

Induction Information



Volunteer Induction

2022



Tooradin Primary School

‘The Caring Country School’

Bayview Road,

(P.O. Box 205), TOORADIN 3980

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www.tooradin.vic.edu.au

► **Our Vision Statement**

In partnership with the community Tooradin Primary School provides students the opportunity to develop academic and life skills.

► **Mission Statement**

To offer the opportunity for high quality education in a supportive learning environment.

► **Values**

The school encourages an environment that fosters and instils lifelong values. Our shared values demonstrates our emphasis on a child focused learning environment.

Respect
Responsibility
Teamwork
Caring

Health, Safety and Wellbeing Policy

Scope: This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

Commitment and Principles: DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

Prevent workplace injuries and illnesses:

- by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET
- by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence
- by providing and maintaining workplaces that are safe and healthy without risks to mental health.

Enhance workplace culture:

- by actively demonstrating and promoting a positive, inclusive and supportive working environment
- promoting an HSW reporting and learning culture
- by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.

Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:

- on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: job role, systems of work, plant and substances and workplace facilities
- on issue resolution processes
- on provision of information, instruction, supervision and training
- by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.

Allocate adequate resources:

- by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations
- by promoting access to support services, information and training
- by providing and maintaining physically safe and healthy workplaces.

Provide transparent and robust information, training, instruction and documentation:

- on individual health and safety accountabilities for all employees across DET
- on legislative and DET HSW requirements.

Drive continuous HSW improvement:

- by using evidenced based data to inform DET strategic direction and measureable objectives
- by monitoring and reporting on HSW performance outcomes
- by strengthening leadership capability
- by maintaining, monitoring and reviewing the OHS Management System

DET employees, visitors, students, volunteer workers and contractors are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

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

Katy Haire
Acting Secretary

Katy Haire

19/01/17

Required conduct/behaviour

All volunteer workers 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 worker under the influence will be dismissed.
- ▶ No offensive language is permitted on any Department premises.
- ▶ Possessions, materials, and equipment should be secured and not be left unattended.
- ▶ 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.
- ▶ Comply with directives of current DET Operational Guidelines.

Administration Team



**Cheryl
Masterton**

- Business Manager
- First Aid Officer



Elana Heitmann

- Administration

First Aid Officers

First Aid Kits are available in the Sick Bay. Please see Sue and Cheryl in the office or speak to one of the First Aid officers.



