

# Frankston Heights Primary School

## Volunteer Occupational Health and Safety (OHS) Induction Handbook



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# Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>Department Health, Safety and Wellbeing (HSW) Policy</b> .....	<b>2</b>
<b>Required conduct/behaviour</b> .....	<b>3</b>
<b>Access arrangements</b> .....	<b>4</b>
Access .....	4
Traffic Management .....	4
<b>OHS Induction</b> .....	<b>5</b>
<b>Site specific hazards</b> .....	<b>6</b>
Asbestos .....	6
Hazardous Substances and Dangerous Goods .....	6
Animals/wildlife .....	6
<b>Emergency management</b> .....	<b>7</b>
Emergency procedures .....	7
Leaving site in an emergency .....	7
Evacuation point .....	7
Emergency management .....	8
Evacuation map .....	9
Shelter in Place .....	10
Emergency contacts.....	11
<b>First Aid and Amenities</b> .....	<b>12</b>
First aid.....	12
Amenities.....	13
<b>Hazard and Incident reporting</b> .....	<b>15</b>
<b>Manual Handling</b> .....	<b>15</b>
<b>Appendix A</b> .....	Error! Bookmark not defined.

## 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 administration office upon arrival at site
- sign in/out at the register in the administration office whilst on FHPS premises
- wear a volunteers pass at all times whilst on FHPS premises
- provide a current Working with Children Check, where applicable. This is to be presented on arrival at school site.
- complete all requirements in the Volunteer Induction Pack and an OHS induction checklist.

# 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



**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 style="font-weight: bold; margin: 0;">Management Commitment</p>	<p style="margin: 0;"><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 style="font-weight: bold; margin: 0;">Consultation Commitment</p>	<p style="margin: 0;"><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 style="font-weight: bold; margin: 0;">Drive Continuous HSW Improvement Commitment</p>	<p style="margin: 0;"><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 style="font-weight: bold; margin: 0;">Building Capability Commitment</p>	<p style="margin: 0;"><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 style="font-weight: bold; margin: 0;">Risk Management Commitment</p>	<p style="margin: 0;"><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 recurrence</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

## 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 FHPS workplace traffic management procedures.
- Keep to the FHPS workplace areas agreed to. Workplace areas not agreed to are prohibited and require permission from leadership to enter.
- Remove any litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manage (Ricky Joyce) or delegate (Michelle Smith)
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.
- Use designated adult bathrooms

## Access arrangements

### Access

All volunteers must report to the administration office, sign in at the register on the front counter and collect a volunteer's badge which is to be worn at all times whilst on school premises. Please sign out before leaving the premises.



### Traffic Management

Volunteers driving vehicles are to park in the surrounding streets. In a situation where a volunteer needs to drive onto the school premises, entry and exit to/from the school grounds is via the following locations:

- Entry: Kalmia Street, Frankston
- Exit: Kalmia Street, Frankston

Designated pedestrian crossings are:

- Kalmia Street, Frankston
- Robinia Street, Frankston
- Heatherhill Road, Frankston

Volunteers driving on school grounds during school hours are to have permission from the workplace officer and adhere to all traffic signage. A spotter, walking in front of the vehicle, is to 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: **8:30-9:15am**
- Lunch: **11:30-12:20am**
- Recess: **2:00-2:40pm**
- Pick up: **3:15-3:45pm**

## OHS Induction

Upon arrival at the site, you will be required to complete an OHS Induction covering the site-specific risks.

