

# **BONBEACH PRIMARY SCHOOL**

## **Contractor Occupational Health and Safety (OHS) Induction Handbook**



<b>Prepared by:</b>	<b>KEN JONES</b>
<b>Date Prepared:</b>	<b>1/06/2016</b>
<b>Review Date:</b>	<b>1/06/2017</b>

[Click here to enter a date.](#)

"[Recipient name]"

[Position]

"[Company name]"

"[Street address]"

"[City, ST, ZIP code]"

Dear [Choose an item.] "[Recipient name]",

The Department of Education and Training has implemented an OHS Management System (OHSMS) in that requires all contractors engaged to provide maintenance, repair work, or services in Bonbeach Primary School be approved prior to the commencement of any works.

Please read the attached Contractor OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in and be issued with a visitor's pass that is to be worn at all times whilst on DET premises. You will also be required to undergo a site specific OHS induction.

The following information is to be provided:

- copy of current public liability insurance certificate (Note: \$10 million minimum cover required)
- copy of current workers compensation insurance certificate (if company)<sup>1</sup>.
- copy of trade licenses and bring original for sighting
- current Working with Children Check
- copy of Safe Work Method Statement /Job Safety Analysis for the high risk tasks to be undertaken or as mandated by DET.

Note: If you are assessed as non-compliant you will be advised to submit further evidence.

If you have any questions, please do not hesitate to contact me on **9772 3471**.

Yours Sincerely,

**Ken Jones**  
**Principal**

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<sup>1</sup> If the contractor is a sole trader they will not have Workers Compensation Insurance, but may have income protection. Ensure that details are supplied to Bonbeach Primary School.

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## Introduction

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To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2007 the Department of Education and Training (DET) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all engaged contractors and sub-contractors to:

- report to the general office upon arrival at site
- complete an OHS induction using the **Contractor OHS Induction Checklist**
- sign in/out and ensure their visitors pass is worn at all times whilst on DET premises
- provide the following information:
  - licence numbers and/or qualification details
  - Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)
  - Workers Compensation Insurance Certificate of Currency (if not a sole trader)
  - Safe Work Method Statement (SWMS) or Job Safety Analysis (where applicable, see page 7).
- complete a **Confined Space Entry Permit** in consultation with the Workplace Manager or Management OHS Nominee for confined space entry.

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# DET Occupational Health and Safety (OHS) Policies

DET has two health and safety policies, the [OHS Policy](#) and the [OHS Consultation and Communication Policy](#). Both policies have been endorsed by the DET Secretary and can be seen below:



## Occupational Health and Safety Policy

**Scope:**

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

**DET Occupational Health and Safety (OHS) Commitment and Principles:**

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

**Policy Objectives:**

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

**DET employees, visitors, volunteers and contractors are required to:**

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

Gill Callister  
Secretary

5/5/2015

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# Occupational Health and Safety Consultation and Communication Policy

**Scope:**

This policy applies to all employees, students, visitors, volunteers and contractors in the Department of Education and Training (DET). This policy builds on Part 4 of the Victorian *Occupational Health and Safety (OHS) Act 2004* which outlines the legal duties of employers to consult.

**DET OHS Commitment and Principles:**

DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.

Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

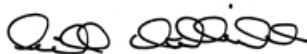
**Policy Objectives:**

DET is committed to:

- consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
  - o identification of workplace hazards
  - o assessment of the risks associated with workplace activities and hazards
  - o decisions made to eliminate or control workplace risks
  - o review of workplace risk assessments
  - o introduction of, or alteration to, procedures for monitoring workplace risks
  - o decisions made in relation the adequacy of workplace facilities
  - o proposed changes to the work premises, systems of work, plant or substances used at the workplace
  - o decisions about changes in job role
  - o decisions about consultation procedures, and any legislative requirements.
- providing access to specialist health and safety advice and services to DET employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.

**DET employees, visitors, volunteers and contractors are required to:**

- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangements.



Gill Callister  
Secretary

5/5/2015

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# Bonbeach Primary School Child Safe Policy and Strategies

Bonbeach Primary School has implemented a Child Safe Policy to ensure compliance with the Child Safe Standards and Ministerial Order 870. This policy has been endorsed by the School Council and can be seen below. All volunteers are required to comply with this policy.



## Child Safe Policy

### Rationale

Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. The school is committed to regularly training and educating our staff and volunteers on child abuse risks and all staff undertake Mandatory Reporting training.

We support and respect all children, as well as our staff and volunteers and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with a disability.

