool

Stakeholder means a person or entity that is or was a client, supplier, employee or contractor in relation to this school (or is a prospective client, supplier, employer or contractor in relation to this school).

### **Social media activity has risks for the school**

Posting or sharing information on social media and online generally is not like having a verbal conversation with a person or group of people. This equally applies to any posts you make regarding your work.

“Conversations” or posts online are in electronic form and have potentially wider circulation than a personal discussion. The nature of social media platforms means that comments might easily be forwarded on to others, widening the audience for their publication. Even if you limit the privacy settings on your social media platform to your “friends” or “contacts”, your “friends” or “contacts” might include individual stakeholders.

Further, social media platforms leave an often permanent written record of statements and comments made by people. These can be read at any time in the future until they are taken down and because of the nature of the Internet, it can be difficult (if not impossible) to remove information.

Considerable care should be used in using social networking sites and an awareness that making comments or conducting conversations that relate to the school can affect the reputation of the Employee, as well as the school.

## **Unacceptable use of social media**

Unless prior written permission is provided, when using social media, you must not:

- Disclose or use information that is confidential to the school
- Engage in excessive non work-related use of social media during work hours
- Post anything in which this school or any other person has intellectual property rights
- Convey information that would allow a reasonable person to ascertain the work being performed for this school or the identity of a stakeholder and their relationship with the school.
- When using IT systems, use any other person's ID or logon details or otherwise impersonate any other person
- Disparage, criticise or show disrespect for any stakeholder
- Discriminate, harass, bully or victimise any stakeholder
- performance management processes

If you become aware of unacceptable use of social media as described above, you must notify your supervisor.

## **Consequences of breaching this policy**

A breach of this policy may result in disciplinary action, which may include the termination of employment.

You may be required to delete any information contained on any social media platform that is a breach of this policy

Access to social media may be restricted for breaching this policy (or while complaints against individuals are investigated)

## **Monitoring**

When employees engage in social media activities using the schools' IT systems, the IT department will collect and retain information about that activity, including the content of any communications.

The purpose of collecting this information will be to ensure that the interests of co-workers and the school are not adversely affected by the conduct of that employee. The information will be kept secure and will only be disclosed to persons within the Department as is necessary to ensure compliance with this policy.





## STANDARD 3

### Child Safe Code of Conduct Carranballac P-9 College

#### Rationale

- One of the most effective child safe strategies utilised in Schools to help protect children from harm is a Code of Conduct.
- A Child Safe Code of Conduct establishes clear expectations for appropriate behaviour with children.
- It lists behaviours that are acceptable and those that are unacceptable. It spells out professional boundaries, ethical behaviour and acceptable relationships.
- If people behave in ways that are unacceptable the Code of Conduct enables the organisation to take action.
- Without a Code of Conduct, it can be very difficult to raise behavioural issues with staff and volunteers.
- If unacceptable behaviour continues, this can seriously compromise the safety of the environment, Swift and appropriate action must be taken when the Code is breached, otherwise people will continue to feel compromised or unsafe.

#### Purpose

- To ensure Carranballac P-9 College complies with the legislative requirements of MO 870.
- To ensure the school demonstrates its commitment to creating a child safe culture.
- To protect children and reduce any opportunities for abuse or harm to occur.
- To provide guidance to staff and volunteers on how to best support children and how to avoid or better manage difficult situations.
- To ensure the school develops and publishes a code of conduct that is compliant with the Child Safe Standard 3.
- To ensure the school demonstrates its duty of care towards students.

#### Implementation

- The safety and wellbeing of children is the highest priority for Carranballac P-9 College.
- The College currently has Teacher, Child and Parent Codes of Conduct. These will be reviewed in light of the Child Safe Standards.
- The school will know it has successfully implemented Standard 3 when:
  - appropriate behaviour with children is clearly defined, accessible and understood by staff, volunteers, families and children
  - steps are clearly outlined should staff identify child safety risk
  - staff, volunteers, families and children understand culturally safe behaviour and relationships with regard to Aboriginal children and children from culturally and/or linguistically diverse backgrounds
  - staff, volunteers, families and children understand safe behaviour and relationships with regard to children with a disability
  - children and families from culturally and/or linguistically diverse backgrounds can access and understand the Code of Conduct
  - efforts have been made to make the code of conduct accessible to children with a disability

These points will be considered when the Codes of Conduct are reviewed:

## **Child Safe Code of Conduct**

1. This Code of Conduct outlines appropriate standards of behaviour by adults towards children.
  2. It is binding on all staff members, volunteers and external providers working with children on-site or off-site.
  3. Staff, volunteers and external providers are expected to signify that they have read and understood this Code of Conduct by completing the attached statement which will be recorded and filed appropriately.
  4. All Carranballac P-9 College staff, volunteers and external providers are responsible for promoting the safety and wellbeing of children by:
    - adhering to the Child Safe Policy and other related policies
    - taking all reasonable steps to protect children from abuse
    - treating everyone with respect, including listening to and valuing their ideas and opinions
    - welcoming all children and their families and carers and being inclusive
    - respecting cultural, religious and political differences and acting in a culturally sensitive way
    - modelling appropriate adult behaviour
    - listening to children and responding to them appropriately
    - reporting and acting on any breaches of this Child Safe Code of Conduct, complaints or concerns to Leadership
    - complying with our guidelines on physical contact with children
    - working with children in an open and transparent way – other adults should always know about the work you are doing with children
    - respecting the privacy of children and their families, and only disclosing information to people who have the authority to know
  5. Carranballac P-9 College staff, volunteers and external providers must NOT:
    - seek to use children in any way to meet the inappropriate needs of adults
    - ignore or disregard any concerns, suspicions or disclosures of child abuse
    - use prejudice, oppressive behaviour or language with children
    - engage in rough physical games
    - discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
    - initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, e.g., putting on clothes
    - develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Internet Use – this will comply with esmart accreditation and reviews in Term 4
- exchange personal contact details such as phone number, social networking site or email addresses with children
  - have unauthorised contact with children online or by phone
  - contact any child at this school by any form of social media
  - download inappropriate material
6. Staff, volunteers and external providers should avoid unnecessary physical contact with children.
  7. The school has identified that the following are not beyond bounds for physical contact:
    - escorting a young, uncertain, primary aged (particularly), by holding the hand
    - rendering first aid
    - comforting a distressed child by holding the shoulders briefly
    - assisting children with disabilities to complete physical tasks e.g. dressing after a swimming class
    - demonstrating/reinforcing a skill in sports coaching by e.g. showing a student how to hold a bat
    - a congratulatory pat on the shoulders
    - shaking hands
  8. Induction procedures or manuals for new staff, volunteers and external providers will include information about the Child Safe Code of Conduct.

9. The school will conduct workshops and training sessions for staff to ensure that everyone involved with the school understands the requirements of the Code of Conduct and are clear what to do when someone breaches it.
10. Other adults will be advised that if they become aware of any risks adults may pose to children, or that children may pose to each other, in both physical and online environments, they should inform a member of the Leadership Team as soon as practicable.
11. So that all members of the school community, including parents and children, are aware of the Child Safe Code of Conduct, it will be displayed prominently in various locations throughout the school and posted on the website.
12. All staff should be aware that unsatisfactory performance procedures in relation to the Child Safe Code of Conduct may be applied as per the Victorian Government Schools Agreement 2013, Schedule 5.
13. If a volunteer or external provider does not comply with the expected standard of behaviour, the Principal will discuss their behaviour with them. Noncompliance can lead to disciplinary action being taken, which may result in the person being asked to leave the organisation.
14. The school will ensure that procedures for raising and managing complaints and consequences for breaching of the Child Safe Code of Conduct, are known and understood by everyone. For specific procedures, please refer to the school's Complaints & Concerns, Parents Policy.
15. All high-risk activities are compliant with our Child Safe policies.

**Evaluation**

- This Standard will be reviewed after the completion of the child safe review process and then as part of the school's three-year review cycle or if guidelines change (latest information July 2016).

This document, Standard 3, was ratified by School Council in .....

References:  
 Creating a Child Safe Organisation Guide p.26  
 An Overview of the Victorian Child Safe Standards State of Victoria, DHHS November 2015  
 and  
 Protect – Identifying All Forms of Child Abuse in Victorian Schools 2016

**Child Safe Code of Conduct Agreement**

I have read and understood this Child Safe Code of Conduct and agree to abide by it at all times.

Name .....

Signature .....

Date .....

Principal's Name .....

Signature .....

Date .....

Signature of Witness .....

## 5. Traffic Management / Access Arrangements

### Traffic Management:

- Vehicle entry and exit to the 2 college campus staff car parks are located at:
  - Foxwood Drive for the Boardwalk Campus.
  - Jamieson Way for the Jamieson Way Campus.

Parking at Boardwalk is also available at the rear of the school adjoining the sports oval.

- Vehicles entering the college campuses other than the official carpark must travel at walking pace and have a staff member walking in front of the vehicle.
- All pedestrian access should be via the main entrance of both schools, after the gates are closed in the morning, and before they are opened at the end of the school day.

### Access Arrangements:

Casual specialist teachers are required to sign in and sign out at the administration office.

It should be noted that:

- The school buildings are fitted with an alarm system and rooms are locked when not occupied. If you require access to a locked area you will need to obtain and sign for a key from the administration office or the teacher responsible for your activities.

### Traffic Management Plan:

<b>School/Workplace:</b>	Carranballac P-9 College Boardwalk School
<b>Workplace Manager/Management OHS Nominee:</b>	Dan Curran
<b>Health and Safety Representative:</b>	Glenda Kauta
<b>Person completing TMP:</b>	Jim Hoile
<b>Date of Plan:</b>	September 2016
<b>Date of Plan Review:</b>	September 2017

#### **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 signage to the school/workplace is located at:**  
 Foxwood Drive  
 Dunnings Road  
 Point Cook Oval Car Park, access of Kingsley Avenue
- **Designated pick up and drop off areas for students are located at:**  
 Foxwood Drive  
 Dunnings Road  
 Point Cook Oval Car Park, access of Kingsley Avenue
- **Pick up and drop off areas for students are clearly marked by:**  
 Signage and painted parking bays.
- **Designated pedestrian crossings are:**  
 Located at – Dunnings road and Foxwood drive
- **Supervised at the following times:**  
 8:00am to 9:00am  
 2:30pm to 3:30pm