**The OHS induction is valid for 12 months.**

*The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.*

<b>Workplace</b>		
<b>Brief description of works</b>		
<b>General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.</b>	<b>Provided</b>	
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 <input type="checkbox"/> NA	
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	
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	
<b>Signatures</b>		
<b>Principal or delegate</b>		
<i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>		
Name:	Signature:	
	Date:	
<b>Volunteers</b>		
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name:	Signature:	
	Date:	

## Site specific hazards

### Asbestos

FHPS has an Asbestos Management Plan that is to be followed 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:

- 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 [Ricky Joyce 9783 4988] 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 Material/Safety Data Sheets (MSDS/SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

### Animals/Wildlife

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

- not approach any domestic animals or dangerous wildlife (e.g., dogs, possums, foxes, cats)
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager or the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

# Emergency Management

## Workplace Codes

Follow the instructions as listed below:

- Code RED: Fire, proceed to evacuation point.
- Code ORANGE: Possible emergency, remain alert but stay where you are for now.
- Code BLACK: Lockdown, follow instructions. Move to nearest building, present contractor pass to staff member at the door.
- Code YELLOW: Gas leak, proceed to evacuation point or shelter in place, as directed by chief warden.
- Code PURPLE: Bomb threat, proceed to evacuation point
- Code BLUE: medical emergency, listen for instructions if applicable.

## EVACUATION:

- Switch off all equipment, proceed to the advised assembly area, report to one of the wardens, do not leave the assembly area until advised.

## Evacuation Point

The designated evacuation points are:

1. The school oval
2. Offsite – Bruce Park oval/Jubilee Park
3. Shelter in place – The School Hall

## 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.

## LOCK DOWN:

- remain inside the building you are working in
- if outside navigate to the closest onsite building, present contractor pass to staff member
- report to staff member in charge.

## 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.

Refer to evacuation procedures (pages 8-9) and evacuation map (page 10).

# Emergency Management

## EVACUATION/SHELTER IN PLACE

**Note** - Staff, students and visitors are to evacuate from the learning area they are in and move to the designated assembly point.

- Upon hearing the signal for evacuation all teachers, students and visitors are to listen to instructions and evacuate to the location indicated by the Chief Warden:
  - 1. School Oval**
  - 2. School Hall**
- Chief Warden, Planning, Recovery, Communication and First Aid officers to meet students, staff and visitors at the designated assembly point.
- Logistics and Operations Officers to check and secure buildings to ensure all people have evacuated and then meet all staff, students and visitors at assembly point.
- Evacuation requirements:
  - staff to put on fluro vest
  - staff to collect red backpack from classroom/specialist area (located on hook at entrance, adjacent to evacuation diagrams. Backpack contains class roll and class sign)
  - staff to close external doors upon leaving building (DO NOT LOCK DOORS)
  - all staff, students and visitors to evacuate to advised location/s marked on evacuation map
- Classes assemble where instructed. **Primary Assembly point** - In the centre of the oval in order Prep (Robina Street side) – Year 6 (Kalmia Street side) **OR Secondary Assembly Point** - Classes assemble in the school hall.
- At the assembly point teaching staff are to check all students are accounted for (mark class roll located in red backpack).
- ES staff and Specialist teachers remain with the class
- Year level leaders report staff (teacher and education support) and student attendance to planning officer.
- Elected admin staff member report admin staff attendance to planning officer.
- Visitors, volunteers and contractors report to admin staff member to be checked off the sign in/out log This is then reported to the planning officer.
- All staff and students await further instructions.

