

Frankston Heights Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook



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Information and required conduct

Thank you for volunteering at our school!

This handbook is designed to give you all the information needed to help us maintain a safe environment for you, other volunteers, our staff and students. If you have any questions, please do not hesitate to contact **the school office** on **9783 4988** or frankston.heights.ps@education.vic.gov.au

All volunteers must take reasonable care for their own health, safety and wellbeing and that of others who may be affected by their actions or omissions while volunteering. They must also abide by the school's Code of Conduct and Volunteers Policy while on site, as well as any relevant policies that may apply to the work they're undertaking for the school.

Volunteers must also report any problems, hazards or incidents to the principal or their delegate and dress appropriately including wearing any suitable personal protective equipment.

- [Volunteers Policy](#)
- [Child Safety Code of Conduct](#)
- [Child Safety Induction Pack – Volunteers](#)

Access arrangements

All volunteers must report to the general office or site contact and sign in upon arrival at the workplace or designated point where not on Department premises. This requirement is indicated on signage located at all entrances to the school, see below:



Site specific hazards

Asbestos

Frankston Heights Primary School has an Asbestos Management Plan 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:

- if work is to be carried out in the vicinity of Asbestos Containing Material, the Asbestos Coordinator, Michelle Smith, 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 Principal or their delegate must be informed. You must complete a Safe Work Method Statement (and have this signed as sighted by the Principal or their delegate) to outline the control 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 (PPE).

Animals/Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Should any contact with wildlife occur:

- do not approach any domestic animals (e.g., dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the principal or their delegate.

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

Volunteers driving on school grounds during school hours are to have permission from the workplace officer and adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. 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**

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, the Principal or their delegate.

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

Refer to Evacuation Map (Appendix A).

First Aid and Amenities

First Aid

In the event of an injury:

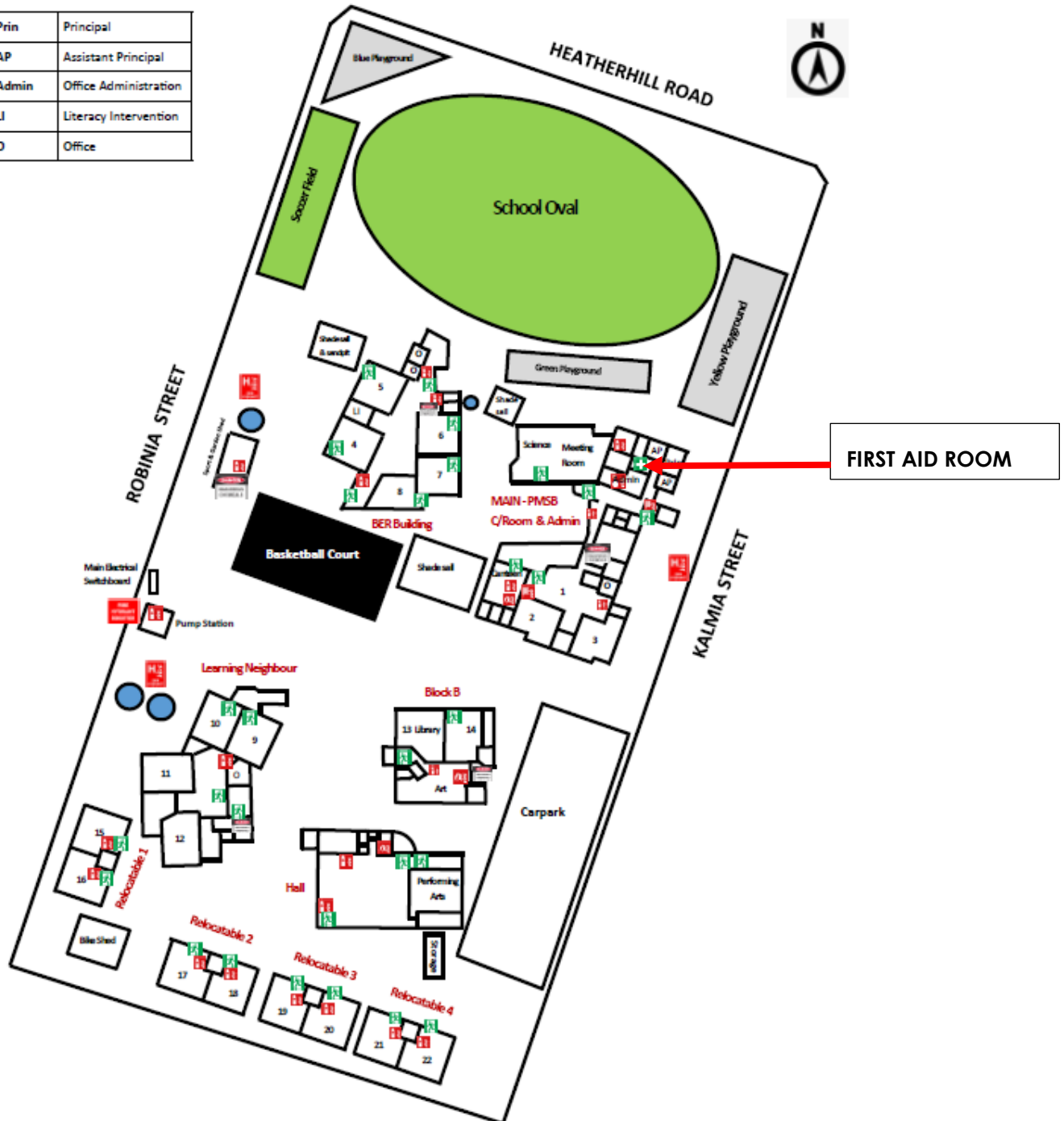
1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious call 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is 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.

