

# Volunteer Occupational Health and Safety (OHS) Induction Handbook



## LORNE P-12 COLLEGE

# 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
- 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.

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## Child Safety Induction Pack - Volunteers

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Lorne P-12 College volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

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

Lorne P-12 College 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 South Eastern Regional Office of the Department of Education and Training on 1300 338 691.

### Induction materials – must read

The Lorne P-12 College website contains the following documents that all new volunteers must read and familiarise themselves with.

Please view these on the Lorne P-12 College's website - [www.lornep12.vic.edu.au/volunteers/](http://www.lornep12.vic.edu.au/volunteers/)

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

- Lorne P-12 College Volunteers Policy
- Lorne P-12 College Child Safety and Wellbeing Policy
- Lorne P-12 College Child Safety Responding and Reporting Obligations Policy and Procedures
- Lorne P-12 College Child Safety Code of Conduct

[PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)

[PROTECT: Identify child abuse](#)

### Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the principal or assistant principal on 5289 1585 with any comments or questions.

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**PROTECT**



## Child Safe Standard

### Statement of Commitment to Child Safety

- Lorne P-12 College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.
- Lorne P-12 College has zero tolerance for child abuse.
- Lorne P-12 College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.
- Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.
- Every person involved in Lorne P-12 College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### Lorne P-12 College will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers






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## 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:

|   |  |
|---|--|
| <p><b>Management Commitment</b></p>                          | <p><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></p> <ul style="list-style-type: none"> <li>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</li> <li>providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety</li> <li>outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces</li> <li>embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks</li> <li>providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.</li> </ul> |
| <p><b>Consultation Commitment</b></p>                        | <p><b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>health, safety, and wellbeing issue resolution</li> <li>provision of health, safety and wellbeing information, training, instruction, and supervision</li> <li>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</li> <li>flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.</li> </ul>   |
| <p><b>Drive Continuous HSW Improvement Commitment</b></p>  | <p><b>Support continual health, safety and wellbeing improvement by:</b></p> <ul style="list-style-type: none"> <li>improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures</li> <li>establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance</li> <li>using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets</li> <li>allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.</li> </ul>   |
| <p><b>Building Capability Commitment</b></p>               | <p><b>Support building capability by:</b></p> <ul style="list-style-type: none"> <li>embedding individual health, safety, and wellbeing accountabilities for all employees across the Department</li> <li>embedding legislative and Department health and safety requirements in all policies and procedures</li> <li>increasing awareness and improving utilisation of the safety supports and resources available</li> <li>providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation</li> <li>strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.</li> </ul>  |
| <p><b>Risk Management Commitment</b></p>                   | <p><b>Support the prevention of workplace injuries and ill health by:</b></p> <ul style="list-style-type: none"> <li>strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities</li> <li>proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner</li> <li>promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent reoccurrence</li> <li>providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces</li> <li>implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.</li> </ul>  |

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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## Access arrangements

All volunteers must report to the general office and sign in upon arrival. Please sign out at the office when finished and leaving the school grounds.

## 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.**

## 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.

## Covid-19 Requirements:

In light of the COVID-19 pandemic we ask you to please comply with the following requirements;

Only attend the school if you are currently well and not showing any flu like symptoms such as fever, chills/sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell, headache, muscle soreness, nausea, vomiting, diarrhea.

When at school wash and/or sanitize your hands frequently.

Cover your nose and mouth with your inner elbow to sneeze or cough.