## LOCKDOWN

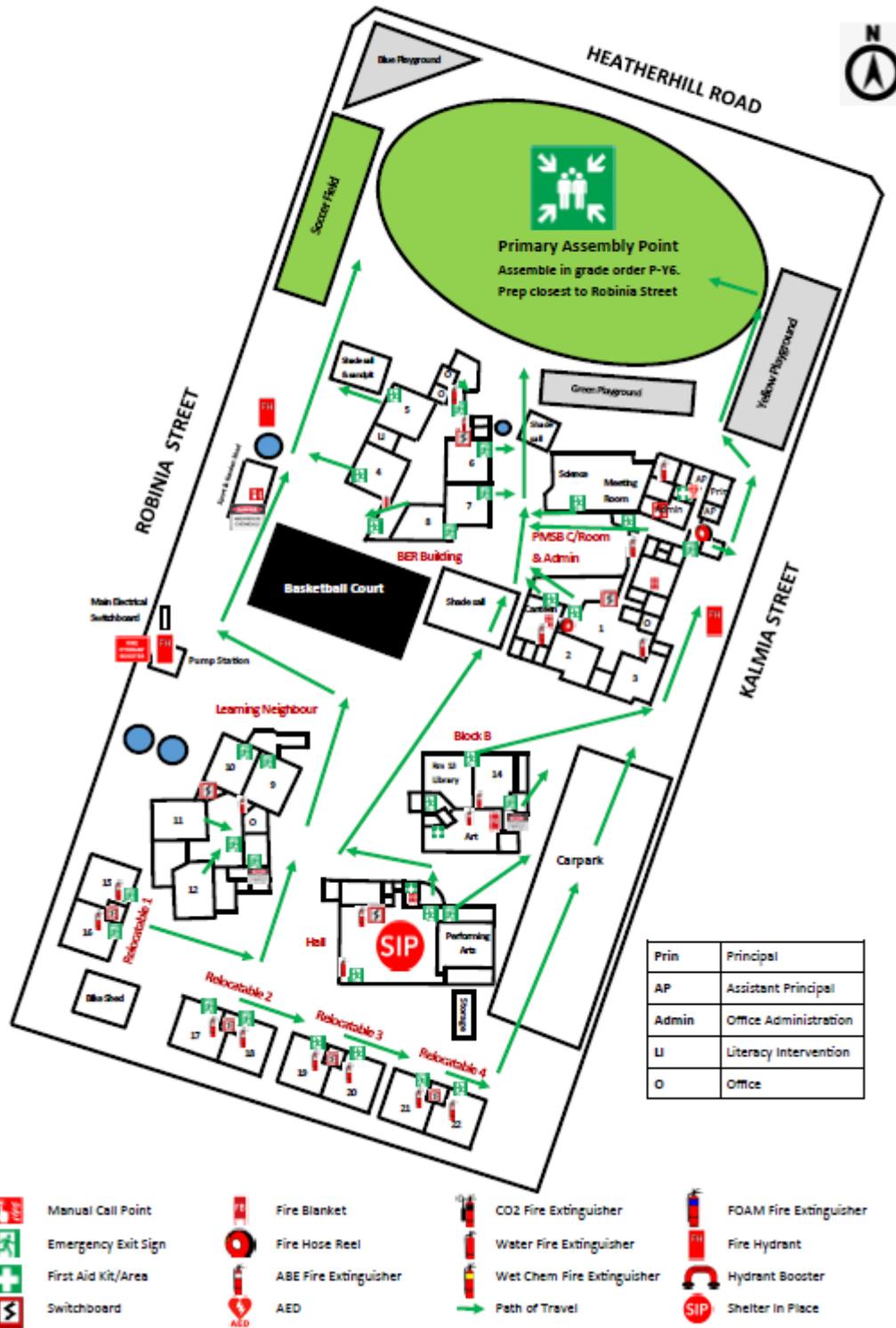
**Note** - Staff, students and visitors are to remain in the learning area they are in. Students participating in PE move to the nearest building with PE teacher.

- Lockdown requirements:
  - lock external door/s to the learning space
  - close internal doors and windows
  - **PRECAUTIONARY LOCKDOWN** - instruction can continue
  - **IMMINENT THREAT LOCKDOWN** - pull down blinds, switch off lights and electronics (whiteboard, fans, heaters). If there are windows in the door, cover these if possible)
  - remain in classroom (ask students to remain quiet and calm)
  - sit below window level or move into central space. Staff and students to hide where they will avoid detection from outside the room
  - account for all students in home group and inform the office via phone (9783 4988) or school email
- Nominate a staff member to lock central external doors (and windows if appropriate)
- Staff to be posted at locked doors (if safe to do so) to allow identified students, staff and visitors to enter the buildings if locked out.
- Allow contractors who present with a contractor pass or are known to enter building.

