



Safety Handbook

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Health and Safety Management System

St Joseph's Kerang
89-103 Nolan St
Kerang
Victoria, 3579

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St Joseph's Kerang Health and Safety Policy

Policy

St Joseph's Kerang is committed to meeting the provisions and requirements of the Occupational Health and Safety Act 2004 thereby ensuring the health and safety of our staff, students, contractors and visitors to our facilities. The Principal of St Joseph's Kerang will take all measures necessary to ensure adherence to safe work practices and conditions and these will be given priority in St Joseph's Kerang planning, procedures and work instructions. It is expected that, through consultation and cooperation, all staff, contractors and visitors will observe rules and safe working practices and make every effort to reduce the risk of injury to themselves, our students, their fellow workers and others. The Principal of St Joseph's Kerang is committed to the provision of appropriate resources and training in order to assist all staff to fulfil their responsibilities and maintain a safe working environment.

To achieve this objective, St Joseph's Kerang will:

- provide a safe and healthy workplace environment, equipment and work systems
- ensure the management of health and safety issues is given high priority
- provide appropriate training to develop adequate skills and knowledge such that staff can take individual and collective responsibility for health and safety performance
- put in place ongoing systems and processes to ensure all workplace hazards are identified, risks assessed and controlled and ensure systems and processes are reviewed and assessed

St Joseph's Kerang will create and maintain appropriate health and safety systems, inclusive of standards, policies and procedures. These systems will reflect the requirements of the Occupational Health and Safety Act 2004 and allied legislation and will be monitored to ensure their integrity and effectiveness. St Joseph's Kerang will conduct ongoing reviews of their health and safety systems as they are used and make any necessary amendments. In addition, the health and safety system will be reviewed to ensure all aspects of the system undergo regular evaluation.



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Use of this Handbook

This St Joseph's Kerang Safety Handbook has been produced to provide staff with information on School requirements during their work as well as to provide information for staff to manage health and safety issues effectively. A summary of the St Joseph's Kerang Health and safety policies has been included in this booklet to provide you with information on the focus and commitment St Joseph's Kerang has to effectively manage our responsibilities to comply with Occupational Health and Safety legislation. You are expected to make every endeavour to abide by all instructions and information in this Handbook. Please talk to the Principal if any information requires clarification.

The following forms assist staff and St Joseph's Kerang Principal and Board to comply with their health and safety responsibilities as we (St Joseph's Kerang) have duties to our staff under Occupational Health and Safety legislation to provide a safe and healthy workplace.

- **Emergency Contact Information** - This form is used to ensure effective emergency response information is available at St Joseph's Kerang to enable an efficient and timely response to emergencies. You should familiarise yourself with this form and its contents.

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Staff Responsibilities

Staff are responsible for ensuring all their work for St Joseph's Kerang is performed in accordance with the requirements of the Health and Safety ACT and allied legislation. This includes:

- taking reasonable care for their own health and safety as well as that of others who may be affected by their actions or omissions
- cooperate and comply with any actions undertaken by the employer including use of safety measures, training information and correct equipment use including compliance with safe work procedures
- not intentionally or recklessly interfere with or misuse anything provided at the workplace
- involvement and participation in St Joseph's Kerang consultation processes through involvement in Staff Meetings as well as informal discussions

Staff Qualifications

Staff are responsible to ensure all qualifications, licenses and registrations are current and accessible during your work. These may include:

- VIT/Working with Children Check
- Police Check
- First Aid and CPR
- Epipen
- Motor Vehicle
- Anaphylaxis



Please Note: All qualifications/certificates need to be provided to the OHS Officer and scanned. Please ensure we have an up-to-date copy of all your qualifications/licenses/registrations. This will enable the OHS officer to monitor expiry dates and organise refresher training as/if required.