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## Site specific hazards

### 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.

Asbestos -Mastic in putty of portable windows refer to Appendix B

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 Carly Stafford 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 Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

### Animals and 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:

- 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

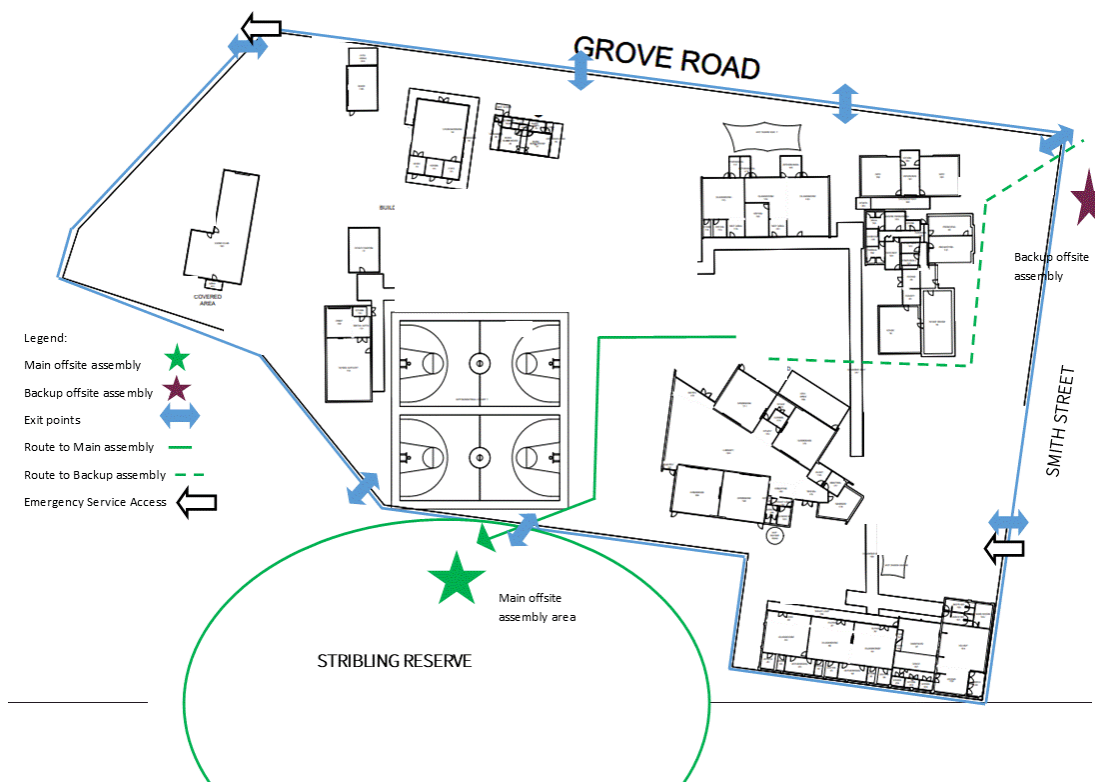
All volunteers are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager.

### Evacuation Point

The evacuation points are located at –

- Assembly 1 – Oval, Stribling Reserve
- Assembly 2 – Grove Road corner of Smith Street

Refer to Evacuation Map.



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## Emergency Contacts

### School contacts

|                       |                  |                      |
|-----------------------|------------------|----------------------|
| Principal             | Carly Stafford   | 0477 660 981         |
| Assistant Principal   | Michael Stone    | 0468 345 189         |
| Business Manager      | Lyn Coates       | 03 5289 1585         |
| General Office Number | Eloise / Shelley | 03 5289 1585 ext 101 |

### School after hours contacts

|                     |                |              |
|---------------------|----------------|--------------|
| Principal           | Carly Stafford | 0477 660 981 |
| Assistant Principal | Michael Stone  | 0468 345 189 |

### Emergency contacts

|                              |                     |
|------------------------------|---------------------|
| <b>Police:</b>               | <b>000</b>          |
| <b>Fire:</b>                 | <b>000</b>          |
| <b>Ambulance:</b>            | <b>000</b>          |
| <b>Poisons:</b>              | <b>13 11 26</b>     |
| <b>Emergency Management:</b> | <b>1800 126 126</b> |