# Evacuation Map

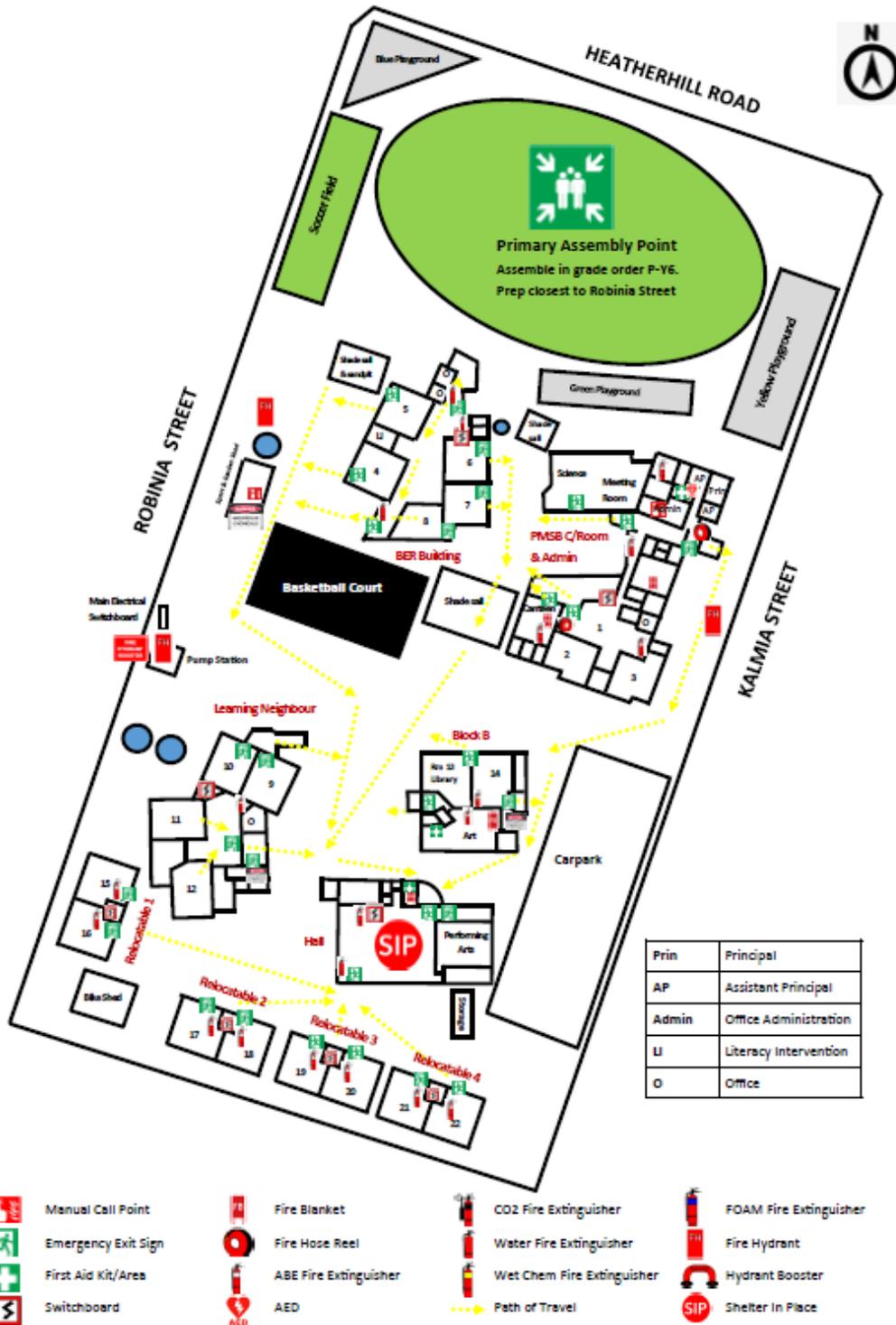
## FHPS WHOLE SCHOOL EVACUATION DIAGRAM

**Location:** Frankston Heights Primary School  
10 Kalmia Street, Frankston, 3199



# FHPS SHELTER IN PLACE DIAGRAM

**Location:** Frankston Heights Primary School  
10 Kalmia Street, Frankston, 3199



## Emergency Contacts

### School contacts

**Workplace Manager**     **Ricky Joyce**     (03) 9783 4988

**Assistant Principal**     **Michelle Smith**     (03) 9783 4988

**Asbestos Co-ordinator**     **Ricky Joyce**     (03) 9783 4988

**Business Manager**     **Cheryl Chiswell**     (03) 9783 4988

**Office Manager**     **Krystal Davidson/  
Janelle Hogan**     (03) 9783 4988

