

# Brunswick East Primary School

## Twilight Market 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 designated site contact upon arrival at site
- complete a Twilight Market OHS Volunteer OHS Induction Checklist
- sign in/out
- have a current Working with Children Check.

## 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 here:

**VICTORIA** State Government | Education and Training | Human Resources

### 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:

<b>Prevent workplace injuries and illnesses:</b> <ul style="list-style-type: none"><li>• by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET</li><li>• by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence</li><li>• by providing and maintaining workplaces that are safe and healthy without risks to mental health.</li></ul>	<b>Enhance workplace culture:</b> <ul style="list-style-type: none"><li>• by actively demonstrating and promoting a positive, inclusive and supportive working environment</li><li>• promoting an HSW reporting and learning culture</li><li>• by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.</li></ul>	<b>Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:</b> <ul style="list-style-type: none"><li>• 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</li><li>• on issue resolution processes</li><li>• on provision of information, instruction, supervision and training</li><li>• by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.</li></ul>
<b>Allocate adequate resources:</b> <ul style="list-style-type: none"><li>• by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations</li><li>• by promoting access to support services, information and training</li><li>• by providing and maintaining physically safe and healthy workplaces.</li></ul>	<b>Provide transparent and robust information, training, instruction and documentation:</b> <ul style="list-style-type: none"><li>• on individual health and safety accountabilities for all employees across DET</li><li>• on legislative and DET HSW requirements.</li></ul>	<b>Drive continuous HSW improvement:</b> <ul style="list-style-type: none"><li>• by using evidenced based data to inform DET strategic direction and measurable objectives</li><li>• by monitoring and reporting on HSW performance outcomes</li><li>• by strengthening leadership capability</li><li>• by maintaining, monitoring and reviewing the OHS Management System</li></ul>

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  
19/01/19

*Katy Haire*

Last Updated: June 2018

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## Required conduct/behaviour

Volunteers are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy.
- treating students and families in the school community with respect
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and students with culturally and/or linguistically diverse backgrounds promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.

Appropriate Behaviour at BEPS includes:

- No smoking on school grounds or within four metres of any entrance
- No drugs are to be consumed on the school premises. Any volunteer under the influence will be dismissed.
- No offensive language is permitted.
- Possessions, materials, and equipment should be secured and not left unattended.
- Abide by all traffic management procedures.
- 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.

### Unacceptable behaviours

Volunteers must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- exhibit behaviours or engage in activities with students which may be interpreted as abusive
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- photograph or video a child in a school environment
- consume alcohol contrary to school policy 2 or take illicit drugs under any circumstances.

**BEPS Child Safe Policy is on the BEPS web site**

**A full copy of the Code of Conduct follows on the next 2 pages**

**Please note that School Council has obtained an alcohol license for Twilight Market and purchase of alcohol will be in restricted areas only.**

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## Child Safety; Code of Conduct – Brunswick East Primary School

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Brunswick East Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Brunswick East Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Brunswick East Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work **individually, we are responsible for supporting and promoting the safety of children by:**

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy.
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

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## Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work **we must not**:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child 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 school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes <sup>1</sup>
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy <sup>2</sup> or take illicit drugs under any circumstances.

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## Access arrangements

### Access

All volunteers must report to the designated contact and sign in upon arrival.

This requirement is indicated on signage located at all entrances to the school, see below:



### Traffic Management

Volunteers or contractors driving vehicles on to the school site are to enter and exit the school grounds via the following locations:

- **Cunnington Ave**
- **Glenda's Gate**

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. A spotter should be used when the vehicle is in motion.

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

- Drop off: **8:30 – 9:30am**
- Lunch: **11:45 am – 12:45pm**
- Pick up: **3:15 – 4pm**

Contractors must contact the school on 9387 3361 to arrange for a suitable drop off/pick up time.