- **Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):**  
Lollipop signs, Crossing Signs, High Visibility Clothing
- **Pedestrian walkways are physically protected from designated roadways by:**  
Curbing, Fences
- **Pedestrian walkways are clearly marked/indicated by:**  
Designated walkways
- **Speed restriction signage is clearly displayed in the workplace at the following locations:**  
4 Signs at Dunnings Road and 2 signs at Foxwood Drive
- **Speed controlling devices are in place to restrict vehicle speed on site:**  
N.A

**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:**
  - Foxwood drive and Dunnings Road
- **Courier and/or delivery drop off points are clearly marked by:**
  - Signage
- **Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:**
  - Foxwood Drive entrance to Staff car park
- **Speed controlling devices are in place to restrict vehicle speed on site:**  
N.A

**Safe passage of vehicles in (Boardwalk School) *(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 Boardwalk School during the following time periods of peak pedestrian traffic:**
  - 8:20am to 8:50am, 10:45am to 11:05am, 1:15pm to 2:00pm, 2:45pm to 3:15pm
- **Prior to entering Boardwalk School, drivers of large vehicles must report to Office to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site.**

**ON SITE Parking arrangements**

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

- There are 52 car parks available for employees, and visitors and 1 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - Foxwood Drive on the Buildings

**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;
-

## Traffic Management Plan:

<b>School/Workplace:</b>	Carranballac P-9 College Jamieson Way School
<b>Workplace Manager/Management OHS Nominee:</b>	Dan Curran
<b>Health and Safety Representative:</b>	Colleen Little
<b>Person completing TMP:</b>	Jim Hoile
<b>Date of Plan:</b>	September 2016
<b>Date of Plan Review:</b>	September 2017

### **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 signage to the school/workplace is located at:**  
Jamieson Way Carpark entrance  
Community Carpark gate onto Oval
- **Designated pick up and drop off areas for students are located at:**  
Jamieson Way Carpark entrance along both sides of the street.  
La Rochelle Boulevard and Bus Zone
- **Pick up and drop off areas for students are clearly marked by:**  
Signage and painted parking bays
- **Designated pedestrian crossings are:**  
Located at – Jamieson Way and La Rochelle Blvd
- **Supervised at the following times:**  
8:00am to 9:00am  
2:30pm to 3:30pm
- **Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):**  
Lollipop signs, Crossing Signs, High Visibility Clothing
- **Pedestrian walkways are physically protected from designated roadways by:**  
Curbing, Fences
- **Pedestrian walkways are clearly marked/indicated by:**  
Designated walkways and Road markings
- **Speed restriction signage is clearly displayed in the workplace at the following locations:**  
Jamieson Way Carpark entrance
- **Speed controlling devices are in place to restrict vehicle speed on site:**  
Speed humps

### **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:**
  - Jamieson Way
- **Courier and/or delivery drop off points are clearly marked by:**
  - Signage
- **Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:**
  - Jamieson Way carpark
- **Speed controlling devices are in place to restrict vehicle speed on site:**  
N.A

**Safe passage of vehicles in (Jamieson Way School) (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 Jamieson Way School during the following time periods of peak pedestrian traffic:
  - 8:20am to 8:50am, 10:45am to 11:05am, 1:15pm to 2:00pm, 2:45pm to 3:15pm
- Prior to entering Jamieson Way School, drivers of large vehicles must report to Office to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site;

**Parking arrangements**

**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;

## 6. Emergency Contacts

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

### Emergency Contact Information - Boardwalk

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Internal Extension
Director	Brendan O'Brien	9395 3533	0408 524268	239
Principal	Ros Myers	9395 3533	0439 205 443	240
Assistant Prin. 1	Deb Way	9395 3533	0448 548605	241
Assistant Prin. 2	Michael Villani	9395 3533	0448 008172	242
Assistant Prin. 3	Lesley Hall	9395 3533	0488 548624	253
Building Warden Lorikeet Lane	Kathy Liacopolous Gab Day	9395 3533		201 207
Building Warden Cormorant Courtyard Gym	Maria O'Reilly Angie Seekts/Lisa Cations	9395 3533		268 217
Building Warden Blue Tongue Bldg.	Paul McArthur Lorraine Clark	9395 3533		215 209
Building Warden Geko Gallery	Heather Compa	9395 3533		222
Building Warden Pobblebonk Place	Raelene Jefferies Leonie Walker	9395 3533		229 225
Building Warden The Sanctuary	Deborah Pavone Nicole Pickersgill	93953533		243 238
Facilities Manager	Jim Hoile	9395 3533	0438 974860	274
OHS Manager	Dan Curran	9395 3533	0499 548600	274
Business Manager	Deborah Pavone	9395 3533		243



## Emergency Contact Information – Jamieson Way

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Internal Ext.
Director	Brendan O'Brien	9395 3533	0408 524268	139
Principal	Sandy Naughton	9395 3533	0438548686	140
Assistant Prin. 1	Alana Mcintosh	9395 3533	0448548609	141
Assistant Prin. 2	Jenny Kompa	9395 3533	0409475350	142
Building Warden <i>Callistemon Centre</i>	Faye Clarence	9395 3533		137
Building Warden <i>Dianella Domain</i>	Alana McIntosh Jacinta Davis	9395 3533		141 119
Building Warden <i>Club Rush Arena</i>	Steve Sullivan	9395 3533		148
Building Warden <i>Water Ribbon Way</i>	Amy Hudson Janae Wilkinson	9395 3533		129 118
Building Warden <i>Banksia Building</i>	Billy Vasilevski Jill Kelly	9395 3533		105 102
Building Warden <i>Grevillea Gallery</i>	Anthony Rigato	9395 3533		111
Facilities Manager	Jim Hoile	9395 3533	0438 974860	274
OHS Manager	Dan Curran	9395 3533	0499 548600	274
Business Manager	Deborah Pavone	9395 3533		243