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St Joseph's Kerang Consultation Processes

Utilising the knowledge and ideas of St Joseph's Kerang staff will allow better decisions to be made about health and safety – and importantly it can mean fewer injuries at our school. Through talking about safety, our school can become more aware of hazards and staff members can provide suggestions about how the hazard can be eliminated or minimised or how the work could be done safely. Effective consultation can also lead to:

- ✓ a wider range of ideas about issues at the school and how to fix them
- ✓ stronger commitment to decisions because everyone's involved in the decision making process
- ✓ more openness, respect and trust because the Principal and staff members have a better understanding of everyone's points of view

St Joseph's Kerang will include health and safety on the agenda of all staff meetings and minutes will be displayed on the notice board in the staff room within 3 days of the meeting. You should take the time to read these minutes to ensure you maintain a thorough knowledge of up to date safety policy and procedures and established hazard/risk controls at St Joseph's Kerang.

Manual Handling

A high percentage of injuries in schools are manual handling related. Many activities and tasks in your work will require manual handling such as:

- moving furniture
- carrying heavy boxes of items such as books, files
- reaching high and low shelving or reaching for items that are hard to access
- lifting ladders
- restraining angry students

Avoid back problems by lifting in the correct manner. Remember it's YOUR BACK, so bend your legs, keep your back straight, and keep the load close to the body. Lift only what you can comfortably manage, and always remember to ask for assistance if required.

- ✓ Always be certain that each load is within your lifting capacity and will not obstruct your line of vision.
- ✓ Check beforehand that your route and lay down area are prepared.

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- ✓ Ensure good footing and maintain a straight back posture.
- ✓ Always bend at the knees – it helps to protect your back.
- ✓ Grip the object firmly, using the palms of your hands and the roots of your fingers.
- ✓ Lift gradually by straightening the legs.
- ✓ Wear gloves if handling objects with sharp or ragged edges.
- ✓ When an object requires two or more staff members to handle, one employee should give the signals for lifting and lowering the object in unison.
- ✓ If you can't move it safely, report it to the Principal so assistance can be organised

Lifting

- ❖ Size up load
- ❖ Obtain help if necessary
- ❖ Correct footing
- ❖ Chin in, and back straight
- ❖ Good grip
- ❖ Use legs



Pulling and Pushing

- Size up load
- Obtain help if necessary
- Correct footing
- Chin and back straight
- Good grip for pulling, good contact for pushing
- Use legs

Any specific manual handling risks that are associated with work tasks should be reported to St Joseph's Kerang Principal verbally or by using the Hazard/Maintenance Report.

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Personal Protective Equipment/High Visibility Clothing

Certain activities you will perform in your role with St Joseph's Kerang will require you to wear PPE to minimize the impacts of hazards and possibly avert an accident. You are expected to wear all necessary PPE as required during these tasks ie. hearing protection during mowing, safety glasses if mixing chemicals, gloves if handling broken glass, high visibility vest if directing traffic or supervising student's offsite. Staff are expected to wear all required PPE in these situations; if PPE is damaged or worn it is your responsibility to report it to the Principal or OHS Officer to arrange replacement. PPE must be stored correctly to protect it from damage and to keep in good condition for use.



Hazard Reporting

All staff are responsible to be aware of any hazards that are present in the workplace. Hazards should be reported verbally or on the Hazard/Maintenance Reporting Booklet to the St Joseph's Kerang Principal or OHS Officer to enable effective and timely resolution. Some typical hazards you may encounter in a school are:

- Insufficient quantity of good quality ladders that are quickly accessible to staff
- Use of faulty or flimsy ladders
- Using a chair or table to access a height
- Cluttered classrooms, offices and storage sheds which increases the chance of a slip/trip/fall
- Steps and edges that may cause trips/falls
- Steel poles with inadequate protection in high traffic areas
- Sharp edges and corners of playgrounds or sandpits
- Protruding wire on fences
- Insufficient or inaccessible fire extinguishers (and no knowledge of how to use one)
- Excessive use of power boards and use of double adapters (insufficient power outlets)
- Inappropriate vehicle traffic management during busy times

Any hazards and/or near misses must be reported promptly to ensure the issue is rectified before it can harm you, a student or others at the school.

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Accidents, Incidents, Near Misses and Injuries

All accidents/incidents/near misses and injuries which occur during your work for St Joseph's Kerang must be reported to the Principal and/or OHS Officer to ensure appropriate documentation and records are completed. This includes accidents/incidents/near misses and injuries to students, contractors, parents and others. For injuries/incidents that require urgent attention, emergency personnel (**000**) should be notified immediately to secure the safety of all involved people.

