



First Aid arrangements

All staff have a responsibility to provide assistance in an emergency, commensurate with their training and capacity to provide support.

Name of first aid officer(s):

Paula Greentree, Susan Irwin, Alison Lobb

Location of first aid kit(s):

Located in A block Sickbay, Hospitality kitchen, Theatre, Gymnasium and Primary staffroom

Location of EpiPen® Autoinjector:

Located in A block Sickbay, Hospitality kitchen, Theatre, Gymnasium and Primary staffroom

Location of Defibrillator

Located in A block Administration office

Reporting injuries, illnesses or safety hazards in your workplace

Your primary contact for all work health and safety matters, including Hazard Reporting, is your Principal or Business Manager

Principal phone number:

Jo Gray 4952 3355

Business Manager

Della Hill 0407 230 669

Incident Report and Support Hotline: 1800 811 523

You must report all incidents and injuries to your Principal or Business Manager. Employees of the Department are also required to report incidents and injuries to the Incident Report and Support Hotline on **1800 811 523** as soon as possible, but within 24 hours.

Workplace consultation and issue resolution

Our school has a Health and Safety Committee in place to manage a cooperative approach to health and safety matters in the workplace, including issue resolution.

Your workplace health and safety coordinator is:

N/A

Your health and safety committee members are:

Jo Gray, Doug Lambert, Della Hill, Karen O'Neill, Toni Ryan, Tony Pritchard, Glennys Rae, Daniela Phillips

Our Committee meets on a Monday of week 5 every term at 1pm in the Board Room.

The **WHS Management Action Plan** enables our Committee to prioritise, plan and implement safety requirements in compliance with WHS Policy and Procedures. A copy of the Plan is available on the WHS Noticeboard and HSPA SharePoint/Whole School Documents/Staff-Casual Teacher Induction

Emergencies

Dial 000 for fire, police and ambulance in a life threatening emergency. In all cases, advise the principal or workplace manager. To contact the Poison Information Centre call **131 126**.

Report all emergencies to your Principal or Business Manager.

Our schools **Emergency Management Plan** is displayed in predominant areas throughout the school, on the WHS Noticeboard and HSPA SharePoint/Whole School Documents/Staff-Casual Teacher Induction

Students with health conditions where emergency response may be required

Please refer to Disabilities Register in the Emergency Management Plan for details on students with health conditions.

Emergency response alarm

You will need to be able to recognise a number of alarms relevant to your workplace so you respond in the right way. Regular drills will assist you in becoming familiar with the appropriate emergency response.

EVACUATION

Alarm sound

Siren with announcement advising evacuation

EVACUATION

Response procedures

Move to Assembly Area One

Evacuation assembly area maps are displayed throughout your workplace, these provide you with a map showing your nearest evacuation routes and where the assembly area is located

LOCKDOWN

Alarm sound

Siren with announcement advising Lockdown

Response procedures

Stay in classrooms – lock doors and windows. Draw blinds or curtains move students away from sight of windows in corridors

DO NOT OPEN DOOR TO ANYBODY!

LOCKOUT

Alarm sound

Siren with announcement advising Lock down

Response procedures

Allows school activities to continue as normal during the outside disruption, unless directed by Chief Warden to do otherwise. Only Authorised persons may enter the school.

ALL GATES ARE CLOSED AND MONITORED



Employees Training and awareness

WHS Mandatory Training

All employees are to complete the online e-Safety course *WHS Induction for Employees* as soon as practicable following commencement of their role with the Department.

It is mandatory for all employees to complete the online *Anaphylaxis e-learning (APTSs)* course every two years.

It is mandatory for all employees to complete the online *e-Emergency Care (APTSs)* course every three years.

All online e-Safety courses can be accessed at <https://esafety.det.nsw.edu.au/main.aspx>. Click on your Transcript to check the status and currency of your WHS training.

WHS Awareness

Manual handling for all staff access via *Health and Safety website, Risk Management, STRETCH Manual Handling*.

Safe operating procedures for equipment access via *Health and Safety website, Risk Management, Plant and Equipment*.

Equipment safety in schools access via the *Staff Portal, My Applications, Equipment Safety in Schools*.

Asbestos Register

The workplace Asbestos Register lists the locations of asbestos and presumed asbestos materials in the workplace and is located in the Administration Office. Talk to your Principal or Business Manager regarding other risk management procedures in your workplace.

WHS Policy and Procedures

Full versions of the following WHS documents are located on the WHS Noticeboard, in predominant area throughout the school i.e. SharePoint, Whole School Documents, Staff-Casual Induction

- Emergency Management Plan – including First Aid Plan and Defibrillator Management Plan
- WHS Consultation Statement
- Hazard Report Form
- WHS Policy Summary (poster)

Employee Assistance Program

The following employee support services are available through the Employee Assistance Program (EAP).

Support is provided by registered and experienced psychologists and social workers that have been trained to understand what you do, the challenges you face and your working environment.

To access this independent, confidential and free professional counselling services contact our EAP provider **Converge International on 1800 060 650**.

1. Personal Support

This service provides immediate confidential personal counselling support that is tailored, practical and solutions focused, and can be accessed at any time.

The service can be used for either personal or work related matters. All permanent and temporary employees and their immediate family members have access to three (3) one hour sessions in any consecutive two-year calendar period.

A web portal with a range of resources and tools including 'Live Chat' is available via the Converge International website: <https://www.convergeinternational.com.au/>
Username: NSWDOE **Password:** EAP

2. Leadership Support

This service provides leaders with confidential tailored coaching and support in managing people and change management issues that present themselves on a regular basis.

All permanent and temporary employees in leadership roles including principals, school executive and workplace managers have access to three (3) one hour sessions in a consecutive

two-year period. This is in addition to employee Personal Support sessions.

3. Post Incident Support

This service provides immediate onsite counselling support for employees and others involved or affected by a work related traumatic incident.

This service is generally arranged if required by the Health and Safety Directorate following notification of a work-related traumatic incident.

4. New Teacher Support

Provides support in your first year of teaching, this may include - Managing the transition from university to a school working environment; Integrating into the school community; Coping strategies and resilience techniques

All graduate teachers in a permanent or temporary position have access to a session, during their first 12 months of employment. This is in addition to employee Personal Support sessions.

For further information on these programs and all other Supporting You Programs – Rural and Remote Support, Special Education Support and Professional Development Support – visit the Health and Safety Staff Wellbeing website.

<https://education.nsw.gov.au/inside-the-department/health-and-safety/staff-wellbeing/employee-assistance-program>