Cheryl
Masterton



Elana
Heitmann

Bell Times

Bag Bell 8.50-9.00

Session 1 9.00-10.00

Session 2 10.00-11.00

Recess 11.00-11.30

Session 3 11.30-12.30

Lunch Break 12.30-12.45

Session 4 12.45-1.45

Recess 1.45-2.25

Session 5 2.25-3.30

First Aid

First Aid

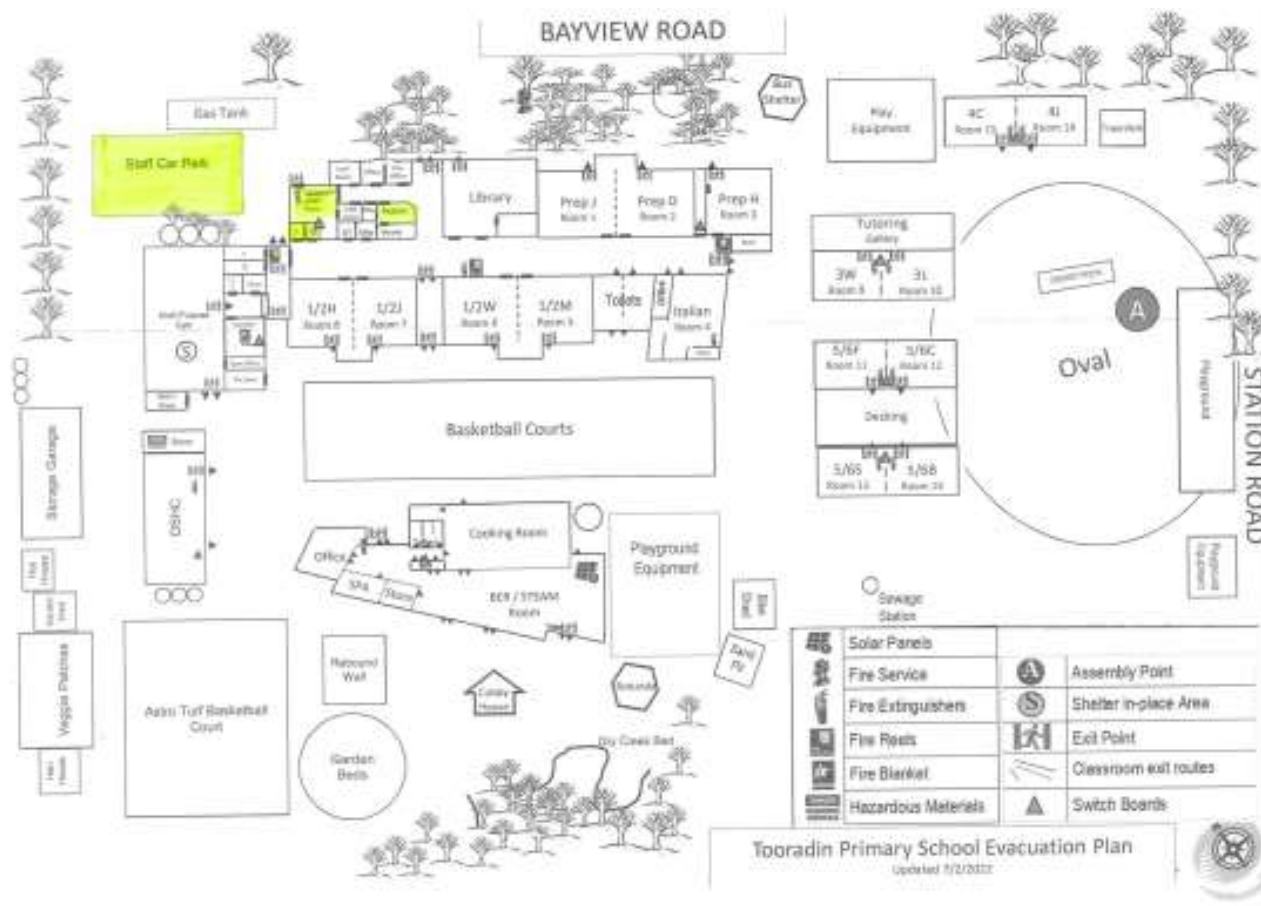
In the event of an injury:

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

Amenities

- ▶ Please see marked in yellow below: Toilets and amenities / Lunch room / Parking



Emergency Management

WORKPLACE CODES

- ▶ In the event that a code is called, please obey the following instructions:
- ▶ Code [Alarm will sound]: Fire, proceed to evacuation point.
- ▶ Code [There is a package in Mrs Cope's office]: Possible emergency, remain alert but stay where you are for now.
- ▶ Code [There is a package under Mrs Cope's Desk]: Lockdown, follow instructions.
- ▶ Code [Alarm will sound]: Gas leak, proceed to evacuation point etc.

EMERGENCY PROCEDURES

- ▶ On hearing the alarm:
 - ▶ switch off all equipment
 - ▶ proceed to the advised assembly area
 - ▶ report to one of the wardens
 - ▶ do not leave the assembly area until advised.

