

Moonee Ponds West PS (MPW) Volunteer OHS Induction Checklist

The Department of Education (DET) and MPWPS requires all volunteer workers to comply with the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 by:

- report to the Administration Office or designated site contact upon arrival at site
- complete an OHS induction using the Volunteer worker OHS Induction Checklist below.
- sign in/out (using Compass Kiosk) and ensure their visitors pass is worn at all times while on site.
- provide a Working with Children Check (if applicable).

Brief description of the type of work that Volunteers may conduct at the school	<ul style="list-style-type: none"> • Parent assisting in a classroom • Gardening/landscaping • Painting • Clean-up of grounds • School fetes • Theatre performances or presentation days • School excursions • Canteen Volunteers
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General OHS Induction – The Workplace Manager is to ensure that volunteer workers have been provided with the following information and/or instructions.		Provided
DET Health, Safety & Wellbeing Policy <i>This Policy outlines DET's commitment to its Staff, Students, Visitors and Contractors. Refer to the OHS Noticeboard located in the Staff Room for details.</i>		<input type="checkbox"/> Yes
Information on hazard and incident reporting process <i>Any hazard or incident which poses a risk to the safety of a student, parent, visitor, volunteer workers or employee must be reported to your School Staff Member.</i>		<input type="checkbox"/> Yes
Required conduct/behaviour <i>All volunteer workers are expected to abide by the workplaces code of conduct while on site. Refer to Appendix 1 for expected behaviour whilst volunteering at MPWPS</i>		<input type="checkbox"/> Yes
Child Safe Standards and Working with Children Check (WWCC) <i>All Volunteers must provide a current Working with Children Check (where applicable). In addition, all Volunteers must read, sign and Abide by the School's Code of Conduct. Refer to Appendix 2.</i>		<input type="checkbox"/> Yes
Privacy & Confidentiality <i>As a Volunteer worker it is expected that any information about staff, children's progress, behaviour or medical issues remains confidential.</i>		<input type="checkbox"/> Yes
Security and access arrangements / Traffic Management Plan <i>All Volunteers must report to Administration Office to sign IN. No Parking on school grounds unless specifically arranged by Staff at MPWPS.</i>		<input type="checkbox"/> Yes
Introduction to First Aid Officer(s) and location of First Aid Room/Kits <i>MPWPS has trained First Aid Staff during school hours and first aid equipment available in the First Aid Room. Staff have been trained in the management of Anaphylaxis and made aware of all Students and Staff with known allergies and anaphylactic reactions</i>		<input type="checkbox"/> Yes
Emergency Information & Location of Emergency Exits <i>Follow the Instructions of the Incident Controller (IC) and Wardens during an Evacuation. The school has Emergency Evacuation Procedures & maps located in most areas of the school.</i>		<input type="checkbox"/> Yes
Location of amenities <i>Staff Room and toilets are available for your convenience in the Main Admin Block</i>		<input type="checkbox"/> Yes
Location of Chemical Register and associated Safety Data Sheets <i>If transporting hazardous substances or dangerous goods onto site (e.g. gas bottles), the Workplace Manager/ Management OHS Nominee must be informed. A Register of all Chemicals used on site is kept in the Administration Office.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Current School Asbestos Plan and Division 5 Report <i>Asbestos is present in various locations at the school. The school has Asbestos Management Procedures. Documentation & Procedures are located with the Principal/Business Manager</i>		<input type="checkbox"/> Yes
Plant and equipment Safe Work Procedures & personal protective equipment Note: Volunteers are not permitted to perform any DET mandated High Risk Tasks <i>Prior to using any equipment that may pose a risk to the User, Staff may ask Volunteers to read and understand the Safe Work Procedures (e.g. BBQ; Blower/Vacuum; etc.) (Note: all electrically powered plant and equipment are to be tested and tagged prior to use).</i>		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in a Risk Assessment <i>Prior to the commencement of any work or activity the school may conduct a Risk Assessment to identify and control any perceived risks</i>		<input type="checkbox"/> Yes
Workplace Manager: I certify that the below mentioned volunteer workers have completed an OHS induction. Name: _____ Date: _____		Volunteer Workers: I have been provided with and understand (as indicated above) and will comply with all safety instructions. Name: _____ Date: _____

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Appendix 1: Required conduct/behaviour (general on-site and in Classrooms)

All volunteer workers are expected to abide by the workplaces code of conduct while on site. This includes:

- Child safe Standards: All Volunteers to Abide by the schools Code of Conduct while working on school premises. Refer to Appendix 2 for details
- No smoking on school grounds or within four metres of an entrance to all DET workplaces.
- No alcohol or drugs are to be consumed on any DET premises. Any volunteer worker under the influence will be dismissed.
- No offensive language is permitted on any DET premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the DET workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on DET premises.