Refer to map on the next page.

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



Amenities

Volunteers are to:

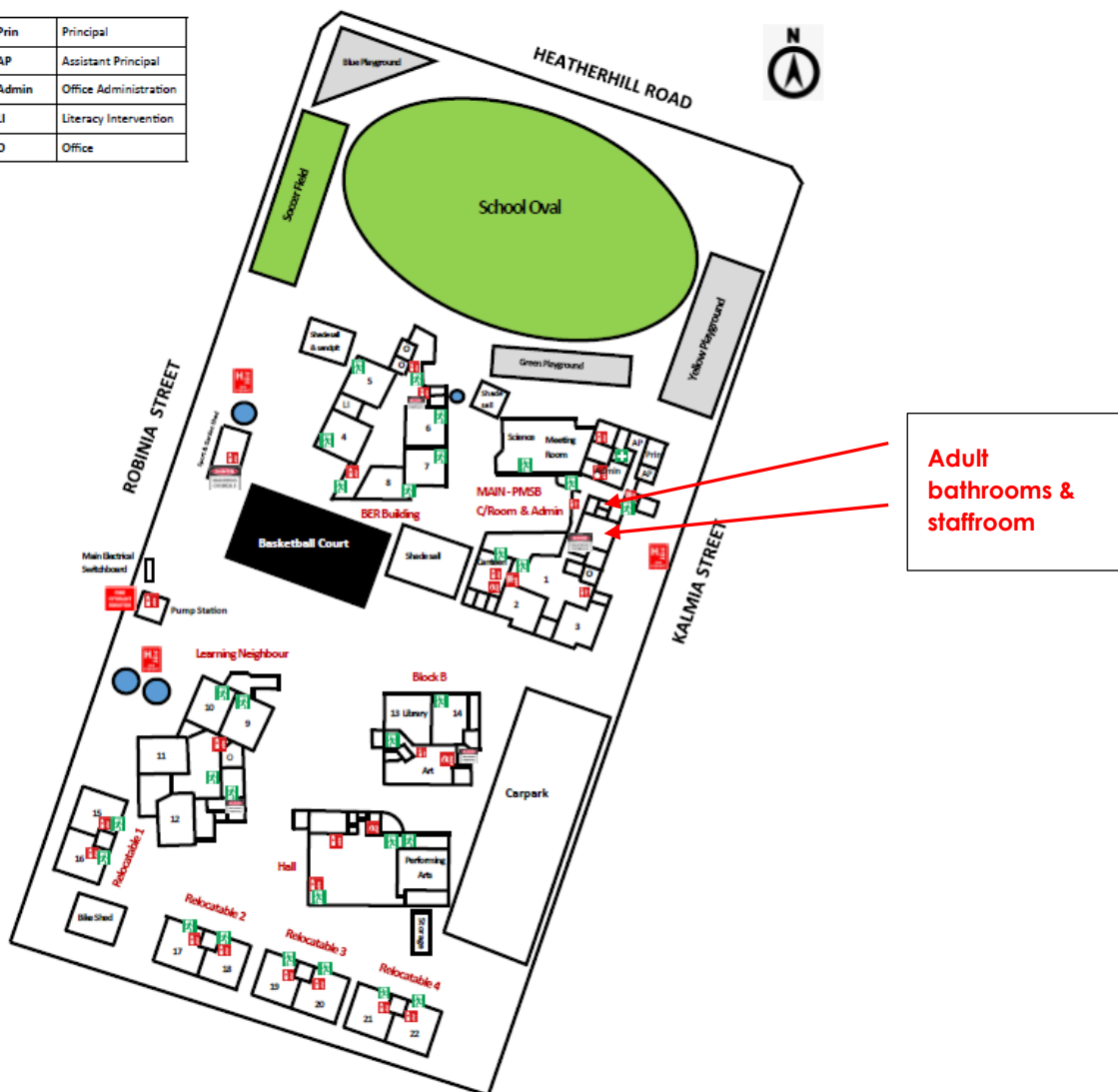
- Use staff bathrooms, not student bathrooms.
- Make use of the staffroom at eating times
- Park on the street, not in the staff car park, unless organised with workplace manager prior to coming onsite.