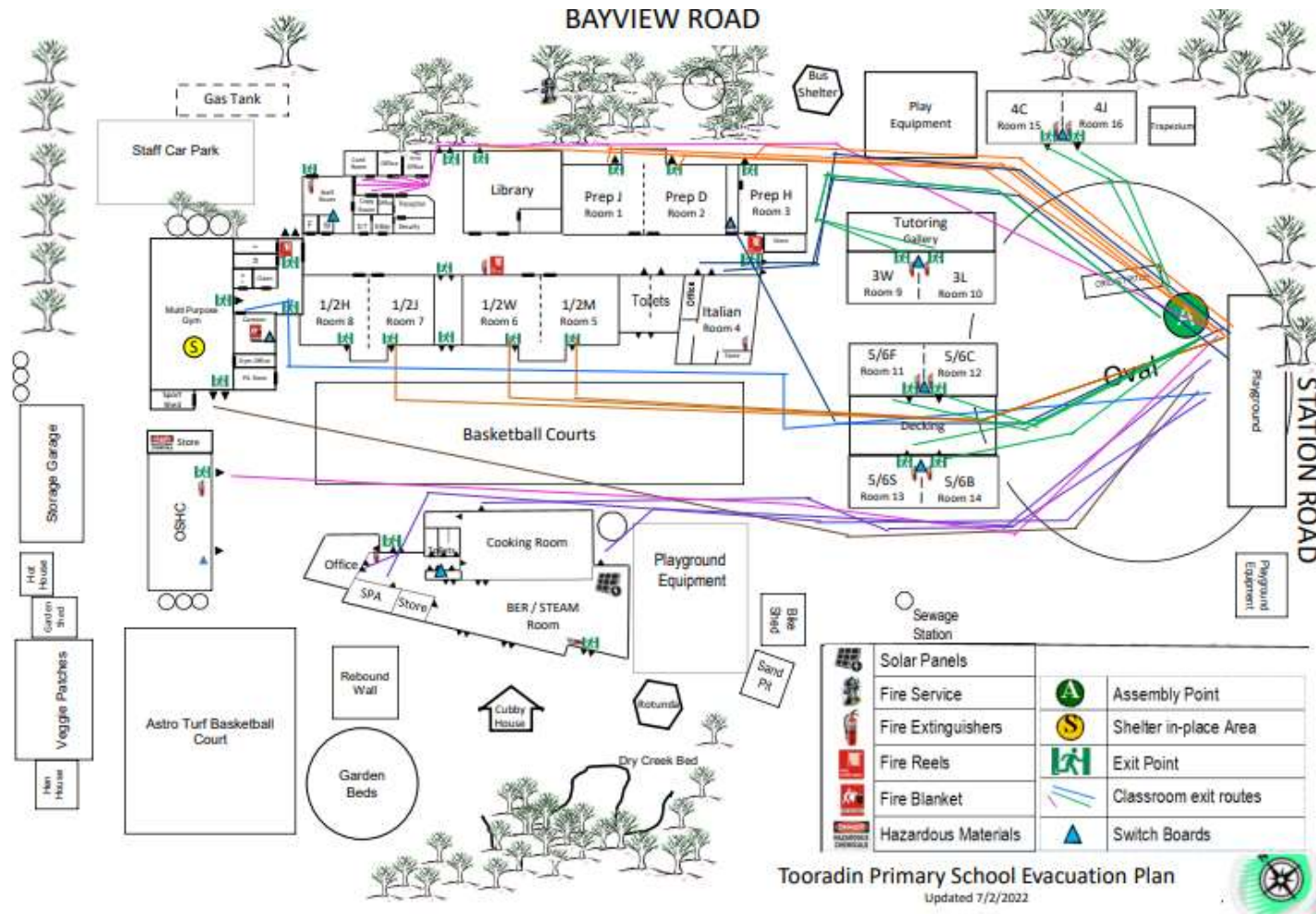
LEAVING SITE IN AN EMERGENCY

- ▶ All volunteer workers 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 Tooradin Primary School Oval; refer to Evacuation Map (Appendix A).

Emergency Evacuation Map



Tooradin Primary School Evacuation Plan
Updated 7/2/2022

Hazard and Incident Reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, volunteer worker 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 (Zania Cope) is to report the incident on eduSafe.

Asbestos Management

- ▶ Our Asbestos Co-Ordinator is Rachel Davis.
- ▶ Division 5 Asbestos Audit Report date was 13th of November 2015.
- ▶ Our Asbestos Management Plan has just been updated.
- ▶ We have had the old portables removed in order to eliminate the asbestos at the school. The only area with asbestos is the window sills in the Italian/OSHC room.