First Aid Provision and Application



First Aid kits compliant with the First Aid Code of Practice are available at the school and also for all offsite activities. All students and staff members that have special dietary or medical requirements ie. peanut allergy, asthma are photographed and displayed in the sick bay and included in offsite kits. Any First Aid treatment you apply following an accident/incident must be commensurate with your training ie. Epipen.

If emergency treatment is required, emergency services should be contacted on phone number "000". Situations which are not medical emergencies but require further specialised medical treatment should be referred to a private medical practitioner. A School Incident/Near Miss Report form should be completed for any injuries and provided to the OHS Officer which is then submitted to Catholic Education Office - Melbourne.

Bullying & Harassment

Bullying and harassment is not an acceptable part of our culture at St Joseph's Kerang. Staff have a responsibility to behave in a professional manner and to treat each other with dignity and respect when they are at work. Visitors, contractors and others at the workplace can also be included in this process. All staff who experience or witness bullying or harassment are encouraged to report it as soon as possible. Some examples of Bullying and Harassment are:

- sabotaging someone's work and ridiculing someone's opinions
- isolating an employee from normal work interactions and activities, training and development, or career opportunities
- initiation of teasing or regularly being made the brunt of pranks or practical jokes
- displaying written or pictorial material or sending



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emails that degrade or offend

- overwork or unnecessary pressure or impossible deadlines
- giving someone the majority of unpleasant tasks
- verbal abuse or humiliating someone through sarcasm or insults
- physical or verbal intimidation
- sexual or other unwanted advances eg touching, whistles/comments, jokes, gestures

It is important staff members realize that leadership actions carried out in are fair way do not constitute bullying or harassment. For example:

- Setting performance goals, standards and deadlines
- Deciding not to select a staff member for promotion
- Informing a staff member of unsatisfactory work performance
- Informing a staff member about inappropriate behavior
- Implementing organisational changes



**For further information in relation to bullying and harassment, refer to the Bullying and Harassment Procedure in the St Joseph's Kerang Health and Safety Manual.*

Student Pick Up & Drop Off

St Joseph's Kerang staff are periodically required to manage the safety of students at busy traffic times such as pick up and drop off. During this work you should wear a high visibility vest to maximise your visibility and to distinguish you from others. Staff are to follow the established procedures of St Joseph's Kerang by releasing students in small groups to avoid congestion and possible trips/falls. If you are required to direct traffic on the road you should have School Crossing Supervisors training and use the correct Stop/Go sign. The Bus Roll Book must be ticked off to ensure accurate records are maintained of students travelling by bus.

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Emergencies at St Joseph's Kerang

To enable effective and timely response to emergencies you should familiarise yourself with the emergency procedures at St Joseph's Kerang on your first day of work. This includes familiarising yourself with:

- ❖ Evacuation Plans
- ❖ location of Assembly Areas
- ❖ location of first aid kits
- ❖ locations and types of fire extinguishers
- ❖ the sound of warning alarms for Evacuation/Invac/Lockdown
- ❖ other codes relevant to emergency management ie 'Could Sr Mary please report to the office'



The more likely emergency scenarios ie fire, are practised each term. You are expected to participate in these to ensure you have a sound knowledge of procedures in all variations of emergency situations. Emergency Contact Information is at the back of this book.

Housekeeping

Housekeeping is one of the more difficult areas of risk to control in the school environment because there is often large numbers of teachers and students using the area. You can also have many projects in progress at the same time. It needs to be noted that housekeeping standards are usually a very good barometer of health and safety standards in almost all workplaces. Many injuries are caused by slips and trips in schools eg. back, arms, hands, head, and from conducting work duties in cluttered and untidy work areas eg. cuts, bruises. Correct housekeeping principles at St Joseph's Kerang will minimise workplace hazards and help you to work safely. If the sight of paper, plastic, debris, clutter, unused equipment on the floor or ground is accepted as normal, then other more serious health and safety hazards will usually be taken for granted or ignored. Cleaning up and organisation must be done regularly, not just at the end of a day or week. Integrating cleanliness, tidiness, systematic storage and effective housekeeping into your daily work role can help ensure this is done. Common housekeeping issues in schools are:

- paper, books, pencils and other items on the floor
- no designated walkways – furniture is not set out correctly to establish defined walk areas

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- items left in walkways that obstruct safe movement around the classroom
- storage shelving over-stocked which causes items to be stored around walls, this takes up floor space unnecessarily
- electrical cords on the floor (and in walkways)
- obstructed fire equipment
- obstructed or partially obstructed exits and doorways



Some of the main benefits of good housekeeping are:

- ✓ Fewer tripping and slipping accidents in clutter free and spill free work areas
- ✓ Decreased fire risk
- ✓ Safer use of equipment
- ✓ Better access to all areas
- ✓ More effective use of space
- ✓ Improved productivity (equipment and materials will be easier to find and access)
- ✓ Improved workplace morale



The St Joseph's Kerang Principal expects each individual staff member to set a good example for other school employees, visitors, students and contractors by maintaining a clean, tidy, well organised and clutter free work environment.

Electrical Safety

Before using any electrical equipment or leads you should always give it an overall inspection including switches, leads and plugs. If there is damage to the equipment you should tag it out of service and report it to the Principal or the OHS Officer. All electrical equipment must have a current test tag on the cord – do not use it if it is out of date. All electrical equipment you use must be protected by a safety switch. The Safety Switch (Residual Current Device - RCD) is installed as part of the School electrical switchboard. If a safety switch or circuit breaker trips during operation of any electrical equipment, always determine the cause and have it rectified prior to continuing work. No double adaptors are to be used and power boards must never be plugged into another power board.





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Sun Safety

At times your work for St Joseph's Kerang will require you to be exposed to the sun for extended periods of your work such as on yard duty, sports days or excursions. If you are aware you will be working outdoors, wear long pants or longer legged shorts and shirts or tops which have longer sleeves and a collar. You should also wear a broad brimmed hat and appropriate UV resistant sun glasses to protect the eyes. Prior to commencing work in the sun you should apply 30+, water resistant sunscreen to all areas of exposed skin. This should be reapplied every 2 hours. You are also reminded to remain hydrated during hot weather. Keeping yourself hydrated in hot weather conditions is very important to avoid heat-related illness. If you ever suffer from dehydration in hot weather, you are subjecting yourself to the following health risks:

- Heat stroke
- Heat exhaustion
- Heat cramps
- Heat rash

Some tips for remaining hydrated in hot weather are:

1. Drink Before You Feel Thirsty - it is important to drink fluids before you begin to feel thirsty. Your body uses thirst to indicate that you are already dehydrated. Rather than drinking to quench your thirst, it is healthier to continuously replenish fluids, even if you don't feel thirsty at all.
2. Go with Water Instead of Sugary Beverages - while a sugary beverage can help quench your thirst, it also carries excess calories that can be detrimental to your health. Since you have to hydrate your body with fluids more frequently under hot weather conditions, you'll be taking in more calories than you usually do if you look towards sugary beverages for hydration.
3. Keep a Water Bottle with you - invest in a reusable water bottle and always keep it handy. You can replenish the water bottle's contents anytime you are near a sink or water dispenser. Even if you don't plan on doing any strenuous activity outdoors, having a water bottle on hand will allow you to drink your fluids regularly and before you feel thirsty.

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Working at Heights

St Joseph's Kerang staff can be occasionally required to access heights during their work. This is usually to get balls off a roof or to hang pictures or student's work on classroom walls or from the ceiling. Staff that are accessing heights need to have the correct safety procedures in place prior to accessing height. Some school safety requirements and tips for working at heights are:

- Try to think of a way of completing the task from the ground/floor ie. cord, eyelet and peg system to hang drawings and other items, extended handles for reaching heights.
- Never use a chair, milk crate or table to access a height
- Use the correct ladder for the task ie 'Industrial' rated extension ladder for accessing a roof, 'Industrial' rated A frame/platform ladder for internal work
- Do Not set up a ladder near a door way or where there is a risk of being knocked off the ladder
- Always give ladders a safety inspection prior to use
- If accessing the roof, use ladder anchors or a second person to stabilise the ladder (ensure the ladder extends a metre above the point of support to make stepping on and off easier)
- If using an A frame ladder ensure the four legs are all level so the ladder is stable and solid (won't move during use)
- Make sure the ladder connections (extension and A frame) are secure and/or inserted correctly to prevent a malfunction of the ladder
- Ensure the soles of your footwear are clean and dry
- Always face the ladder during use
- NEVER lean or overreach when working from a ladder
- Always have a second person to help when working at heights



Any complex work at heights such as cutting trees/branches, changing lights on high ceilings must be done by contractors that are skilled in the task and have the correct equipment. This work should NOT to be attempted by a staff member.

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Staff Welfare and Wellbeing

St Joseph's Kerang recognises that staff may be exposed to situations as part of their work that impact on their physical or psychological health. Staff should report any issues that they have or risks that they identify.

Teachers can be prone to straining their voice and should take measures to reduce their risk. This can involve reducing strain by modifying the way they use their voice as well as using aids eg. loud hailer.

Excessive levels of work related stress are a potential cause of ill health. Stress can also be caused by factors in a staff member's personal and/or family life. While it has no control over external factors, the objectives of St Joseph's Kerang are to:

- Identify sources, and make every endeavour to prevent staff from exposure to harmful levels of stress
- Enable senior staff and individual staff members to recognise, at an early stage, problems which might be related to harmful levels of stress

Symptoms of stress may be physical, for example:

- altered appetite or changes in weight
- headache
- backache
- skin rashes
- general tiredness or
- difficulty in sleeping

Stress may also manifest itself in:

- anxiety
- depression
- indecision
- irritability
- impatience
- inability to concentrate or remember



St Joseph's Kerang encourages staff to communicate their concerns if they suspect they may be suffering from stress to the Principal or a fellow staff member to enable the affected staff member to commence the process of recovering to their full potential as soon as possible. Support can also be obtained through CatholicCare Sandhurst on 5438 1300. Confidentiality will be maintained at all times.

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Chemicals

St Joseph's Kerang staff can sometimes be required to use chemicals in their work role. The following guidelines should be followed to ensure safe chemical use:

- Obtain the Material Safety Data Sheets (MSDS) for chemicals used. The MSDS is a document explaining how to use the chemical safely (similar to the label), the active constituents of the chemical and the medical treatment required if you are exposed to the chemical
- If using a known hazardous chemical ie acid, caustic, insecticide, always following all safety directions including knowing what to do if you are poisoned or exposed to the chemical
- Wear the appropriate personal protective equipment in accordance with the MSDS
- All chemicals must be clearly labelled
- Chemicals must be used in accordance with labelling and information on the MSDS
- Use the minimum amount of any chemical and if there is a choice, use the least toxic or least flammable substances
- If required, use the chemical in a well ventilated location
- Always carry out correct storage and disposal procedures
- Always wash your hands after handling chemicals



Safe Work Instructions

Safe Work Instructions have been developed for major work processes and equipment at our school. These instructions provide information on safe work processes and the use of personal protective equipment to ensure that work processes are carried out safely and with minimum risk to health. Staff should regularly review the work instructions that are applicable to their work role to ensure they have a sound knowledge of these work situations and/or work processes and sign off to acknowledge having read the instructions. These Safe Work Instructions may not necessarily cover all possible hazards and should be used in conjunction with previous training, experience and other references.



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Working on Computers

Working on computers has become an increasing requirement for many school work roles. Latest research suggests employees required to sit for prolonged periods is associated with risk factors for cardiovascular and metabolic disease, such as higher cholesterol levels, greater waist circumference and impairment of blood vessels caused by blood pooling in the legs. Incorrect workstation setup can also cause musculoskeletal damage. Some safety hints for those that consistently work on computers are:

