

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](#)
- 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)

School Bell Times

Monday

School Starts at 8:55am

Period 1 8:55am to 9:55am

Period 2 9:55am to 10:50am

RECESS 10:50am to 11:20am

ASSEMBLY 11:20am to 11:50am

Period 3 11:50am to 12:45pm

Period 4 12:45pm to 1:40pm

LUNCH 1:40pm to 2:10pm

Period 5 2:10pm to 3:05pm

School Finishes at 3:05pm

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Tuesday, Wednesday, Thursday, Friday

School Starts at 8:55am

Period 1 8:55am to 10:05am

Period 2 10:05am to 11:05am

RECESS 11:05am to 11:35am

Period 3 11:35am to 12:35pm

Period 4 12:35pm to 1:35pm

LUNCH 1:35pm to 2:05pm

Period 5 2:05pm to 3:05pm

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.

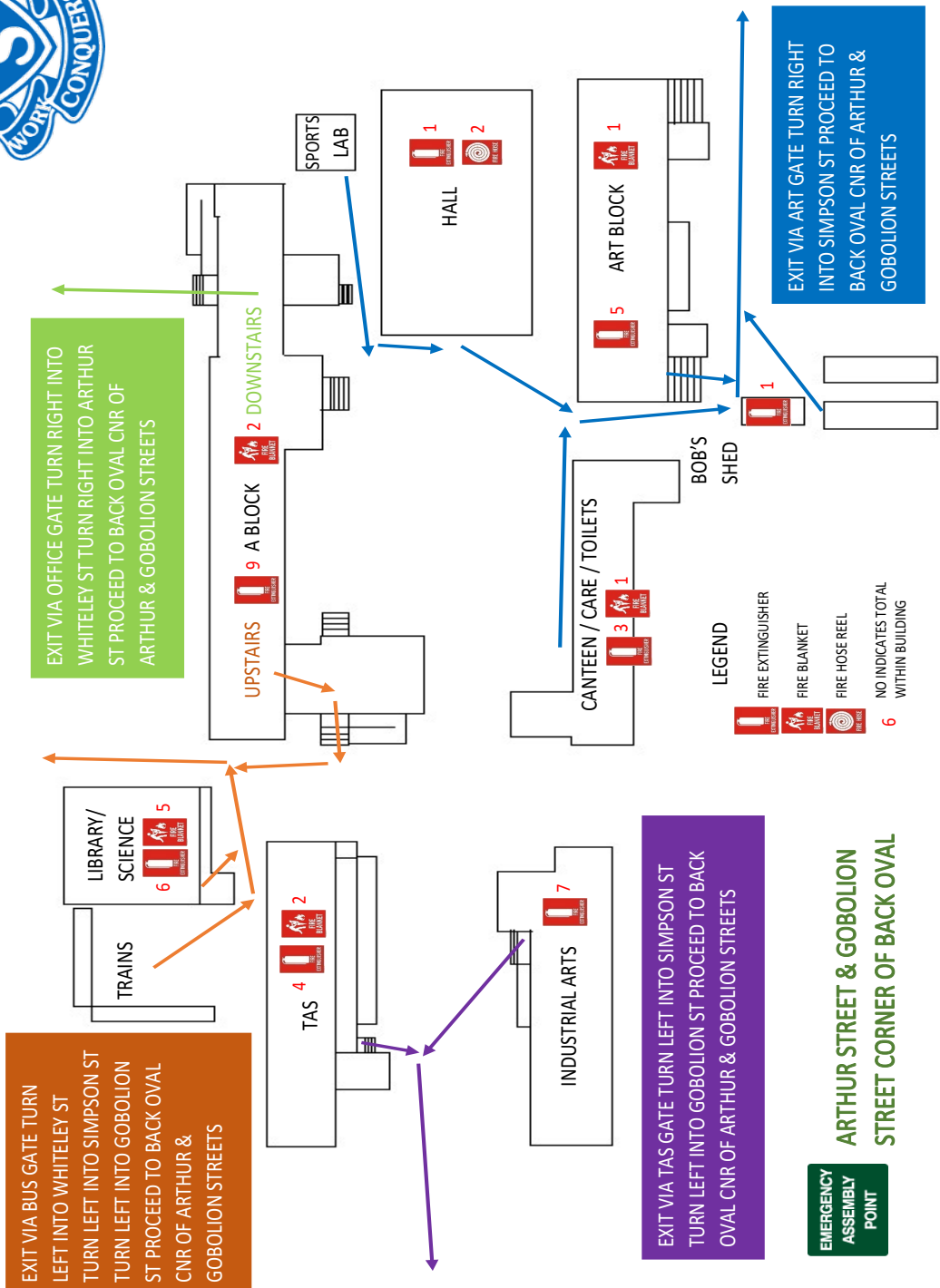
First Aid Facilities: Location A Block – Admin Phone: 0268452344

Site Contact is Adam McKeown

Located: A Block –Admin Phone: 68452344

VALIDITY DATE: JULY 2019
 VERSION: ONE

WELLINGTON HIGH SCHOOL EVACUATION PLAN



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).