

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).

Health and Safety Induction Briefing

NSW Department of Education

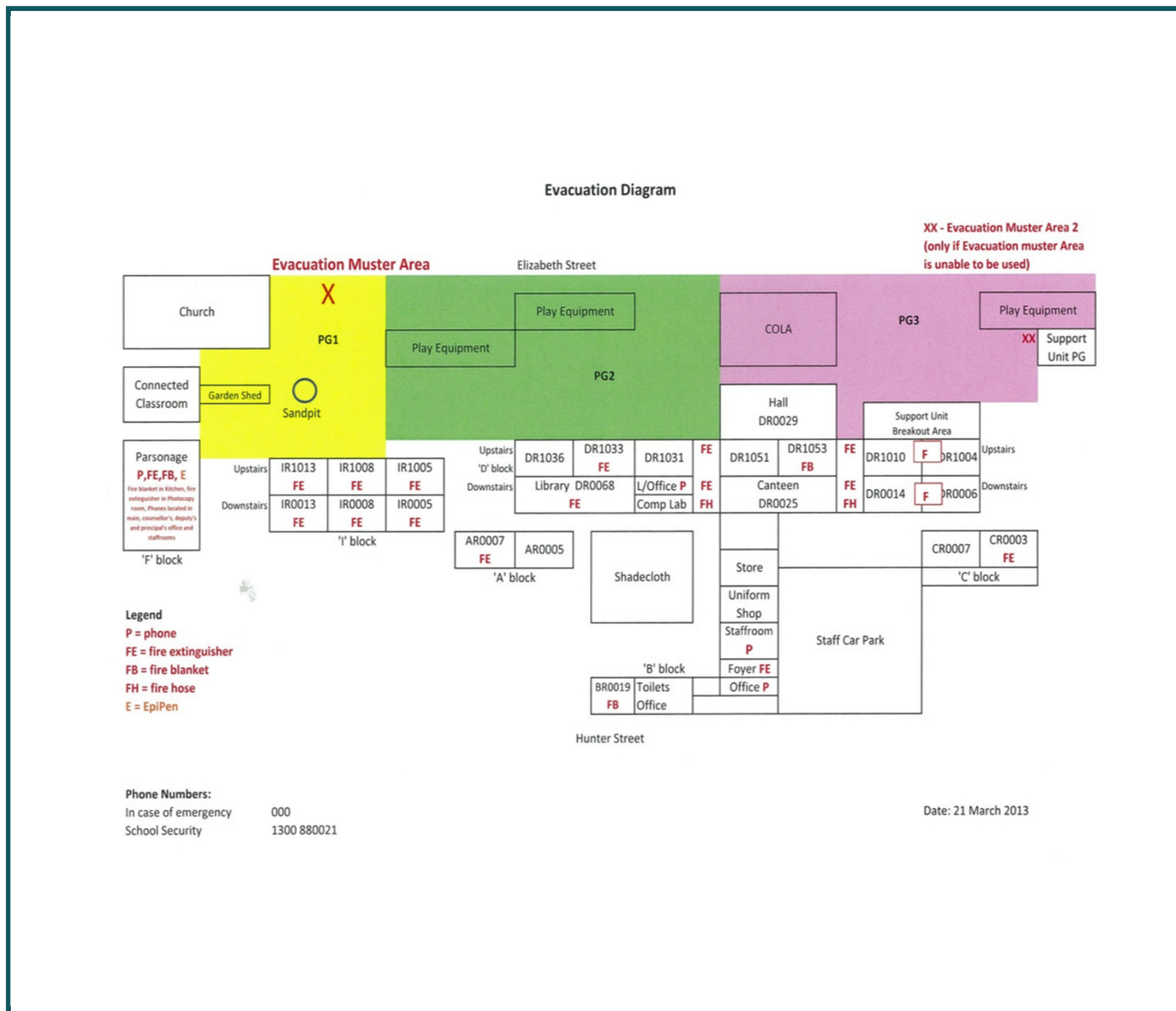
WELCOME TO

SINGLETON 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: [02 65712250](tel:0265712250)

Evacuation:

Evacuation plans, including maps showing the muster location are on display at various locations around the School and also in this brochure.

The sounding of a **long continuous ringing** of the school bell will signal an emergency evacuation. All persons should leave the school buildings immediately in a calm and orderly manner and proceed to the muster area. If time permits, classroom and office doors and windows should be closed. Visitors report to the office staff on arrival at the muster point.

Lockdown:

The sounding of **repetitive short rings** of the school bell will signal a lock-down. During class time: lock all doors/windows, reduce visibility of students, turn off lights and remain quiet and hidden until lock-down is over. When lock-down is over, an evacuation bell will ring and all persons will be required to follow the procedure for Emergency Evacuation above. All visitors are to report to their nearest staff member.

First Aid Officer is: Vicki Smith
Located: School Office

Site Contact is: Deanne Brown
Located: School Office