

Volunteer's
Work Health and Safety
Induction Module



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Safety Manual

- The Catholic Church Safety Manual is available from our Work Health and Safety (WHS) Coordinator who is located in the Administration Office, Ralston Building. The Manual can also be viewed online at cshwsa.org.au/Procedures/
- If you have any queries about WHS, please speak to our WHS Coordinator, or Business Manager.



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Work Health and Safety Policy

- Our Work Health and Safety Policy is displayed on the wall in the College Administration Office.
- It is signed by the College Principal, who is the officer responsible for this site.
- The following pages give a brief overview of each section and how it relates to you.



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Hazard/Incident Reporting

- Any incident which may or may not result in an injury must be reported using the Report Forms located in Student Services. An investigation will be conducted by the WHS Coordinator in consultation with the person/s involved and any corrective action to be undertaken will be included on the Action Plan.
- All minor injuries must be attended to by a Senior First Aider and will be recorded on the Minor Injury/Incident Log for investigation.
- All injury, incidents or near misses will be logged to determine contributing factors and future possible hazards.
- Follow-up will occur to ensure the effectiveness of the corrective actions taken.



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Improving WHS

- Whilst we have many consultative forums, we are always looking for ways of improving our WHS practices at St Francis de Sales College.
- Please discuss any ideas, and/or suggestions for improvements with either the WHS Coordinator or Business Manager.



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Induction and Training

- A record of all volunteer training and induction details are kept by the College.

Fitness for Work

- It is the volunteer's responsibility to inform the College of any issues relating to their ability to continue volunteering.
- The College will manage issues sensitively and in confidence and will provide assistance and support to preserve the safety of all involved.



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Smoking

- St Francis de Sales College is a smoke-free workplace, this includes e-cigarettes.
- Smoking is not permitted on the school premises or surrounding pathways.



Alcohol/Drugs - Professional Conduct

All volunteer's are expected to:

- be unimpaired in the carrying out of their duties by reason of alcohol, medication, or an illegal drug.



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Use of Protective Equipment

- Any necessary Personal Protective Equipment (PPE) will be provided by the College.
- Volunteers are not to use any plant or machinery at this worksite unless appropriate training has been given.
- All protective equipment for maintenance work is kept and maintained in the maintenance shed.
- PPE for other areas - Science, Tech Studies, Home Economics will be found in that subject area.



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Manual Handling

- It is vital that volunteers are aware of correct Manual Handling Procedures.
- We strive to prevent the occurrence of injury, and to reduce the severity of injuries, resulting from manual handling tasks in the work place.
- Volunteers are asked to identify and report any manual handling risks by contacting the WHS Coordinator or Business Manager.



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Emergency Procedures and Drills

- We have designated emergency wardens that have participated in formal training and will follow the required procedures in the event of an emergency evacuation.
- Emergency drills are carried out each term during school time.
- An Emergency Evacuation is indicated by a pulsating Beep, Beep, Beep. Lockdown is a rising pitch Whoop, Whoop.
- By each room doorway there is an evacuation map showing the route to the assembly point, which for St Francis de Sales staff and visitors, is the playing fields.
- There is a flip chart with Emergency Procedures in each area of the College.



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Emergency Procedures and Drills

- A fire extinguisher is located in or near each classroom and in many other areas around the College. Familiarise yourself with their location.
- Fire blankets are kept on the wall in the Staff Room, Canteen, Home Economics and also in the Science Laboratory.



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Emergency Procedures and Drills

Emergency Wardens



Andrew Baker
Principal



Paul Wadsworth
(Deputy Principal)
Chief Warden



Paul McCabe
(Business Manager)
Deputy Warden



Oreste Farrugia
(APRIM)
Deputy Warden



James Gill
(Deputy Principal)
Deputy Warden



Denise Bergamin



Felicity Duffield



Jackie Hargreaves



Jane Hosking



Chester Messenger



Simon Miller



Sarah Mitchell



Anna Nelligan



Tyna Pilkington



Daren Porter



Sarah Sims



Kate Thomas

Accomplished January 2024

- In the case of a **Bushfire** threat **All** staff, students and volunteers are to take refuge in the Community Sports Centre and in the case of an evacuation, the assembly point is adjacent the Playing Fields (Assembly point sign displayed).
- Follow instructions from the emergency wardens.



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Security Procedures

- All visitors to the College must sign in at the College Administration Office and must wear a badge for the duration of their visit.
- If volunteers need to leave the premises during the day they will need to sign out when they leave and sign back in when they return at the College Administration Office.



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First Aiders and Location of First Aid Facilities



**Sheryl
Sellar**



**Michele
McDonald**

- Sheryl Sellar and Michele McDonald hold a Senior First Aid certificate, and are located in Student Services, Ralston Building.
- There is a Sick Room for students' use located in Student Services.
- All sub school areas have first aid supplies.
- All staff, student and volunteer injuries must be reported and recorded. Please contact either the Business Manager or WHS Coordinator.



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Electrical

- All electrical equipment within the College is tested and tagged on a regular basis.
- A record of all electrical equipment tested is kept on file in the WHS Office.
- Any electrical equipment brought into the College must be tested and tagged before it is used unless brand new. Brand new items must be tagged with a 'New to Service' tag and logged in the New to Service Register. Please see the WHS Coordinator if you require extra items tested.



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Hazard Control

- Any potentially unsafe situations must be reported by using the Hazard Report Form, please see the WHS Coordinator for a copy of the form.
- An investigation will then be undertaken by the WHS Coordinator.



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Management of Workplace Substances

- It is St Francis de Sales College's policy to use hazardous substances only if there is no safer alternative. Before introducing a hazardous substance, an assessment will be conducted.
- A Substance Register is kept and updated annually. The Safety Data Sheets are kept for reference in the Science Prep room.
- Please ensure that you do not bring any hazardous substances into the College without prior consultation with the Business Manager or WHS Coordinator.



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Volunteers

- All Volunteers must be registered with the College and have a Working with Children Check (WWCC). Applications can be made at the College Administration Office with Michele McDonald, Jackie Hargreaves or Wendy Scroby.
- Volunteers must adhere to safe work practices and comply with all relevant policies and procedures, report hazards or unsafe workplace practices to their supervisor, and pass on any suggestions which would improve, eliminate or minimise workplace hazards.
- Volunteers must sign in/out at the College Administration Office and participate in relevant WHS training programs.



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In Conclusion

- On completion of this presentation, please contact the WHS Coordinator with any questions or queries you may have.
- You will now be required to complete the WHS Induction Module Acknowledgement as evidence of having completed the WHS Induction and return it to Michele McDonald, Coordinator R-12 Support Team, in Student Services.



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Thank you.



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