## 7. First Aid

In the event of an incident:

The First Aid room is located in the administration building at both schools

- In the event that the injury is not serious, report or escort the injured party to the First Aid room in Administration building and see the First Aid Officer for assistance.
- In a medical emergency where no support is immediately available, ring **000**. Do not wait for first aid officer.
- Stay with injured party. Send someone else to find the first aid officer or workplace manager with the appropriate information.
- If no one else is available to assist you, ring **Boardwalk and Jamieson Way on 93953533** select the option, and inform the office that someone is injured at your location.
- If level 2 trained, apply first aid to the injured person or persons.
- Once the incident is over, regardless of the scale of the injury, fill in an incident report at the administration office.
- Incidents involving students are logged on Cases
- Incidents involving staff are logged on EDUSAFE
- All staff should be aware of the First Aid Policies within the school.

## 8. Hazards

### Electrical equipment

Any electrical equipment brought onto either campus must be brought to the attention of the OH&S Manager where the item or items will be assessed before they are allowed to be used on campus. **Testing and Tagging** is done on an annual basis.

### Hazard and incident reporting procedure

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or staff member must be reported to the administration office and an Incident Notification form completed.

- Notify the school administration office (**Boardwalk 93953533 or Jamieson Way 93953780**), or, if unable or unsafe to do so, notify **Jim Hoile** on **0438 974 860**. Or **Dan Curran** on **0499 548 600**
- If unable to obtain assistance from school staff, call **000 immediately** to report any incident threatening life or property.  
Emergency services on this number are:
  - police for crime, injury that may not be accidental, or assault;
  - ambulance for injury and medical assistance;
  - fire brigade for fires and incidents involving hazardous and dangerous materials;
- **Fire extinguishers** are positioned around the school. Only use if safe to do so and you are familiar with their use and only if the correct type is available for the fire event.
- As soon as practicable, complete an **Incident Notification form** (available from the administration office).

## **Chemical Hazard**

Chemical information in the form of Material Safety Data Sheets are located in the administration building at reception, and in folders in each building of both campuses

## **9. Asbestos**

A copy of the Asbestos Register and the Label Register are kept at each campus, in the Administration Building in the OH&S ASBESTOS files, and in the staff room on the OH&S board.

The Asbestos register is updated every term with the visual inspection of the sites, and added to both the OH&S ASBESTOS file, and on the OH&S board in the staff room of each campus.

## **10. OH&S Induction Check List**

The OH&S Induction Check List form at the end of this document MUST be completed by all staff at the start of each new school year, on the first day of term one.

New staff, CRTs, and Contractors MUST also complete this form before they commence work in the school.

On completion the form MUST be signed and dated, and given to the OH&S Manager.

## **OH&S Training**

All staff are required by DET to complete training modules by the set dates.

Once the Module has been completed and passed, a copy of the certificate will be forwarded by you to Lesley Hall for OH&S records.

## **11. Amenities**

### **Boardwalk**

**Toilets-** The Staff toilets are located in the administration building at the end of the hallway from the front desk. **You are not permitted to use student toilets under any circumstances.**

**Staffroom** – The staff room is located directly behind the administration area. This can be accessed via the hallway to the left of the front desk.

### **Jamieson Way**

**Toilets-** The staff toilets are located in the administration building half way along the hallway from the front desk. **You are not permitted to use student toilets under any circumstances.**