Refer to the map below for the location of the above amenities.

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



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.
- The principal or their delegate is to report the incident on eduSafe Plus.

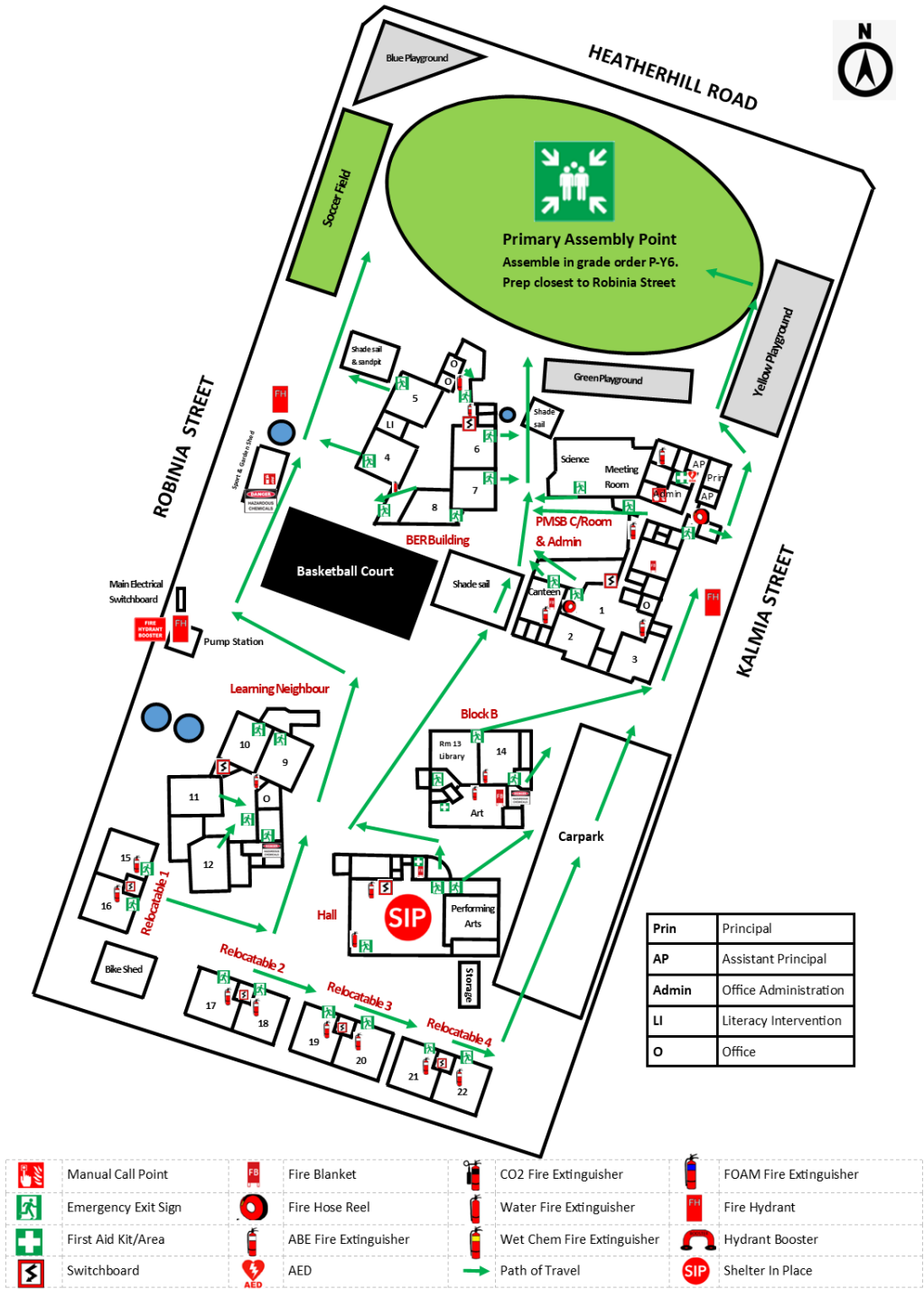
Emergency contacts

School contacts		
Principal/delegate (remove if not appropriate)	Ricky Joyce	9783 4988 Ext.104
Asbestos Coordinator	Michelle Smith	9783 4988 Ext.111
Business Manager	Cheryl Chiswell	9783 4988 Ext.131
Office Manager	Krystal Davidson / Janelle Hogan	9783 4988 Ext.102
General Office Number	Krystal Davidson / Janelle Hogan	9783 4988
Emergency contacts		
Police:	000	
Fire:	000	
Ambulance:	000	
Poisons:	13 11 26	

