VOLUNTEERS/ INVITEES/ VISITORS/OHS&W INDUCTION

Welcome to Our Lady Queen of Peace School. We are committed to the health and safety of our community, and in particular we recognise the importance and safety of invitees, visitors and in particular, volunteers who undertake valuable work. This organisation will ensure that invitees, visitors and volunteers are given the same consideration as employees under our Occupational Health, Safety & Welfare Policy.

YOUR RIGHTS AND RESPONSIBILITIES

As an invitee, visitor and especially a volunteer, you have a number of rights you should be aware of to work in a healthy and safe environment. You will be provided with:

☺ an OHS&W induction prior to commencement as a volunteer/ invitee/ visitor;
☺ sufficient information, instruction and training for you to perform your tasks safely;
☺ adequate supervision.

In the case of the volunteer you will be provided with a job description that adequately describes the roles and responsibilities.

As a volunteer/ invitee/ visitor you also have responsibilities to:

☺ work safely,
☺ not affect the safety of others,
☺ observe all established Policies and Procedures,
☺ report any safety concerns,
☺ keep all knowledge regarding student’s learning and family situation confidential.

There are a number of important points relating to safety within this organisation that you should be familiar with, these are:

SAFE WORK
◊ You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues please discuss with your Principal/ OHS&W Manager immediately.

EMERGENCY PROCEDURES
◊ Make yourself familiar with the emergency evacuation plan for the area you are working. In an emergency proceed via the safest route to the nearest emergency exit on the emergency evacuation plan.
◊ Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
◊ In the case of a fire do not re-enter the building until instructed to do so by the person in charge (Fire Warden).
◊ If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.

REPORTING
◊ Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to the Principal/OHS&W Manager. Alternatively, report to the person supervising the activity who will in turn report to the person in charge.
FIRST AID
◊ First Aid Kits and Senior 1st Aid Assistance is available in the Front Office.

ELECTRICAL EQUIPMENT
◊ This organization provides equipment for your use. Volunteers/ Invitees/ Visitors are discourage from bringing equipment from home

CHEMICALS
◊ You must only use chemicals supplied by this organisation. The chemicals used by this organisation have been assessed for risk prior to use.

WORKING ALONE
◊ For safety reasons volunteers are discouraged from working alone.
◊ If working with a student ensure you are not alone and doors must be kept open.

VEHICLES
◊ As a Volunteer if you use your vehicle as part of your volunteer duties, please ensure that you fill out our driver’s declaration form, available at the office.

HOUSEKEEPING
◊ Please leave the work area clean and tidy, and ensure the walkways are always clear.
◊ Volunteers are to use the Parent room toilets, Visitors/Invitees the Staff toilets.
◊ No access to Student toilets is permitted.

This organisation places great value on the work done by volunteers and welcomes invitees and visitors to the school. We aim to ensure that everyone works in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety concerns to the Principal or OHS&W Manager.

Please sign that you have read and understood this safety induction

Full Name: …………………………………………………………………………………………………………………………

ROLE: Volunteer □ Invitee □ Visitor □ (Please tick relevant box)

Address: ……………………………………………………………………………………………………………………………

Postcode: ……………… Telephone: ………………………… Mobile: …………………………………

Signature: ……………………………………………………… Date of Induction: …../……/……

(For Volunteers Only) Child’s name: ………………………………………Starting Term: ……Year: ……

Principal/OHS&W Manager to sign: …………………………………………………………………………………………

Copy to be given to the Volunteer/Invitee/Visitor for their future reference.