



Rosanna Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook



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Introduction



Volunteers have a significant role at Rosanna Primary.

Our volunteers make an extraordinary contribution to our learning community without being paid – not because they are worthless, but because they are priceless.

Volunteers come from all walks of life to support our community. They are working people, students and professionals; they are young people and retirees. They come from many suburbs and communities and from a variety of cultural, educational and religious backgrounds.

At Rosanna primary you may find them laminating charts in the 5/6 area or digging in plants to beautify our playground. They are seen in corridors reading with children or shuffling books on shelves in the library. No matter what volunteer role they take on, all enhance the life and learning of our students.

This manual aims to ensure that every student and volunteer is safe and can participate within the school confidently aware of the policies and structures in place to support them. It covers Occupational Health and Safety requirements as well as protocols and maps of the school.

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 and out and ensure their visitors pass is worn at all times whilst on Department or other premises
- have a current Working with Children Check, where applicable.

Please feel free to speak with me or any of the staff if you have any further questions.

A handwritten signature in black ink, appearing to read 'J. Jackson', followed by a period.

Jeff Jackson
Principal

Orientation

Rosanna Primary School policy requires all volunteer workers to:

- report to the office or designated site upon arrival
- complete an OHS induction using the Volunteer OHS Induction Checklist (this is to be completed each calendar year)
- agree to the Child Safe Code of Conduct
- sign in/out and ensure their visitors pass is worn at all times whilst on Rosanna Primary or other premises if applicable
- when working with children, maintain a current Working with Children Check, where Rosanna Primary is listed as a volunteer organisation. This can be done quickly and easily by visiting the Department of Justice website and updating your details.
- To demonstrate that a volunteer has completed all the induction requirements they will be issued with a **Volunteer Induction Card**. This card will facilitate signing in at the office. Each card will be individually numbered and recorded in the Sign In register.

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:

Health, Safety and Wellbeing Policy

Education and Training

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:

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

Commitment to Child Safety

All volunteers are required to read and agree to the Child Safety Statement of Commitment.

Rosanna Primary School is a child safe organisation which welcomes all children, young people, and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

- Rosanna Primary is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.

- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the Regional Office of the Department of Education and Training on 1300 338 691.

In the Compass School Resource tab located under the pencil icon has da range of policy documents that all new volunteers must read and familiarise themselves with.

If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Child Safety Responding and Reporting Obligations Policy and Procedures 2024
- Student Wellbeing and Engagement Policy 2024
- Volunteers Policy 2022

Child Safety Officer

The Child Safety Officer at Rosanna Primary is Justine Convery. Please feel free to speak with her or other staff if you have any concern over the wellbeing of any child or simply wish to discuss the role of child safety.

The role of Child Safety Officer;

- to act as a source of support, advice and expertise to staff and volunteers on matters of child safety
- to lead the development of the school's child safety culture, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety
- ensure the school's policies are known and used appropriately
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- be alert to the specific needs of children in need, those with special educational needs and young carers
- encourage among all staff and volunteers a culture of listening to children and taking account of their wishes and feelings in any measures to protect them
- ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff
- ensure staff are aware of training opportunities and the latest DHHS and DET policies and guidance

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Child Safe Officer with any comments or questions.

Child Safety Code of Conduct

PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Rosanna Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

ACCEPTABLE BEHAVIOURS

As Rosanna Primary School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Rosanna Primary School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Child Safe Officer
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [Child Safety Responding and Reporting Policy and Procedures](#) and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

UNACCEPTABLE BEHAVIOURS

As Rosanna Primary School staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)

- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities, or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

BREACHERS TO THE CHILD SAFETY CODE OF CONDUCT

All Rosanna Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training. Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Rosanna Primary School Child Safety Code of Conduct must be reported to the principal.

If the breach or suspected breach relates to the principal, contact Senior Education Improvement Leader (SEIL).

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 during school hours. Any volunteer worker 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 principal or their delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on DET premises without prior arrangement with the Principal.
- The Behaviour Expectations for students, staff and parents is clearly laid out in the Engagement and Inclusion Policy. An excerpt has been included in Appendix D.

Access Arrangements

ACCESS

During school hours, all volunteers must report to the administration office or site contact and sign in upon arrival at the workplace or at a designated point where not on school premises. This requirement for volunteers and contractors is indicated on signage located at all entrances to the office.



Volunteers are expected to sign in and out during events arranged outside of school hours. The locations and procedures for this process will be communicated to volunteers prior to the volunteer event.

