

Health and Safety Induction Briefing

Health and Safety Directorate

Emergency Procedures

In a life threatening emergency, or when Police, Fire, or Ambulance Services are required.

DIAL 000 immediately

For all emergencies, injuries, hazards or near misses, contact the front office on: 02 5804 7000

- Evacuation:**

Occurs by public address through the PA system AND by audible air horn alarm (a loud continuous on/off)
Proceed to the safest, closest assembly point located on the map. Follow warden instructions.
- Lockdown:**

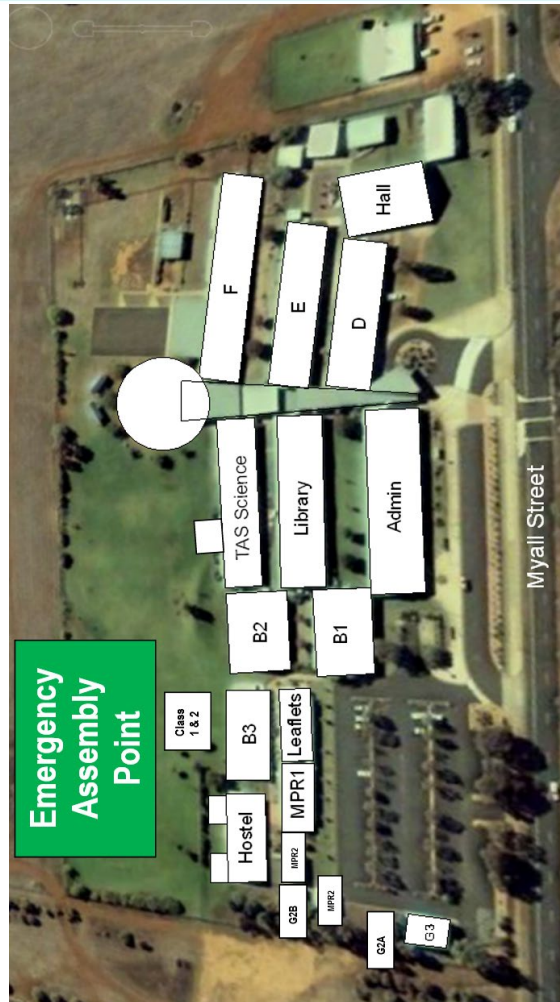
Proceed to your closest classroom, follow school staff instructions, or if alone lock the doors (if possible) and remain silent until the chief warden gives the all clear.
- Lockout:**

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 Officer is:**

Karin Morgan and Peter Holland (block 3) Julie Messner (block 2)
- Site Contact is:**

Lynda Ipkendanz (front office)
- First Aid Action Plan:**

Casual visitor's contractors are made aware of first aid officers and procedures to follow if injured in this pamphlet.



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DSODE
DUBBO SCHOOL OF DISTANCE EDUCATION

NSW Department of Education

WELCOME TO

Dubbo School of Distance Education

Contact Details

Telephone: 02 5804 7000
Principal: 02 5804 7001
Deputy Principal: 02 5804 7002

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).