1. Set your workstation up correctly:
 - Screen directly in front of you with the top of the screen level with your eyes
 - Screen optimum distance from you to prevent leaning forward or back
 - Good quality, ergonomic chair
 - Even desk support to both arms when using the keyboard
 - Mouse close to prevent overreaching
 - Phone on the side of your non preferred hand
 - Use a footrest if required
2. Don't sit at your computer for longer than 55 minutes – get up and get some exercise for 5 minutes every hour
3. Create exercises for your arms, legs, back and neck that you can implement into your work
4. Minimise 'within premises' emails - walk to the person to deliver the message instead

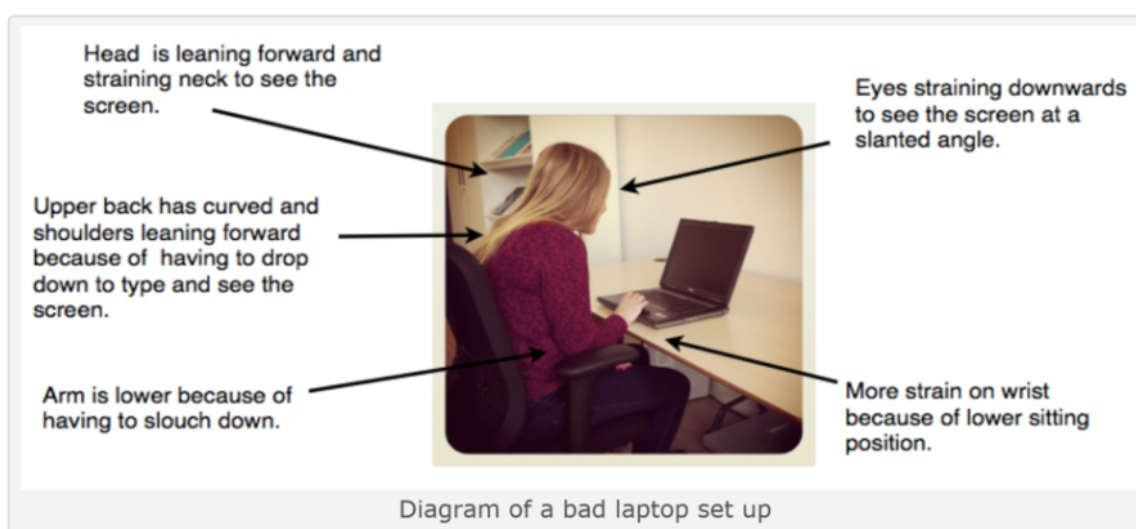


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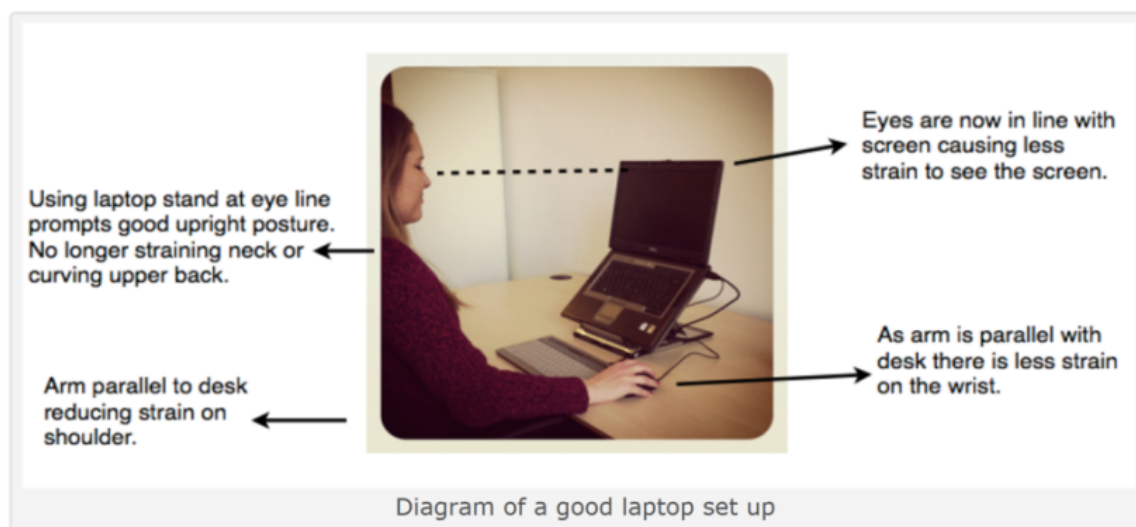
Laptop Setup

Although laptops are convenient, they can also be problematic for our health. As the time we spend using laptops has increased, research shows an increase in neck, back and shoulder problems. It is believed to be more likely caused by laptops than desktop computers as desktops often have a reasonable ergonomic set up and, few people do more set up than open a laptop and put on their lap or desk.

