

## Health and Safety Induction Briefing

Health and Safety Directorate

For your safety and the safety of others, it is a condition of entry to this site that you take a few minutes to read this brochure

### Mandatory site requirements:

- All visitors are required to report to reception on arrival.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education premises.

### Smoking

Smoking is not permitted on department premises.

### Alcohol and Illegal Drugs

Alcohol and illegal drugs are not permitted.

### Weapons

Weapons, including knives, are not permitted.

### Dangerous Goods and Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these at reception prior to entering the site.

### Reporting Injuries/Hazards

All hazards and incidents must be reported to the main office.

- Injuries will be recorded in the *Register of Injuries*.
- First Aid treatment is available on site.

### Local level induction

A local level induction will be provided upon entry to the school detailing site safety considerations including the age and nature of students.

### Contractors

All **Property NSW** and **School Infrastructure NSW** contractors must:

- complete the **Facility Site Visit Log**
- advise the status of the job before leaving the site.

All **independent contractors** must in addition:

- produce all documentation in accordance with the local workplace safety procedures for independent contractors. Form 034 is located on the [Contractors, Volunteers and Visitor Safety page](#)

- sign visitors register

For all **other contractors**/visitors essential requirements necessary to deliver required service are checked and recorded at a local level, this may include:

- Insurances and up to date qualifications
- Appropriate level of [Working With Children Check](#) (including volunteers).

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NSW Department of Education

WELCOME TO

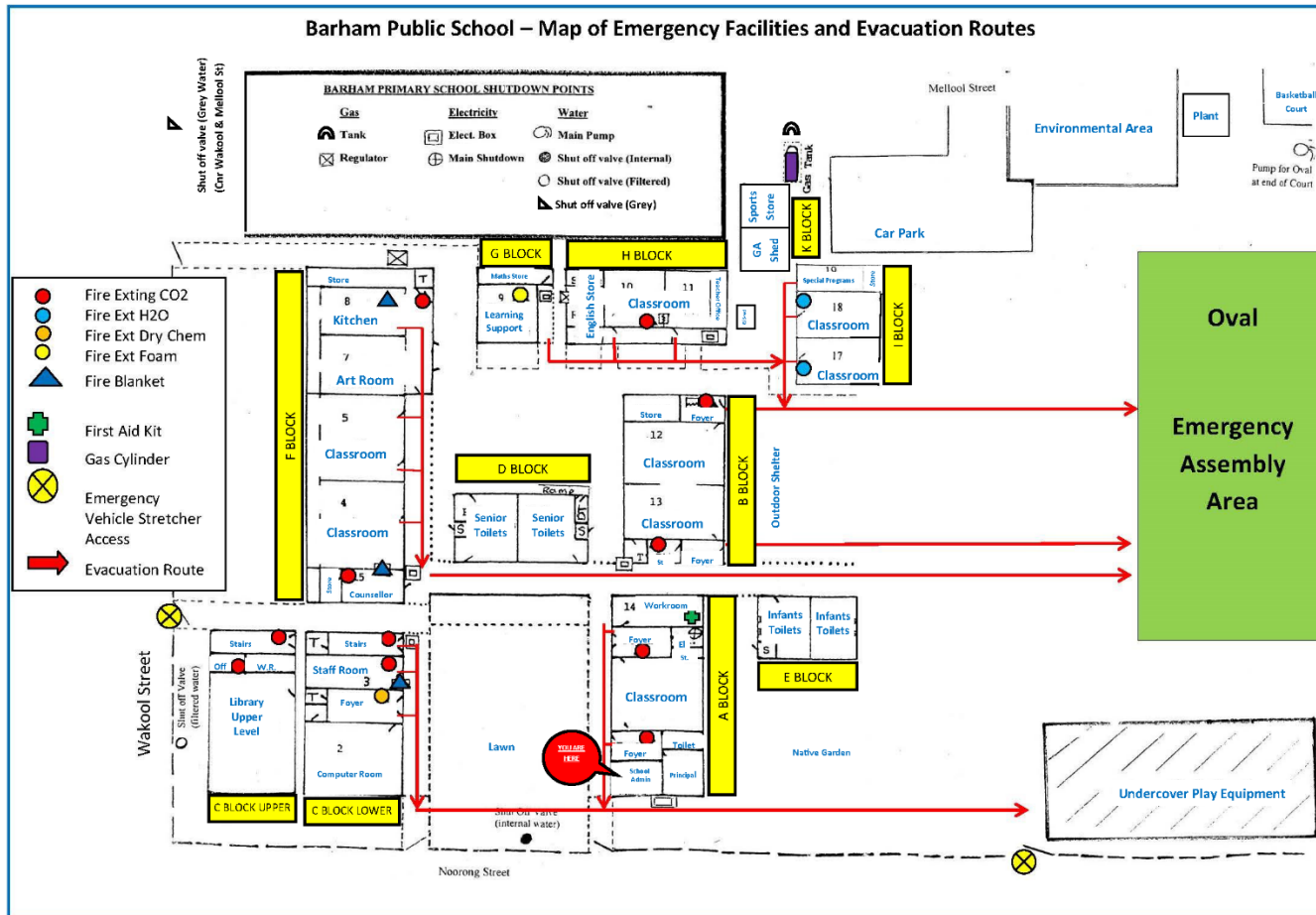
Barham Public School



The New South Wales Department of Education is committed to the work health and safety of employees, students, contractors and visitors

# Safety Induction Briefing

## Emergency Procedures



## Emergency Procedures

In a life threatening emergency, or when Police, Fire, or Ambulance Services are required.

### DIAL 000 immediately

For all emergencies, injuries, hazards or near misses, contact the front office on: **03 5453 2133**

#### Evacuation: 'Evacuate' and siren

Proceed to the safest, closest assembly point located on the map. Follow warden instructions.

#### Lockdown: 'Lockdown' and siren

Proceed to your closest classroom, follow school staff instructions, or if alone lock the doors (if possible) and remain silent until the chief warden gives the all clear.

#### Lockout: 'Lockout' and siren

Entry to and from the site will be closed. Follow the instructions of the chief warden until advised that you can continue as usual.

**First Aid Officer is: Carolyn Lake**

**Located: Admin Office, Admin Block**

**Site Contact is: Roslyn Buchanan**

**Located: Principal's Office, Admin block**