**General Office Number**     **Krystal Davidson/  
Janelle Hogan**     (03) 9783 4988

### Emergency contacts

**Police:**     **000**

**Fire:**     **000**

**Ambulance:**     **000**

**Poisons:**     **13 11 26**

# First Aid and Amenities

## First Aid

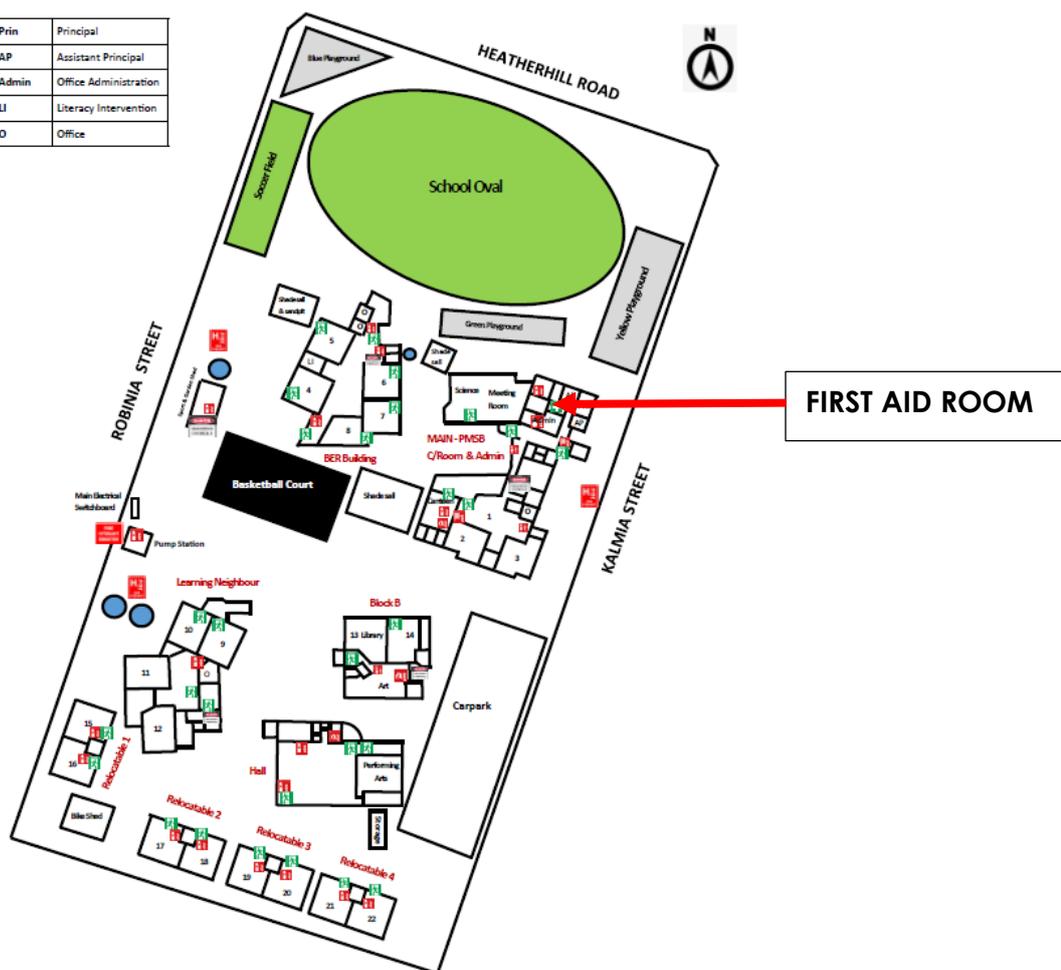
In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the first aid room for assistance
2. if the injury is serious call 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 (9783 4988) 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.

