Health and Safety Induction Briefing for contractors, volunteers and visitors.

Welcome to

WELLINGTON HIGH SCHOOL





The New South Wales Department of Education is committed to the work health and safety of employees, students, contractors and visitors

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](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/Contractors-Volunteers-and-Visitors-Safety)
* 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](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy) (including volunteers)

School Bell Times

Monday Tuesday, Wednesday, Thursday, Friday

School Starts at 8:55am School Starts at 8:55am

Period 1 8:55am to 9:55am Period 1 8:55am to 10:05am

Period 2 9:55am to 10:50am Period 2 10:05am to 11:05am

RECESS 10:50am to 11:20am RECESS 11:05am to 11:35am

ASSEMBLY 11:20am to 11:50am Period 3 11:35am to 12:35pm

Period 3 11:50am to 12:45pm Period 4 12:35pm to 1:35pm

Period 4 12:45pm to 1:40m LUNCH 1:35pm to 2:05pm

LUNCH 1:40pm to 2:10pm Period 5 2:05pm to 3:05pm

Period 5 2:10pm to 3:05pm

School Finishes at 3:05pm

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**Emergency Procedures**

**DIAL 000 immediately** if emergency services are required.

For all emergencies, injuries, hazards or near misses, contact the front office on 02 68452344.



**Evacuation:  Intermittent Bell**

Proceed to the safest, closest assembly point located on the map. Follow warden instructions.



**Lockdown: Continuous Bell**

Proceed to your closest classroom, follow school staff instructions, or if alone lock the doors (if possible) and remain silent until the chief warden gives all clear.



**Lockout:**

Entry to and from the site will be closed. Follow the instructions of the chief warden until advised that you can continue as usual.

**First Aid Facilities: Location A Block – Admin Phone: 0268452344**

**Site Contact is Adam McKeown**

**Located: A Block -Admin Phone: 68452344**



NOTE: Wheelchair access ramps are located at the front of A block, The east side of A block and in front of F Block (TAS).