**Staffroom** – The staff room is located to the left in the administration main hall directly opposite the toilet

## **12. Instructions for Classroom staff**

### **Evacuation Procedure**

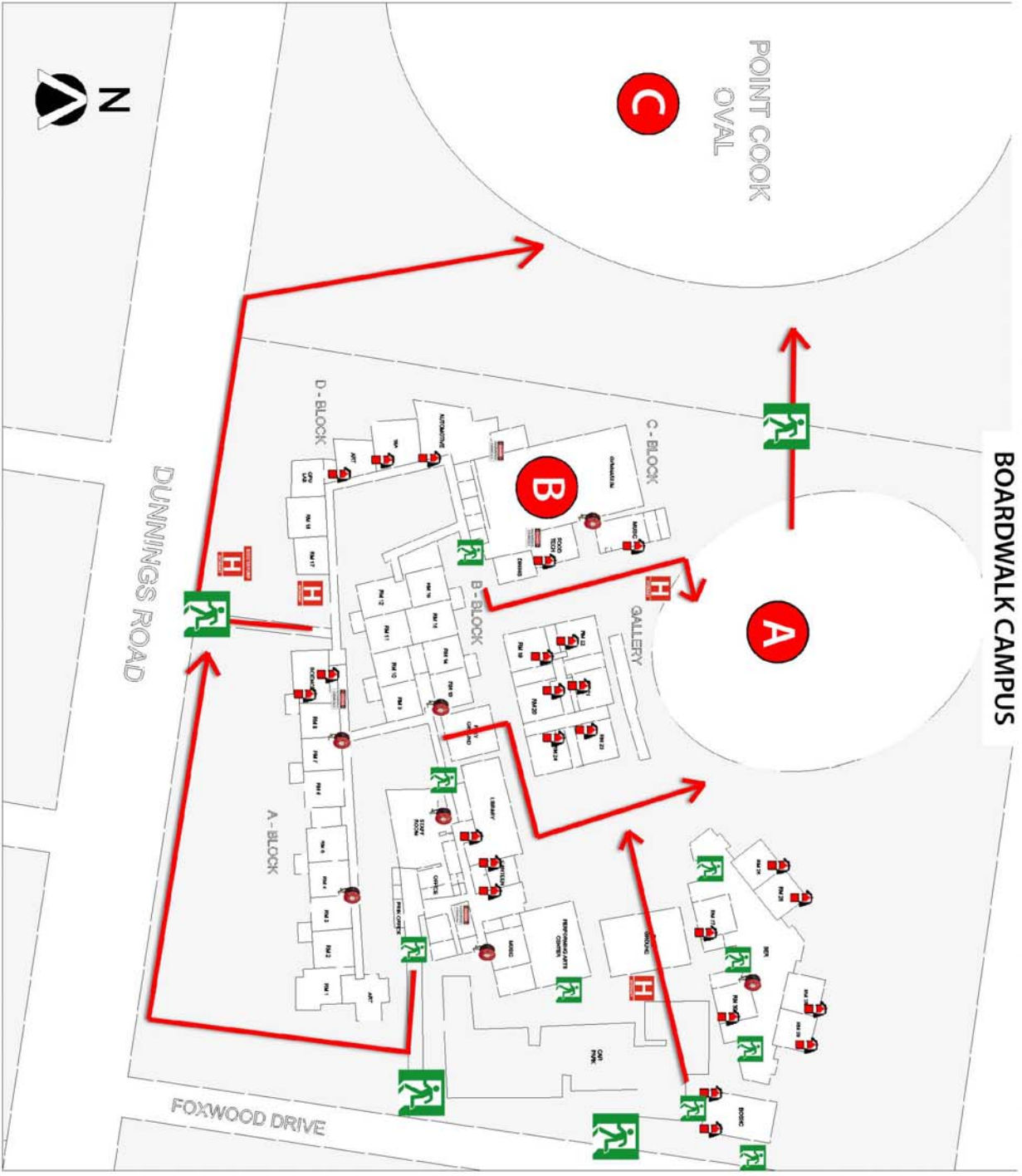
- **ON THE SOUNDING OF THE ALARM – (CONTINUOUS RINGING OF THE BELL) OR AIR HORN (if no power)**
- LINE UP CHILDREN CALMLY AT THE DOOR OF THE CLASSROOM.
- COUNT THE NUMBER OF CHILDREN IN CLASS
- COLLECT CLASS ROLL
- CHECK WITHDRAWAL AREAS
- CLOSE and **LOCK** ALL WINDOWS AND EXIT DOORS *(IF TIME PERMITS)*
- AWAIT INSTRUCTIONS FROM THE BUILDING WARDENS AS TO THE APPROPRIATE ROUTE TO TAKE TO THE SPECIFIED ASSEMBLY POINT – **A, B, C, or D.**
- EXIT BUILDING WITH STUDENTS TO DESIGNATED EVACUATION ASSEMBLY AREA
- REPORT ROLL INFORMATION TO THE INCIDENT CONTROLLER or COMMUNICATIONS/LOGISTICS WARDEN (ASSISTANT PRINCIPALS)
- WARDENS – STUDENTS WILL BE SUPERVISED BY THE OFFICE BUDDY, OR PLT TEAM MEMBER WHILE THEY ARE PERFORMING THEIR DUTIES. THEY WILL THEN RETURN TO THEIR STUDENTS AT THE ASSEMBLY POINT.
- TEACHERS WHOSE CLASSES ARE ATTENDING SPECIALISTS MUST PROCEED IMMEDIATELY TO THE EVACUATION ASSEMBLY POINT WITH THE CLASS ROLL ON THE INSTRUCTION OF THE BUILDING WARDEN

### **Lockdown Procedure**

- **ON THE SOUNDING OF THE ALARM – (“COULD MR LOCK PLEASE COME TO THE OFFICE?”)**
- TEACHERS MUST IMMEDIATELY LOCK THE CLASSROOM DOOR. *(RUN THE CLASS IN A NORMAL MANNER UNLESS INSTRUCTED OTHERWISE.)*
- TEACHERS AWAIT INSTRUCTIONS FROM THE BUILDING WARDEN
- IN SOME CURCUMSTANCES TEACHERS SHOULD PLACE THE STUDENTS TOGETHER IN A SAFE AREA AWAY FROM DOORS AND WINDOWS **(ONLY IF INSTRUCTED TO DO SO)**
- TEACHER TO CHECK THE ROLL AND FORWARD VIA EMAIL TO THE PRINCIPAL AND ALSO NOTIFY OF ANY STUDENTS THAT MAY BE OUTSIDE THE CLASSROOM. (TOILET ETC)
- Teachers Conducting Activities Outside the Classroom at The Time of a Lockdown to Take Students to The Nearest Secure Building Via the Safest and Quickest Route.
- Staff to Monitor External Doors and Allow Staff and Students to Enter When They Arrive.
- STAFF WITH MOBILE PHONES OUTSIDE THE SCHOOL AT THE TIME OF A LOCKDOWN WILL RECEIVE THE FOLLOWING TEXT MESSAGES
- Carranballac – Boardwalk Lockdown in Progress. If outside school grounds do not return until notified, and Carranballac – Boardwalk Lockdown over – safe to return to school.
- Carranballac – Jamieson Way Lockdown in Progress. If outside school grounds do not return until notified, and Carranballac – Jamieson Way Lockdown over – safe to return to school.