Mandated High Risk Tasks that may not be performed by Volunteers:

<ul style="list-style-type: none"> • Confined Space entry • demolition works • hazardous manual handling • hot works (e.g. welding) • powered mobile plant (e.g. forklift) • removal or disturbance of asbestos • temporary supports for structural alterations • tilt-up or precast concrete • trenches or shafts deeper than one and half metres • use of explosives • use of Hazardous Substances and Dangerous Goods 	<ul style="list-style-type: none"> • works in tunnels • working at heights (two metres or more) • Work that is in, on or near: <ul style="list-style-type: none"> ○ artificial temperature extremes (e.g. work in an operating cool room or freezer) ○ chemical, fuel or refrigerant lines ○ contaminated or flammable atmospheres ○ electrical installations or services ○ pressurised gas distribution mains or piping ○ roads ○ telecommunications towers ○ water/liquids that pose a drowning risk
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Note: [Contractor OHS Management Procedure](#) must be followed if the **Workplace Manager** and/or **Management OHS Nominee** are to engage a volunteer for any of the above listed high risk tasks.

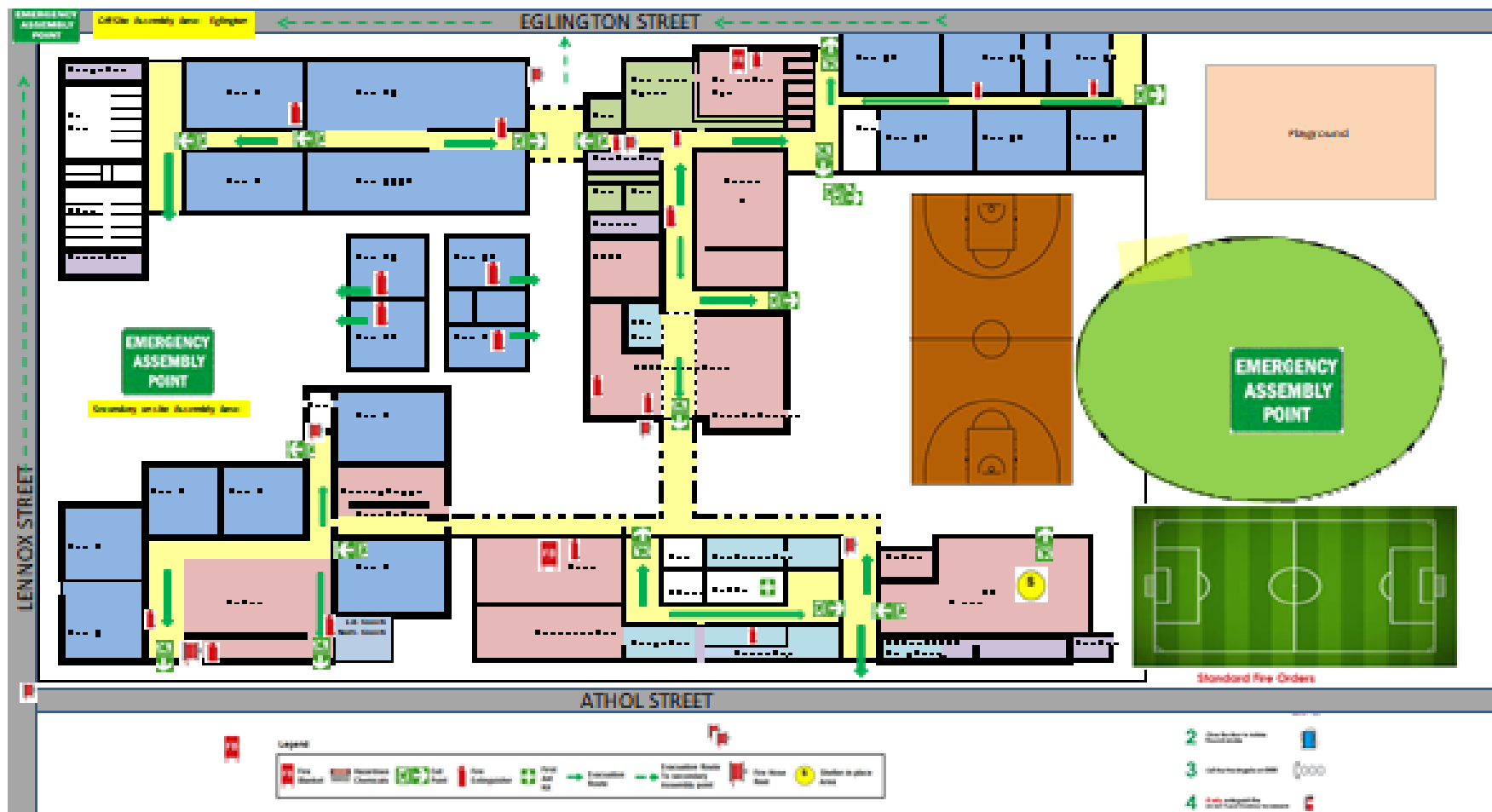
Appendix 2: Emergency Evacuation Site Plans

Address: 150 Athol St, Moonee Ponds VIC 3039 Telephone Number 03) 9370 6875



	Emergency Service access point		Direction to Primary off-site assembly areas		Direction to Secondary off-site assembly areas		Assembly points/areas
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MPW School Map



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Workplace Manager and/or Management OHS Nominee are to maintain completed forms and store in file.