Traffic Management

When necessary, volunteer workers' vehicles are to enter and exit the school grounds via the following locations:

- Grandview Grove entry, or the
- Davies Street entry.

This may only take place with arrangement from the Principal or the Principal's delegated workplace manager.

Designated pedestrian crossings around the school are:

- Grandview Grove (supervised on school days)
- Davies Street (supervised on school days)
- Bellevue Avenue (unsupervised)


Vehicles entering school grounds must adhere to all traffic signage and the school's Traffic Management Plan. A copy of the plan is available from the office if required. 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.

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

- Drop off: 8:45am - 9:15am
- Recess: 11:00am - 11:30am
- Lunch: 1:30pm - 2:30pm
- Pick up: 3:15pm - 3:45pm

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.

	
<h2>Volunteer OHS Induction Checklist</h2> <p><i>The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.</i></p>	
Workplace	
Brief description of works	
General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.	Provided
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
Signatures	
Principal or delegate	
<i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>	
Name:	Signature:
	Date:

Last Updated: 30 November 2022

Site Specific Hazards

ASBESTOS

Rosanna Primary has 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 Asbestos Coordinator, Jeff Jackson (9457 2592), 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 principal or their delegate 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 Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

ANIMALS/WILDLIFE

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















WORKING AT HEIGHTS BAN

Anyone who is working at or above 2m above the ground are considered to be 'Working at Heights'. Due to the risks involved in this activity all working at heights will need to be completed by staff training in Working at Heights.

SAFE WORKING PROCEDURES

A number of risks have been assessed at Rosanna Primary School. To minimise these risks we have a set of Safe Working Procedures (SWPs) that provide instruction on how to complete a range of tasks or use equipment safely.

The following SWPs have been provided on Compass. They can be accessed via the Pencil Icon (Teaching and Learning) and then selecting the School Resources link.

- ☰  Safe Working Procedures (SWPs)
-  SWP BBQ
-  SWP Billy Goat Blower
-  SWP Gardening
-  SWP Hot Water Urns
-  SWP Ladders
-  SWP Lawn Mowers (Pushed)
-  SWP Liftmaster
-  SWP LPG Gas Bottle
-  SWP Oven
-  SWP Petrol
-  SWP Students Crossing Bellevue Ave
-  SWP Whipper Snipper
-  SWP Back Pack Blower

Emergency Management

EMERGENCY EVACUATION PROCEDURES

All volunteers should be acquainted with the Emergency Management Plan (EMP) Procedure Cards located at the entry of every room. These detail the specific emergency exits where each volunteer is working.

On hearing the evacuation alarm:

- proceed to the advised assembly area.
- report to one of the teachers
- do not leave the assembly area until advised

The sounding of the National Anthem is a signal to move indoors and lock external doors. Details are described on the Emergency Management Procedure Cards.

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 principal or their delegate.

EVACUATION POINT

The primary onsite evacuation point is located on the basketball area. Please refer to the following Evacuation Map.

Rosanna Primary Emergency Management Site Map



-  Evacuation Path
-  Primary Assembly Point
-  Water Meter
-  Fire Hydrant
-  Electrical Switchboard
-  Water Mains
-  Gas Mains
-  Emergency Access
-  Evacuation Path Secondary/Offsite Assembly Points

EMERGENCY CONTACTS

School contacts		
Workplace Manager	Jeff Jackson	9457 2592 / Ext 203
Assistant Principal	Justine Convery	9457 2592 / Ext 204
Asbestos Co-ordinator	Jeff Jackson	9457 2592 / Ext 204
Business Manager	Kim Brydson-Dixon	9457 2592 / Ext 201
Office Manager	Ally Stokes	9457 2592 / Ext 202
General Office Number		9457 2592