# CARRANBALLAC COLLEGE EMERGENCY EVACUATION PLAN

## BOARDWALK CAMPUS



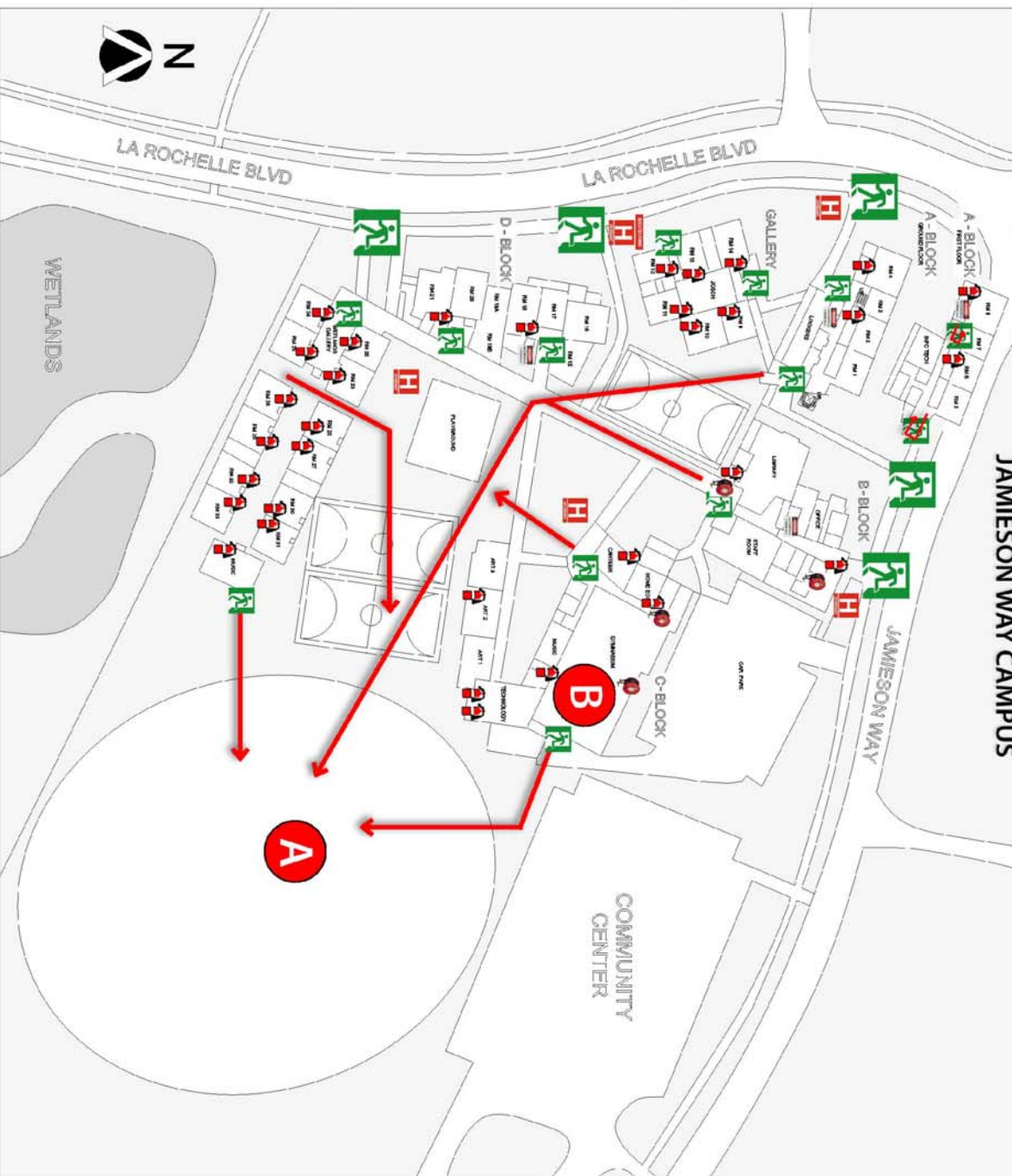
### LEGEND

- Assembly Point
- Fire extinguisher
- Exit Point
- YOU ARE HERE
- Evacuation Route
- Fire Hydrant
- Fire Hose Reel
- HAZARDOUS CHEMICALS



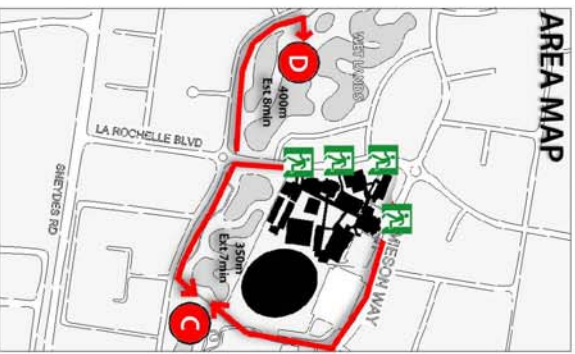
# CARRANBALLAC COLLEGE EMERGENCY EVACUATION PLAN