Carly Stafford  
Principal  
OH&S Officer



Michael Stone  
Assistant Principal



Lyn Coates  
Business Manager



Eloise Gannon  
Office Admin



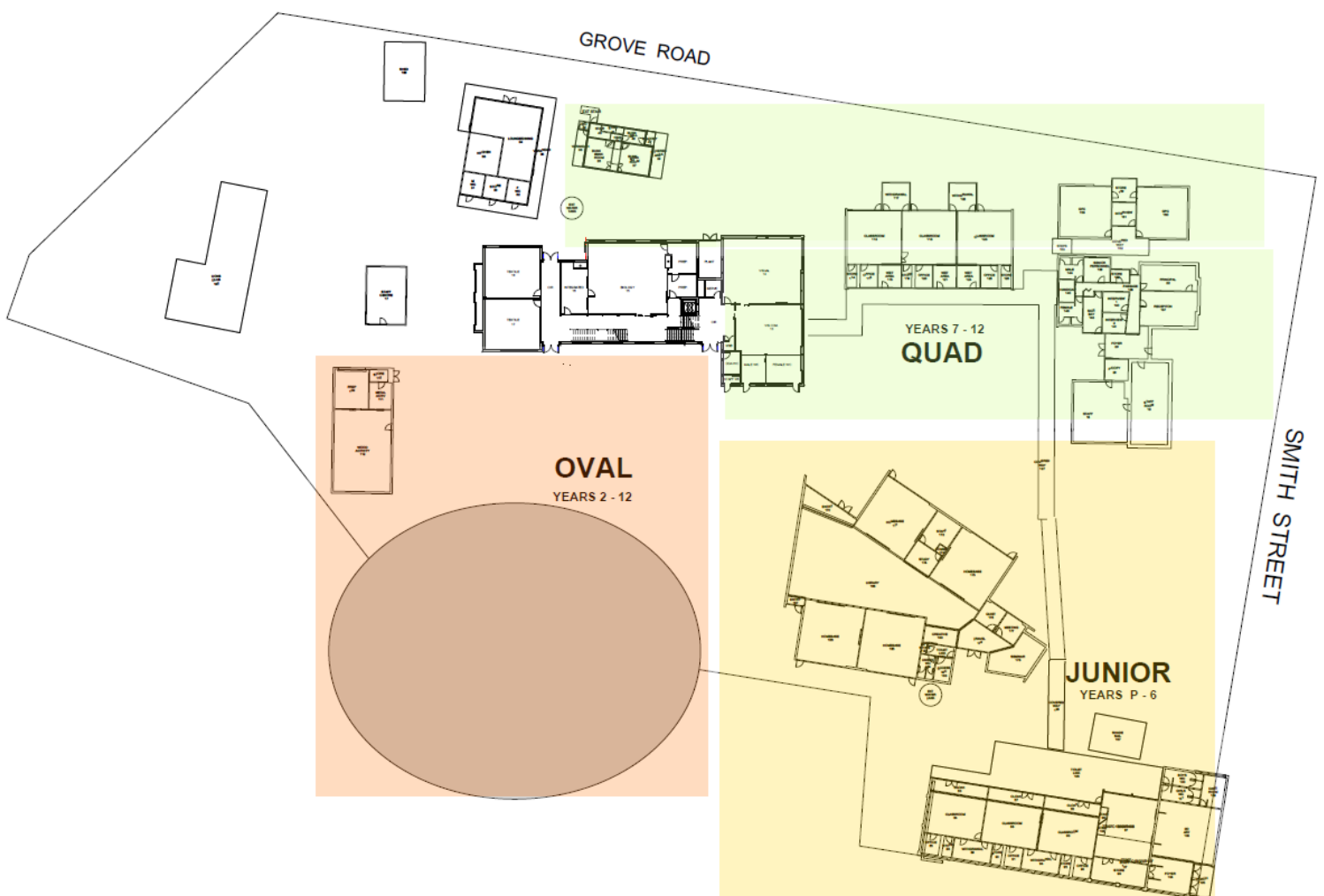
Shelley Trigg  
Office Admin

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## First Aid and Amenities

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 a first aid officer (all staff at Lorne P-12 College are First Aid trained)
3. stay with injured party. Send someone else to find a staff member
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.



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## 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 eduSafeplus.