The following picture highlights the most common ergonomic issues with using a laptop as your sole workstation.



The problems identified above can be overcome with the addition of some extra equipment to produce a more ergonomic friendly workstation as shown below. This includes an external mouse and keyboard and a laptop stand to raise the height of the screen.



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External Monitor



An external monitor can be connected to your laptop which then gives you two screens which work together. This also allows you to adjust the height of the monitor, use better posture and have a screen that is easier to see.

Using Docking Stations



The use of a docking station allows the addition of an external monitor, mouse and keyboard more easily. It can also include connection to the office network. Docking stations may be as simple as shown above or more elaborate.

Smoking



Smoking is prohibited in the school grounds and all school buildings. This smoking ban extends to within vehicles being used for school activities, on school camps and excursions and to all visitors and contractors.

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Sustainable Work Practices and Environment Protection

Staff are reminded to protect the environment and contribute to sustainable living in all their work and School activities. This can be done by:

- minimising paper usage
- limiting packaging materials
- continuous improvement and support of the school recycling systems
- supporting effective solar energy usage if installed
- using efficient lighting and turning off equipment when not in use
- caring for the natural school environment
- re-use of materials and products
- recycling of green waste
- promoting the above to students

The impact of any chemicals used will be minimised by using the least hazardous chemicals available, managing the storage, use and disposal of chemicals and to control and clean up any spills in an effective and timely manner. It is everybody's responsibility to protect and care for the environment and promote sustainable living. St Joseph's Kerang is committed to ensuring that environmental impacts of its activities are minimised and expects that all staff will take the appropriate care during all their work and actively participate in all sustainable living initiatives.

Alcohol and Drug Restrictions



If you are affected by alcohol or illegal drugs during work, you may endanger your fellow staff members, students and others. Alcohol and illegal drugs must not be brought onto or consumed on the school premises. If any person is caught under the influence of alcohol, or illegal drugs while at work, their employment may be terminated. Alcohol may be permitted at organized School social activities out of School hours however must be consumed responsibly and within the associated laws.

Further detail in relation to St Joseph's Kerang drug and alcohol policy can be accessed in the Health and Safety Manual – Drug and Alcohol Management Procedure.



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Emergency Contact Information

1. Assess the situation for further danger
2. Secure accident/incident site to prevent further injury or damage if possible
3. Notify Emergency Services if required (contact details below).
4. Provide any assistance required within your capabilities
5. Do not move casualties unless there is significant danger of further injuries

Emergency Number

000

Ask for Police, Fire Brigade or Ambulance

What to tell Emergency Services

- Your name
- The telephone number from which the call is made.
- The exact location of the accident with directions to site.
- The nature of the emergency (eg. electrocution, fire).
- In case of medical emergency
 - The number of victims.
 - The condition of the victims (eg bleeding, amputation, trapped).
 - The type of aid that has been given to victims (eg. CPR, bandaging).
- Someone will meet the emergency service at entrance to the site.
- Any special conditions or risks that may hinder access and rescue.
- Other information as necessary and/or requested.

Ask for an approximate time of arrival

DO NOT HANG UP UNTIL INSTRUCTED

After any emergency service is called, advise the School Principal as soon as possible

Other Useful Numbers

Kerang District Health:	: 5450 9200	Other:
Kerang Police:	: 5452 1955	Other:
Electricity (PowerCor):	: 13 2412	Other:
Coliban Water:	: 1300 363 200	
Gas Emergency:	: 13 2771	
Victorian Workcover Authority:	: 13 2360	
State Emergency Service:	: 13 2500	
Bushfire Information Line:	: 1800 240 667	
Environmental Protection Authority:	: 1300 372 842	
Poisons Information Centre:	: 13 11 26	



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