## JAMIESON WAY CAMPUS



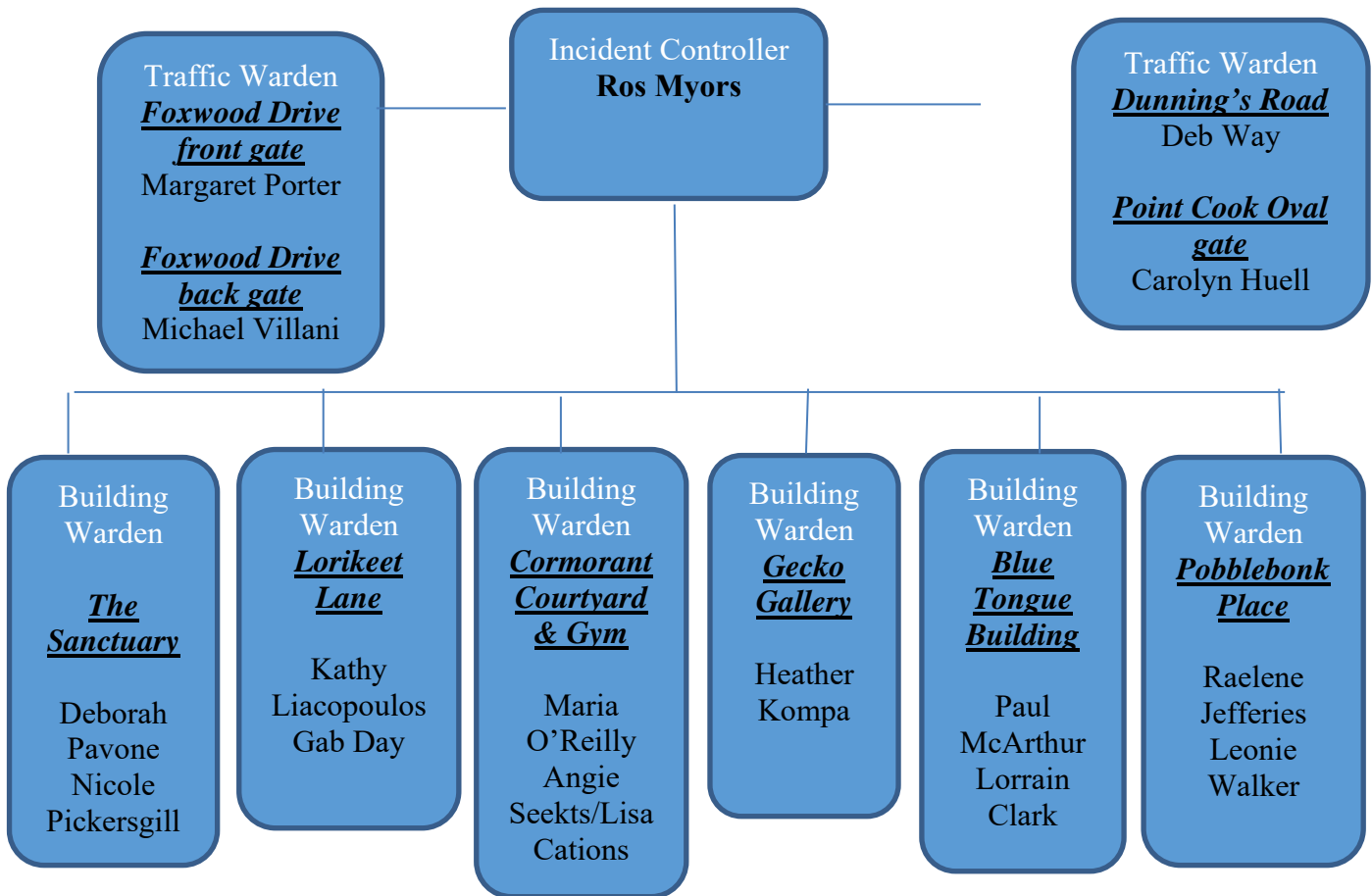
### LEGEND

	Assembly Point
	Fire extinguisher
	Exit Point
	Hazardous Chemicals
	Evacuation Route
	Fire Hydrant
	Fire Hose Reel
	YOU ARE HERE



