

IN AN EMERGENCY

In a life threatening emergency, for **FIRE, POLICE** or **AMBULANCE**:

DIAL 000

In **ALL CASES**, advise the Principal

EXITS

For your own safety, make sure you know the location of your nearest exit.

EVACUATION PROCEDURES

EVACUATION ALARM



Listen for a **REPEATED** and **CONTINUOUS RISING TONE**

When the evacuation alarm sounds:

- Evacuate the building in a calm and orderly manner and proceed to the emergency assembly point identified on the site map.
- Do not re-enter until advised to do so and the safe signal is activated.

LOCKDOWN PROCEDURES

LOCKDOWN ALARM

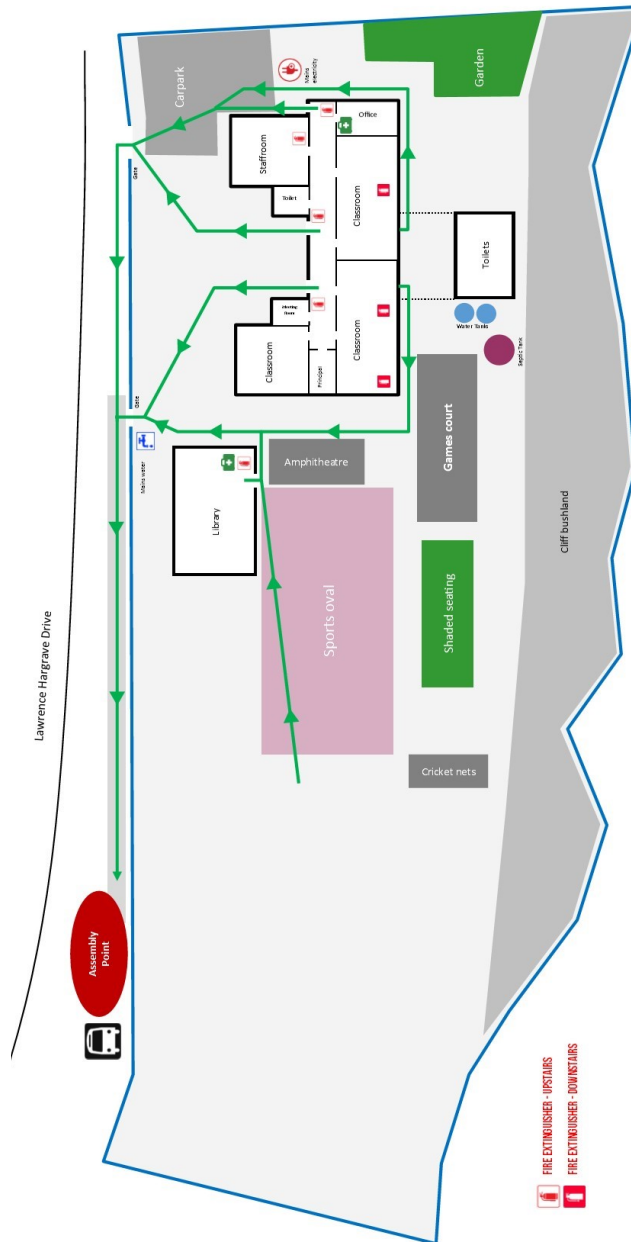


Listen for a
CONTINUOUSLY RISING BEEP

When the lockdown alarm sounds:

- Move to the closest secure point,
- Lock the door, pull down blinds and remain quiet
- Do not open the door until advised to do so and the safe signal is activated.

SITE MAP



SCARBOROUGH PUBLIC SCHOOL EMPOWER
DEVELOP
INSPIRE
NURTURE

WWW.SCARBOROUGH-P.SCHOOLS.DET.NSW.EDU.AU

SAFETY BRIEFING

FOR CONTRACTORS, VISITORS & VOLUNTEERS



The NSW Department of Education is committed to the work health and safety of employees, students, contractors and all other visitors.

**PLEASE TAKE THE TIME TO FAMILIARISE
YOURSELF WITH OUR EMERGENCY
POLICIES & PROCEDURES.**

SAFETY GUIDELINES

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 the main office 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 (DoE) premises.**
- All contractors to have completed the [Safety procedures for engaging Department of Commerce contractors.](#)

OR

Safety procedures for engaging Independent contractors



ALLERGIES & ANAPHYLAXIS

We have a number of students with moderate to severe allergies and anaphylaxis. We discourage visitors from bringing nut products on site and from sharing food with others.

Our school cannot claim to be nut-free. If you suffer from allergies or anaphylaxis, we encourage you to take precautions and identify the locations of our general use epi-pens.



SMOKING

Is not permitted on DoE premises or within 4 metres of any entrance to the school premise



ALCOHOL & ILLEGAL DRUGS

are not permitted on DoE premises. Exceptions for alcohol, outside school hours or for private functions can be made at the discretion of the principal.



WEAPONS, INCLUDING KNIVES

are not permitted.



DANGEROUS GOODS & HAZARDOUS SUBSTANCES

Visitors and contractors intending to bring dangerous goods on site must declare these at the main office prior to entering the site.



ALL INJURIES, INCIDENTS & HAZARDS

must be reported to the office. Injuries will be recorded in the *Register of Injuries*.



FIRST AID

Treatment is available on site. Report to the administration office for first aid treatment.

First Aid kits (including an epi-pen) are located in the front office and in the library (under the borrowing desk).

STATEMENT OF COMPLIANCE

All Department of Commerce contractors report to the principal or delegate to:

- Indicate the location and duration of the job
- Sign the school's Site Visit Log book
- Advise the status of a job before leaving the site

All non-Department of Commerce contractors must in addition:

- Produce a copy of their safety management plan, including the use of personal protective equipment and controls for site specific hazards
- Produce public liability insurance documentation before work is commenced
- Complete a Prohibited Employment Declaration

I have complied with all WHS issues:

Signed: _____

Contractor

Contractor name: _____

Company: _____

Date: ____ / ____ / ____



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