Appendix A: Emergency Evacuation Map

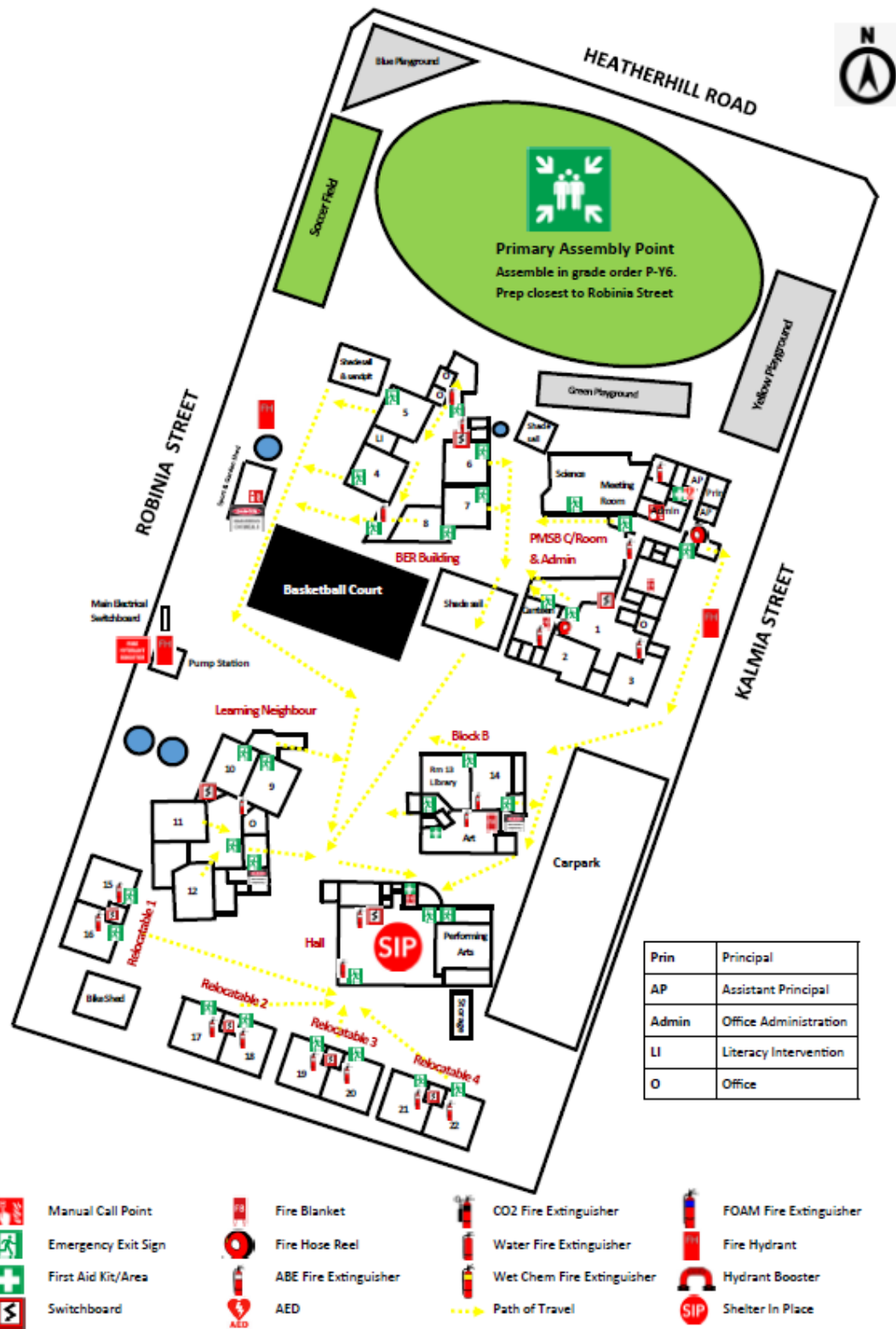
FHPS WHOLE SCHOOL EVACUATION DIAGRAM

Location:	Frankston Heights Primary School		
	10 Kalmia Street, Frankston, 3199		
	9783 4988		



FHPS SHELTER IN PLACE DIAGRAM

Location: Frankston Heights Primary School
10 Kalmia Street, Frankston, 3199
9783 4988



Relevant Department of Education Policies (depending on work undertaken)

[Asbestos Management Policy](#)

[Confined Spaces Policy](#)

[Health, Safety and Wellbeing Policy](#)

[Hot Work Policy](#)

[Outdoor Activities and Working Outdoors Policy](#)

[Plant and Equipment Management Policy](#)

[Prevention of Falls when Working at Heights Policy](#)

[Testing and Tagging of Electrical Equipment Policy](#)

[Volunteer OHS Management Policy](#)