### Purpose

#### Our children

This policy is intended to empower children who are vital and active participants in our school. We listen to their views and respect what they have to say. We promote diversity and tolerance in our school, and people from all walks of life and cultural backgrounds are welcome. We promote the cultural safety, participation and empowerment of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

#### Our staff and volunteers

This policy informs our staff and volunteers on how to behave with children in our school. All of our staff and volunteers must agree to abide by our code of conduct which is detailed in our Student Inclusion, Engagement and Wellbeing Policy. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

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## Implementation:

### Training and supervision

- Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.
- The school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns.
- For all jobs that require child connected work there will be an induction process providing explicit information about the job's requirements, duties and responsibilities and the school's child safety practices, including the code of conduct (refer to the Student Inclusion, Engagement and Wellbeing Policy).
- We also support our staff and volunteers through ongoing supervision to: develop their skills to protect all children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability. *Bonbeach Primary School has a zero tolerance for any form of child abuse.*

### Recruitment

- We take all reasonable steps to employ appropriately skilled people to work with children. We identify selection criteria through Recruitment Online which clearly demonstrates our commitment to child safety. The school understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.
- All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the Working with Children Check website. ([www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)) for further information. We carry out reference checks to ensure that we are addressing the person's suitability for the job and working with children. VIT registration is compulsory and we require proof of personal identity and any professional or other qualifications.
- Fair procedures for personnel
- The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.
- We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

### Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected and we will disclose how this information is recorded, what will be done with it, and who will have access to it.

### Legislative responsibilities (Refer to the Child Protection Policy)

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Our organisation takes our legal responsibilities seriously, including:

- Any personnel who are mandatory reporters must comply with their duties.
- Failure to disclose offence: In addition to mandatory reporting and duty of care obligations, any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 must report that information to police. Failure to disclose the information to police is a criminal offence except in limited circumstances, such as where the information has already been reported to Child Protection or the child is over 16 when the belief is formed.
- Failure to protect: Any staff member in a position of authority, who becomes aware that an adult associated with their organisation (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the care, authority or supervision of the organisation, must take all reasonable steps to remove or reduce that risk. This may include, for example, removing the adult from child-related work pending investigation. If a staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence. The offence applies only to adults in a position of authority within an organisation, including Principals, senior school staff, regional directors and other senior managers.

### Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, swimming), and online environments. *Bonbeach Primary School has a zero tolerance for any form of child abuse.*

### Allegations, concerns and complaints

The school takes all allegations seriously and works to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place.

If an adult has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves);
- behaviour consistent with that of an abuse victim is observed ;
- someone else has raised a suspicion of abuse but is unwilling to report it; or
- observing suspicious behaviour .

### Interaction with existing policies

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Please refer also to the school's existing policies all of which are designed to create a safe environment for children:

- Archives & Records Management
- Anti-Bullying
- Emergency Management
- eSmart
- Facebook Code of Conduct
- Internet Useage
- ICT
- Mandatory Reporting
- On Site Supervision
- Privacy
- Safety & Welfare of Students Learning of an External Provider
- Visitor Policy
- Working with Children Checks
- Yard Supervision

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle.  
This policy was approved by School Council on 19 July 2016.

## Child Safe Strategies

Bonbeach Primary School is working to implement the following strategies to embed a culture of child safety:

### School governing authority

- The school governing authority communicates that it has **zero tolerance of child abuse** (in any form).
- Child safety is a standing item for discussion at meetings of the school governing authority.
- Child safety strategies are developed and enhanced through ongoing review of the effectiveness of practice.
- An appropriate reporting process is in place for child abuse that includes overseeing outcomes.
- The school governing authority oversees the implementation and improvement of child safety strategies.
- The school governing authority communicates with the school community about the school's child safety strategies and their implementation.
- The school reports on child safety in its annual report.

### School staff (includes contractors and volunteers)

- Ensuring awareness of the child safety strategies and the allocated roles and responsibilities.
- Pre-employment reference checks that include checking for child safety.
- Checking of identification for staff as part of recruitment.
- Criminal history checks and confirming currency of Working with Children Check/Victorian Institute of Teaching registration.
- Obtaining verified academic transcripts for staff as part of recruitment.
- Query gaps in employment history.

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- Psychometric testing.
- Induction in child safety for all staff and visitors.

### Children

- Children are made aware of how to detect and report inappropriate behaviour.
- Children are encouraged to report inappropriate behaviour.
- The school has nominated contact persons that children can approach in relation to child safety.
- The school has child safety reporting procedures.
- The school provides counselling and other resources to support children.

### Environment

- The school has child safety strategies in place for all physical school environments, that include:
  - regularly reviewing the physical environment to ensure all risks are identified and managed
  - assessing new or changed physical environments for child safety risks
  - supervising or monitoring activities.
- The school has child safety strategies for its online environments (eg intranets, online learning systems, social media) including:
  - clear boundaries of roles between staff and children
  - proactive strategies to detect inappropriate behaviour such as online searches (Google, Facebook etc).
- Visitors are appropriately screened, supervised and made aware of the school's child safety strategies.

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## Required conduct/behaviour

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

- 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 contractor 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.

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# Access arrangements

## Access

All contractors must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school, see below:



Contractors are to restrict their movements and activities within the school to those areas and times approved/agreed to.

## Traffic management

Contractor vehicles are to enter and exit the school grounds via the following locations:

- **29-63 Breeze Street, Bonbeach**

Designated pedestrian crossings are:

- **School Crossing on Breeze Street, Bonbeach**

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Contractors are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: **8:50am-9am**
- Recess: **11:30am-12pm**
- Lunch: **1:40pm-2:40pm**
- Pick up: **3:30pm-3:45pm**

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# OHS induction

Upon arrival at the site you will be required to complete an OHS Induction covering the site specific risks.