Designated pedestrian crossings are:

- **At the lights on Nicholson Street; at the front of the school on Stewart Street.**

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## OHS Induction

Upon arrival at the site, you will be required to sign a Twilight Market Volunteer sign in and induction form

**VOLUNTEER SIGN IN & INDUCTION**

**IMPORTANT! ALL VOLUNTEERS TO READ & SIGN BEFORE COMMENCEMENT OF SHIFT**

STALL: \_\_\_\_\_

Coordinator: \_\_\_\_\_

*By signing this document I am confirming that I have viewed the 2019 Volunteer Induction Guide (attached) and received information and instructions covering:*

- ✓ How to access the DET OHS Policy and DET OHS Consultation and Communications Policy (Ref: pg 2)
- ✓ Required conduct/behaviour (Ref: pg 3)
- ✓ Understanding of (ref: pg 4-5) the next steps to take before role commences, traffic management, restrictions on transporting hazardous materials
- ✓ When (hours) and how (location) to access St John Ambulance first aid post. (ref: pg 9)
- ✓ Emergency management covering (ref: pg 7-8), BEPS assembly point and off site assembly area (ref: pg 11)
- ✓ Appropriate response to an incident, who should be notified and their contact number (Ref: pg 7-8)
- ✓ Location of amenities (ref: pg 9) including access to disabled toilet.
- ✓ When to report an incident, and location of hazard and incident reporting forms (ref: pg 10)
- ✓ What risks to manage during Twilight Market (ref: pg 7)

**Signed:**

First Name	Surname	Signature	Shift start time	Shift end time



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## Site specific hazards

### Asbestos

- The eaves at BEPS contain Asbestos. Nothing is to be screwed into the eaves.
- No cutting or sanding of the eaves is permitted.
- **asbestos containing material may only be removed by a licensed removalist.**

### FOOD SAFETY SKILLS AND KNOWLEDGE

Everyone who handles food needs to know how to keep it safe to eat

- Prevent contamination
  - protect food at all times from pests, dirt, animals, chemicals, waste and people
  - keep food contact surfaces like table tops, utensils and containers clean and sanitary
  - wash and dry hands thoroughly before handling food
  - do not handle food if you are sick
  - keep raw foods separate from ready-to-eat foods – e.g. use different cutting boards, store raw food away from ready-to-eat food
  - use food-safe containers and wrapping
- Safe food temperatures
  - potentially hazardous foods (e.g. food that contains meat, egg and dairy) must be kept cold (5<sup>o</sup> C or colder) or hot (60<sup>o</sup> C or hotter) during receipt, storage, display and transport
  - prepare food quickly to minimise time out of the fridge
  - cook food to safe temperatures (e.g. 75<sup>o</sup> C for poultry and minced meat)
  - cool cooked food quickly to store in the fridge and within required timeframes

### Animals/Wildlife

There is the potential to come into contact with wildlife while on this site. Should this occur you must:

- do not approach
- 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 without first checking to see if it is safe.

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## Emergency Management

In the event of any incidents please ensure that the site supervisor and the Principal are told. Listen to announcements and obey instructions:

### Emergency Procedures for Twilight Market

On hearing the alarm: **Adults and students should listen to announcements.**

Depending on the nature of the Emergency Visitors to the market will be asked to:

- assemble on the **Nicholson Street side of the main building,**
- switch off all equipment
- proceed to the advised assembly area
- do not leave the assembly area until advised.
- Stall managers are to bring the sign in sheet with them



Exit from the school site

When advised the volunteers (and TM patrons) should evacuate the site via the exits announced.

## Emergency Contacts

### School contacts

<b>Workplace Manager</b>	<b>Janet Di Pilla</b>	<b>0427 548 137</b>
<b>Assistant Principal</b>	<b>Jill Howells</b>	<b>0407512 473</b>
<b>Business Manager</b>	<b>Marianne Crowe</b>	<b>9387 3361</b>
<b>General Office Number</b>	<b>Jenny or Wendy</b>	<b>9387 3361</b>

### 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>

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## First Aid and Amenities

For Twilight Market St John's Ambulance will be in attendance.

Please see them for all First Aid and Injuries

**First Aid provided by St John's Ambulance; parked on concrete slab next to oval and rides.**

In the general, in the event of an injury:

1. if the injury is not serious, report or escort the injured party to the St John's for assistance
2. if the injury is serious contact St John's immediately or ring 000 (Ambulance)
3. stay with injured party. Send someone else to find St John's
4. if no one else is available, ring 0427 548 137 and inform 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.

## 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 eduSafe.