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

First Aid and Amenities

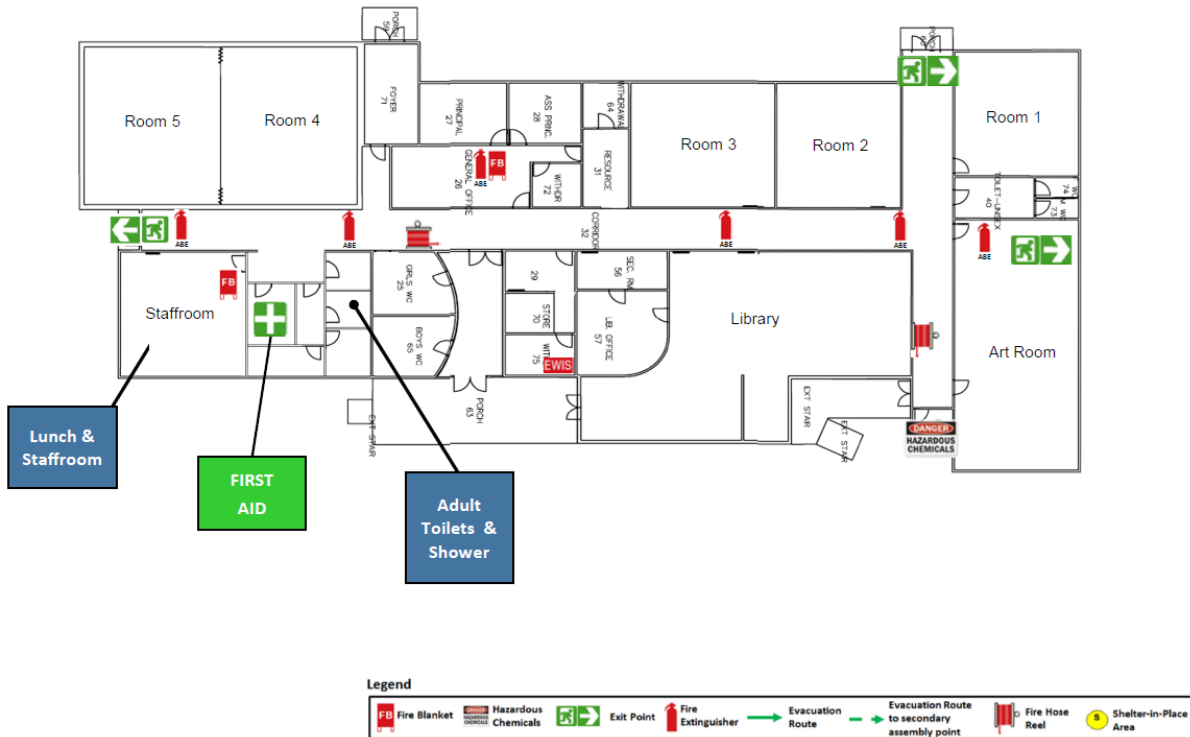
FIRST AID

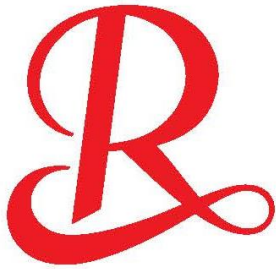
Rhonda Lewis is the First Aid Officer and available from Monday to Thursday during school hours. Trained First Aiders are rostered when Rhonda is unavailable and during school events. In emergencies she can be contacted on a walkie-talkie by contacting the office. For further details please refer to the First Aid Summary Sheet following. During excursions teachers are allocated the role of First Aid Coordinator and will have a first aid kit.

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 the 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.

Administration Block





First Aid Summary Sheet

Location of the First Aid Room

Rosanna Primary School
Grandview Grove and Davies Street
Administration Building
PH Ext: 206 First Aid Room
NB: An allocated first aid trained staff person
will carry a walkie talkie each day.

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)



Rhonda Lewis
Student Support/ First
Aid
Ext 206 VM
Mon-Thurs



Ally Stokes
Administration/First Aid
Ext 201 VM
Mon-Fri



Michelle Woolacott
Library/Student
Support
Ext 207 VM
Mon-Thurs



Lara Hunter
Student Support/First
Aid
Ext 206 VM 328
Mon & Fri

Other staff trained in First Aid include: Jeff Jackson and Justine Convery

Emergency Management Incident Team

Chief Warden	Jeff Jackson	Ext 203
Planning and Operations	Justine Convery	Ext 204
Communications Officer	Kim Brydson-Dixon	Ext 202
Logistics	Shannon Mitchel	Ext 101 VM 322

Primary Evacuation Assembly Point: Bitumen basketball court Eastern side of the school

Nearest Medical Centre

Telephone: 9457 1463
Address: Rosanna Medical Group
88 Lower Plenty Rd. Rosanna

Nearest Hospital

Telephone: (03) 9496 5000
Address: Austin Hospital
Burgundy St. Heidelberg

Incident Support Operations Centre (ISOC)

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

AMENITIES

- Toilets and amenities - Adult toilets are located at the Southern end of the Administration block.
- Volunteers are invited to enjoy a coffee in the staff room. A small amount of money is invited to help cover the costs of tea, coffee and biscuits.
- Parking – parking is available in nearby streets.

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.
- Principal is to report the incident on EduSafe.