### FHPS SCHOOL MAP - Building Names & Classroom Numbers

**Location:** Frankston Heights Primary School  
10 Kalmia Street, Frankston, 3199

Prin	Principal
AP	Assistant Principal
Admin	Office Administration
LI	Literacy Intervention
O	Office



7.



## 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.

- Notify the supervising teacher, Assistant Principal or Principal of any hazard or incident.
- Workplace Manager is to report the incident on eduSafe.
- Call 000 immediately to report any incident threatening life.

## Manual Handling

Manual handling is any activity requiring the use of force, exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object, person or animal.

Four key risk factors that can make manual handling tasks hazardous include:

- Task – too strenuous, awkward postures and movements
- Individual – familiarity, experience, individual physical capacity
- Load – too heavy, large, difficult to grasp, unstable, unbalanced, difficult to reach
- Environment – space, floor surface, climate, lighting

### Techniques to help prevent an injury

- S.M.A.R.T Lifting Technique
- Team Lifting
- Pushing or Pulling Techniques when using mechanical aids

## SMART Lifting



### S

#### Size up that load

- Assess the load (shape, size and weight)
- Determine where the load needs to be moved and placed
- Determine whether you can carry the load or whether a mechanical aid should be used



### M

#### Move the load as close to the body as possible

- Carry the load as close to the body as possible
- Secure your grip



### A

#### Always bend your knees

- Keep feet apart in a comfortable position (usually in line with hips)
- Minimise lower back bending
- Bend knees (squat or semi-squat position)



### R

#### Raise the load with your legs

- Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements)
- Maintain normal curvature of the spine



### T

#### Turn your feet in the direction you want to move

- Change direction by pointing your feet and not twisting your back
- To set the load down, squat down, keep your head up and allow your legs to carry the weight.



## Team Lifting

Team lifting can be an effective way of moving objects however, it is important to consider:

- Whether there are enough people?
- Does anyone have a known pre-existing injury?
- Who will be coordinating the lift?
- Whether a lifting plan has been established and communicated to those involved?
- Whether all persons of the same size with similar strength?

## Lifting of persons

A 'no lift policy' is in place at FHPS. If a student is required to be lifted, employees should use available equipment (e.g. wheelchair etc.) and the students own ability, to avoid unnecessary manual handling. Where it has been identified that a student will be required to be lifted, guidance will be sought from the Regional Office.

Where there are behaviours of concern, a Behaviour Support Plan will be developed in consultation with Student Support Services, parents or carers or specialist.

## Pushing and pulling techniques when using mechanical aids

Use of mechanical aids can assist in eliminating or reducing the need to lift, carry items/objects/persons in the workplace; however, it is important to consider:

- when pushing, lean forward
- when pulling, lean backwards (pushing is preferable as it involves less work by the lower back muscles and allows for maximum use of body weight). It allows employees to adopt a forward facing posture, providing clearer vision in the direction of travel
- you have a good grip
- avoid twisting and turning
- check that the handle height is between shoulder and waist height
- check that the handles or grips are in good condition
- check that the wheels on trolleys are in good condition
- check that the floors are free from obstacle and rubbish