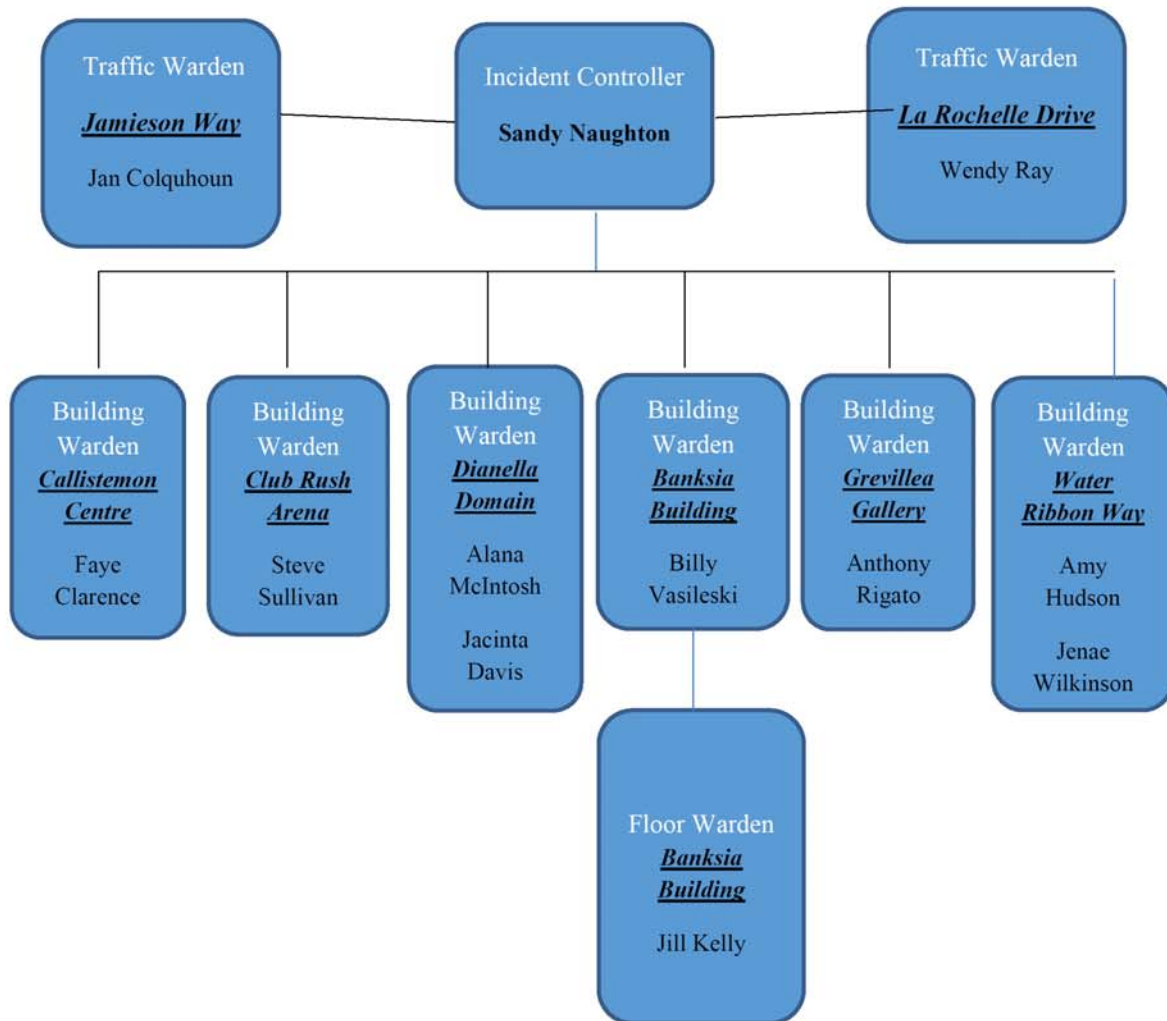
# Emergency Management Plan - Control Structure

## Boardwalk Campus 2017



## Emergency Management Plan - Control Structure

### Jamieson Way Campus 2017







## OH&S INDUCTION CHECK LIST

Workplace	
Employee Name	
Job Title:	
Date:	

<b>General Induction</b> The workplace is to ensure that the above named employee has been provided with following information and/or instructions:	<b>Provided</b>
DET Occupational Health and Safety (OHS) Policy <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
DET OHS Consultation and Communication Policy <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
Workplace Bullying and Social Media Policies <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
OHS Issue Resolution Flowchart <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
The names of the Health and Safety Representative and Management OHS Nominee <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
Hazard, incident reporting procedures (EduSafe)	<input type="checkbox"/> Yes
Information on employee support services (e.g. Employee Assistance Program and Conflict Resolution Support Service). <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
Location of amenities	<input type="checkbox"/> Yes
First Aid Procedures	<input type="checkbox"/> Yes
Introduction to First Aid Officer(s) and location of First Aid Rooms/Kits	<input type="checkbox"/> Yes
Emergency Procedures and EMP <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
Introduction to Return to Work Co-ordinator	<input type="checkbox"/> Yes
Traffic Management Plan <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
Chemical Register and associated Material Safety Data Sheets <span style="float: right; color: #e67e22;">(main office and buildings)</span>	<input type="checkbox"/> Yes
Introduction to Asbestos Co-ordinator <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
Current Asbestos Management Plan and Asbestos Register <span style="float: right; color: #e67e22;">(OHS Board in staffroom)</span>	<input type="checkbox"/> Yes
<b>OHS Training Requirements</b> (tick when completed)	<b>Completed</b>
Identification and allocation of time to complete health and safety training: Assigned OHS Training allocated via OHS eLearning Modules – <i>to be completed within the first 3 months of employment, see DET <a href="#">Your Guide to Induction and Orientation</a>.</i>	
<b>Job Specific Induction</b> (tick when completed)	<b>Completed</b>
Task specific Safe Work Procedures have been provided and explained (e.g. use of plant and equipment)	<input type="checkbox"/> Yes
Task specific Safe Work Procedures have been provided and explained (e.g. use of plant and equipment)	
<b>Employee</b> – <i>I have completed all identified training and understood the OHS induction applicable to my appointment.</i>	Signature: Date:
<b>Workplace Manager</b> and/or <b>Management OHS Nominee</b> - <i>I certify the above mentioned employee has completed an OHS induction and relevant training.</i>	Signature: <span style="float: right;">Date:</span> Name: Position:

