

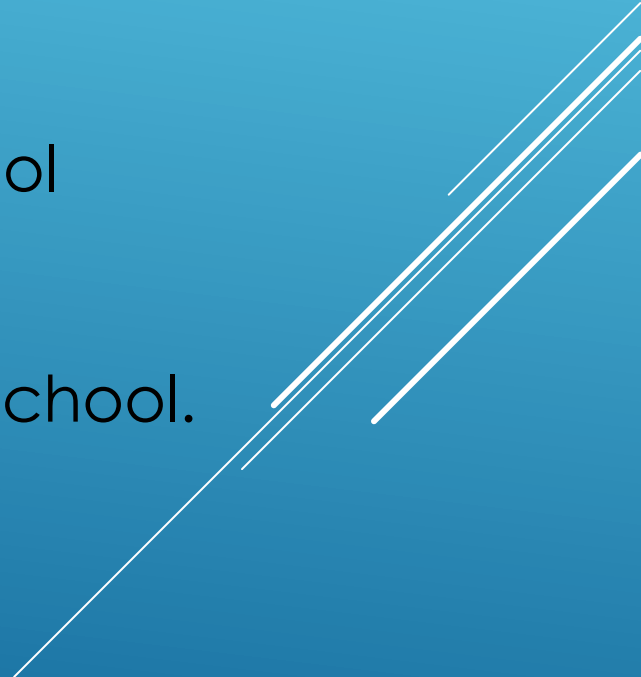
PARENT HELPER'S / OHS COURSE
2021

WORKING BEE / CLUB HELPERS

ROSANNA GOLF LINKS PRIMARY
SCHOOL

WORKING BEES

Working bees are a wonderful way for you to help the school. We see many benefits to helping in this capacity:

- Getting to know the community
 - Building a sense of action and belonging with your school
 - Ability to help outside of work hours
 - Model a sense of community to your children
 - Meeting staff who work in a range of capacities at the school.
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

TYPICAL WORK

There are range of jobs that generally happen. These jobs can be adjusted to suit your fitness / interest or skill levels.

Some include:

- Mowing or line trimming
- Mulching
- Weeding
- Planting trees
- Moving soft fall
- Sweeping pathways
- Painting

This is a general list and we are always willing to adjust and find work to best suit you.

OHS

Safety is everyone's responsibility

You are working under the direction of the classroom teacher at all times. Should you see or hear something concerning, you need to report this to our staff immediately.

Our staff are trained in what to do in all situations and have clear guidelines to follow.

Please find attached handbook here: <https://www.rosanna-golflinks-ps.vic.edu.au/wp-content/uploads/2021/04/RGLPS-volunteerinductionhandbook.pdf>









SAFE WORK PLANS

When using equipment at RGLPS you must always wear personal protective equipment PPE and follow our safe work plans.

Safe Work Plans are available in the maintenance shed. You should never use equipment you are unfamiliar with or have not been inducted to use.

Safe Work Procedure

NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.

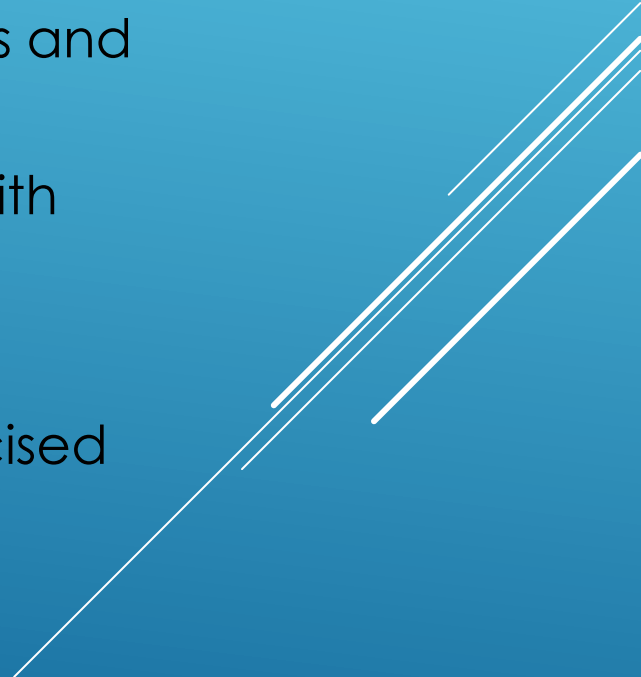
Description of Work: Using a Petrol Whipper Snipper	
	Potential Hazards: Exposure to moving parts with the potential to cause harm through entanglement, impact and cutting, ergonomics, noise, slips, trips and falls, fire and explosion, dust and petrol fumes.
Personal Protective Equipment (PPE) Required (Check the box for required PPE):	
 Gloves	<input checked="" type="checkbox"/>
 Face Masks	<input type="checkbox"/>
 Eye Protection	<input checked="" type="checkbox"/>
 Welding Mask	<input type="checkbox"/>
 Appropriate Footwear	<input checked="" type="checkbox"/>
 Hearing Protection	<input checked="" type="checkbox"/>
 Protective Clothing	<input type="checkbox"/>
Safe Work Procedure Checklist:	
<p>1. PRE-Operation:</p> <ul style="list-style-type: none"> • Ensure equipment is free of any signs of wear or damage. • Check guards ensuring they are in working order. • Operator to inspect work area to ensure that work surface is even and stable to prevent slips, trips and falls. • Wear the appropriate PPE. • Refuel whipper snipper away from any possible sources of ignition. • Always turn off whipper snipper before replacing line. <p>2. Operation:</p> <ul style="list-style-type: none"> • Keep hands, feet and loose clothing away from all moving parts. • Do not overreach and ensure proper footing and balance. • Never leave whipper snipper running unattended. • Ensure moving parts have come to a complete stop before performing any maintenance or cleaning. • Ensure motor is stopped and allowed to cool before refuelling. • Refuel only in a well-ventilated area away from possible ignition sources. <p>3. POST-Operation:</p> <ul style="list-style-type: none"> • Ensure moving parts have completely stopped before storing. • Ensure equipment is returned to storage area after use. 	
Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).	

ACCESS

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:



OCCUPATIONAL HEALTH AND SAFETY POLICY

- Reduction of OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
 - Take reasonable care for their own OHS and act in a manner that does not put others at risk
 - Actively contribute to identifying, reporting and reducing OHS hazards and risks
 - Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures follow established safe working procedures
 - Provision of appropriate first aid facilities and trained personnel
 - Emergency management procedures which are documented, publicised and practised.
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THE NAMES OF THE HEALTH AND SAFETY REPRESENTATIVE AND MANAGEMENT OHS NOMINEE

Workplace manager	Management OHS Nominee	Health and Safety Representative
Kirrily Lamers 94574178	Luke Franklin 94574178	Thom Jackson 94574178

INTRODUCTION TO FIRST AID OFFICER(S) AND LOCATIONS OF FIRST AID ROOM/KITS

Deb Howard is our First Aid Officer and generally 'mans' the first aid room during break time.

Every classroom should have a small first aid kit, containing basic first aid.

Full first aid kits are checked each term by the First Aid Officer.

If staff notice any items missing or consumables are used, please notify the First Aid Officer.

EMERGENCY PROCEDURES

We practice a range of drill across the year:

Drills across breaks

Lock ins

Evacuations on site

Evacuations off site

In the unlikely event of an emergency, you are to follow the classroom teachers' directions and assist in aiding our students. All exits have clear instructions on what to do.

EVACUATION DIAGRAM

ROSANNA GOLF LINKS PRIMARY SCHOOL
INTERLAKEN PARADE, ROSANNA VIC 3084
Assembly Area: Sports Oval

2 PL - A BLOCK EVACUATION PLAN
1:100
Area F Classroom

LEGEND

- FIRE HOSE REEL
- FIRE EXTINGUISHER
- EMERGENCY EXIT
- FIRST AID KIT
- WASH BENCH/BOILER
- FIRE HYDRANT
- DIRECTION OF TRAVEL
- FIRE BLANKET
- ASSEMBLY AREA
- SHELTER IN PLACE AREA

WHAT TO DO IN AN EMERGENCY

UPON DISCOVERY OF AN EMERGENCY SITUATION:	EVACUATION PROCEDURE	LOCKDOWN PROCEDURE
<ul style="list-style-type: none">Remove yourself and nearby occupants from the immediate danger.Raise the alarm: EXT 100 or (03) 9457 4178 AFTER HOURS 000	<p>Start</p> <ul style="list-style-type: none">Turn off any equipment that may become a hazard.Commence evacuation via the nearest safe emergency exit.Check a clear check of the route, take the class out and avoid the door.Lead students to the evacuation or muster point.Assembly Area.Account for each current class group and report any problems to the Centre Officer.Do not re-enter if you are not instructed to do so.Report to the Chief Warden for deployment.	<ul style="list-style-type: none">Attend your class room if outside class time or remain with the class if you are teaching.Lock all doors and windows and draw curtains and blinds.Direct students to sit down on the floor together and prevent students from passing through windows or doors.Give students reassurance to help them remain quiet and calm.Wait for further instruction from a Warden or Chief Warden.

FIRE	BOMB THREAT	ADVERSE WEATHER	ARMED INTRUSION	HAZARDOUS MATERIALS	MEDICAL
<ul style="list-style-type: none">Upon discovery of fire, alert persons in danger.Evacuate to safety.Close doors to prevent fire from spreading.Raise the alarm.Meet anyone in the immediate area.Commence evacuation via the nearest safe exit.See EVACUATION PROCEDURE.	<ul style="list-style-type: none">Upon receiving a threat, take the class outside.Obtain as much information as possible.Do not hang up the phone.Raise the alarm immediately.Follow a Bomb Threat Checklist, available from the Chief Warden.Upon being a reported package, do NOT touch or move the object, isolate and evacuate the immediate area.Notify the Chief Warden.	<ul style="list-style-type: none">During adverse weather conditions, if possible, seek shelter under a roof or shelter in place to an internal corridor, or shelter and proceed via stairs and avoid lift your arms.If outside, seek shelter.Lead students from the Chief Warden.Once adverse weather conditions have passed, notify the Chief Warden of the progress situation in your area.If flooding has occurred, avoid pools of water.	<ul style="list-style-type: none">Do not panic.Obey instructions given by intruders.Do not make sudden movements or make eye contact.Do not talk, answer all questions asked by the intruder.Lead your students, if requested, these are responsible, it is not your fault.Do NOT give chase when intruder departs.Make a mental note of the intruder, such as speech, appearance, clothing, scars, tattoos etc.Raise the alarm.	<ul style="list-style-type: none">Hazardous materials danger, it is to be avoided.Raise the alarm.Alert someone in the vicinity.Obtain immediate notification of the area, where possible evacuate to a safe area.DO NOT attempt to clean up or contain the spill unless you have been appropriately trained and have the correct personal protective equipment.	<ul style="list-style-type: none">Raise the alarm.Obtain a report from First Aider.Check for dangers before attending to the casualty.Do not attempt to move a person unless they are in immediate danger.

TRAFFIC MANAGEMENT PLAN

Important Points to Remember:

- Access by vehicle during school hours is accessible only with direct supervision from staff
- Vehicles are only allowed to travel in one direction in car park
- Parents displaying disability stickers on vehicles only may park in Rosanna Golf Links car park during school hours.

Chemical Register and Associated Material Safety Data Sheets

It is mandated that all chemicals in the school are listed on a register with the current MSDS sheets available.

MSDS sheets list the ingredients, storage requirements, safety precautions and first aid measures for the chemical. The Chemical Register and associated MSDS are available at the office.

You must not bring any chemicals onsite unless permission is given.

ASBESTOS

Current Asbestos Management Plan and Asbestos Register is in the Office.

Being a new building site, we have very little-known asbestos.

Asbestos needs to be inspected quarterly as part of our OHS requirements.

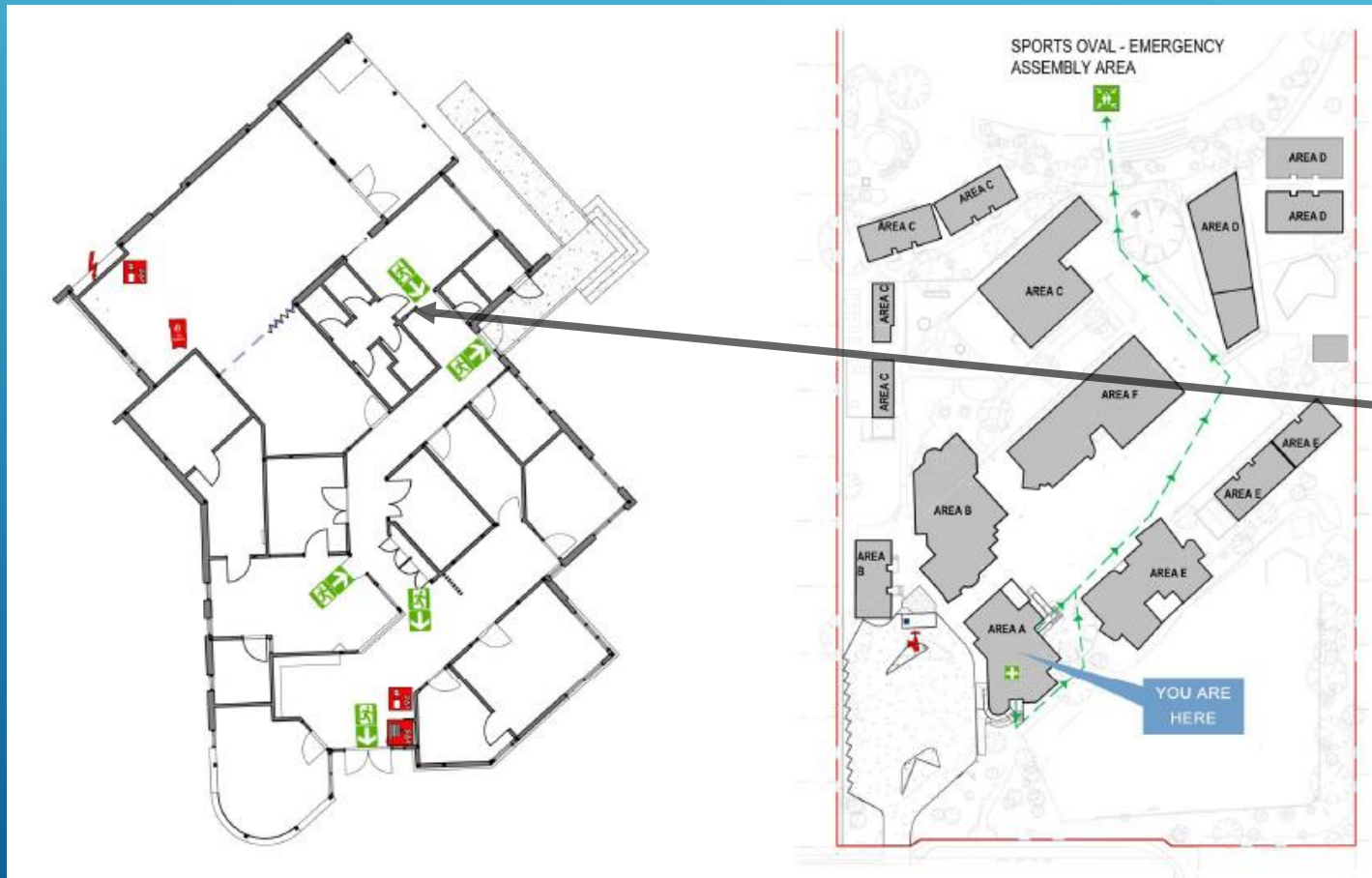
It is important to remember that asbestos only becomes dangerous when airborne; if you notice any unusual or new cracking, please see Kirrily, Luke or Thom urgently.

You should not engage in any cutting, drilling, or maintenance whilst onsite without the proper induction and training.

Should you have any concerns please speak to the classroom teacher or office staff.

AMENITIES

Our Child Safe Standards dictate that all volunteers are to use the staff toilets located in the office building.



Toilets located here

WORKING WITH CHILDREN CHECK

It is mandated that you have a valid Working with Children Check. Upon beginning work in the school, you need to provide the office with your card. The office will make a copy to be kept on file.

You can apply here:

<https://www.workingwithchildren.vic.gov.au/>

ACKNOWLEDGMENT

We ask all attendees to complete the following online form to indicate that they understand their responsibilities when working at Rosanna Golf Links Primary School.

<https://www.surveymonkey.com/r/ParentHelpersOHS21>

WHAT NOW?

We are super excited to have you come and work with us. Please contact Luke Franklin or wait for a Compass / Newsletter feed announcing upcoming events. Should you wish to join our regular mowing team, please contact Luke Franklin at any stage.

If you have further questions please email: luke.franklin@education.vic.gov.au