## Contractor OHS Induction Checklist

*The Contractor OHS Induction Handbook can be used to assist in conducting an OHS induction*

<b>Workplace</b>	
<b>Company Name</b>	
<b>Contractor's Name</b>	
<b>Brief Description of Works</b>	
<b>General Induction</b>	<b>Provided</b>
The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:	
DET Occupational Health and Safety Policy	<input type="checkbox"/> Yes
Bonbeach Primary School Child Safe Policy and strategies	<input type="checkbox"/> Yes
Required conduct/behaviour	<input type="checkbox"/> Yes
High or extreme risk as identified in the OHS Risk Register related to the works to be undertaken	<input type="checkbox"/> Yes
Security access arrangements / Traffic Management Plan	<input type="checkbox"/> Yes
Emergency management	<input type="checkbox"/> Yes
First aid and amenities	<input type="checkbox"/> Yes
Hazardous Substances and Dangerous Goods stored on site	<input type="checkbox"/> Yes
Hazard and incident reporting	<input type="checkbox"/> Yes

### Contractor OHS Induction Checklist (continued)

<b>General Induction</b>			<b>Provided</b>
The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:			
Current Asbestos Management Plan and Division 5 Audit Report			<input type="checkbox"/> Yes
Confined Space Entry Permit			<input type="checkbox"/> Yes <input type="checkbox"/> N/A (n/a is only to be selected when <b>not</b> working in a confined space)
<b>Information to be provided by the Contractor</b>			<b>Provided</b>
Licence details			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A copy of the current contractors Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)			<input type="checkbox"/> Yes
A copy of the current Workers Compensation Insurance Certificate of Currency			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Current Working with Children Check			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Safe Work Method Statements (SWMS)			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Sign off</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the SWMS (or equivalent) and Child Safe Policy.			
Contractor:			
I have provided the contractor with the relevant DET and site specific information related to the works to be conducted.			
Workplace Representative:			

*Workplace Manager / Management OHS Nominee are to file copies of all completed Contractor OHS Induction Checklists.*

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## Safe Work Method Statements

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A contractor is expected to supply a **Safe Work Method Statements** (SWMS) or equivalent template, prior to the commencement of works, based on the level of risk or **as mandated by DET** for the following high risk work:

- 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
- working at height (two metres or more)
- works in tunnels
- Work that is in, on or near:
  - 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

If the proposed work requires a SWMS, the works cannot proceed until the Workplace Manager and/or Management OHS Nominee has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

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## Site specific hazards

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### Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- the Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- if work is to be carried out in the vicinity of Asbestos Containing Material the Asbestos Coordinator - **Ken Jones 9772 3471** must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

**The current School asbestos Management Plan and Division 5 Audit Report are located at the School Office.**

### Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Material Safety Data Sheets (MSDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

**The current Chemical Register and associated Safety Data Sheets are located at the School Office.**

### Potential to fall two metres or more

Where there is the potential to fall two metres or more including:

- work at a height of two metres or above (measured from the ground to foot position on ladder rung/work platform); or
- undertake excavation work (depth of one and a half metres or more).

A Safe Work Method Statement or equivalent e.g. Job Safety Analysis must be supplied to the school demonstrating how you will manage the risks.

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## Hot-work

If a hot work task is to be undertaken (e.g. welding, burning, soldering, grinding) a Safe Work Method Statement or equivalent, must be supplied to the school, demonstrating how you will manage the risks.

## Cables

There are no overhead power lines Bonbeach Primary School.

Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the Workplace Manager, the Management OHS Nominee or other DET site contact prior to performing works that could disrupt DET services.

Prior to conducting works please contact 'Dial Before You Dig' on ph.1100 between 8am and 5pm.

You can also call Energy Safe Victoria on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at [info@esv.vic.gov.au](mailto:info@esv.vic.gov.au).

## Animals/wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- do not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe

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# Emergency management

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## Emergency procedures

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised

## Leaving site in an emergency

All contractors are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager.

## Evacuation point

The evacuation point is located at

- **Onsite evacuation-School oval-cricket pitch**
- **Offsite evacuation-Patterson River Gold Club car park**

refer to Evacuation Map (Appendix A).

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## Emergency contacts

<u>School contacts</u>		
Workplace Manager	Ken Jones	9772 3471
Assistant Principal	Patrick Walsh	9772 3471
Asbestos Co-ordinator	Ken Jones	9772 3471
Business Manager	Sharon Keates	9772 3471
General Office Number	Wendy Helling	9772 3471

<u>School after hours contacts</u>	
DET SRM Emergency Management	9589 6266

<u>Emergency contacts</u>	
Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26

# First aid and amenities

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## First aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

**The First Aid Room is located next to the School Office.**

<b>Central Office Use Only</b>	<b>Issue Date:</b> February 2016	<b>Last Reviewed:</b> N/A	<b>Next Review:</b> February 2018
No. DET ESWB 24-6-1		Authorised by: Manager, ESWB	

## Hazard and incident reporting

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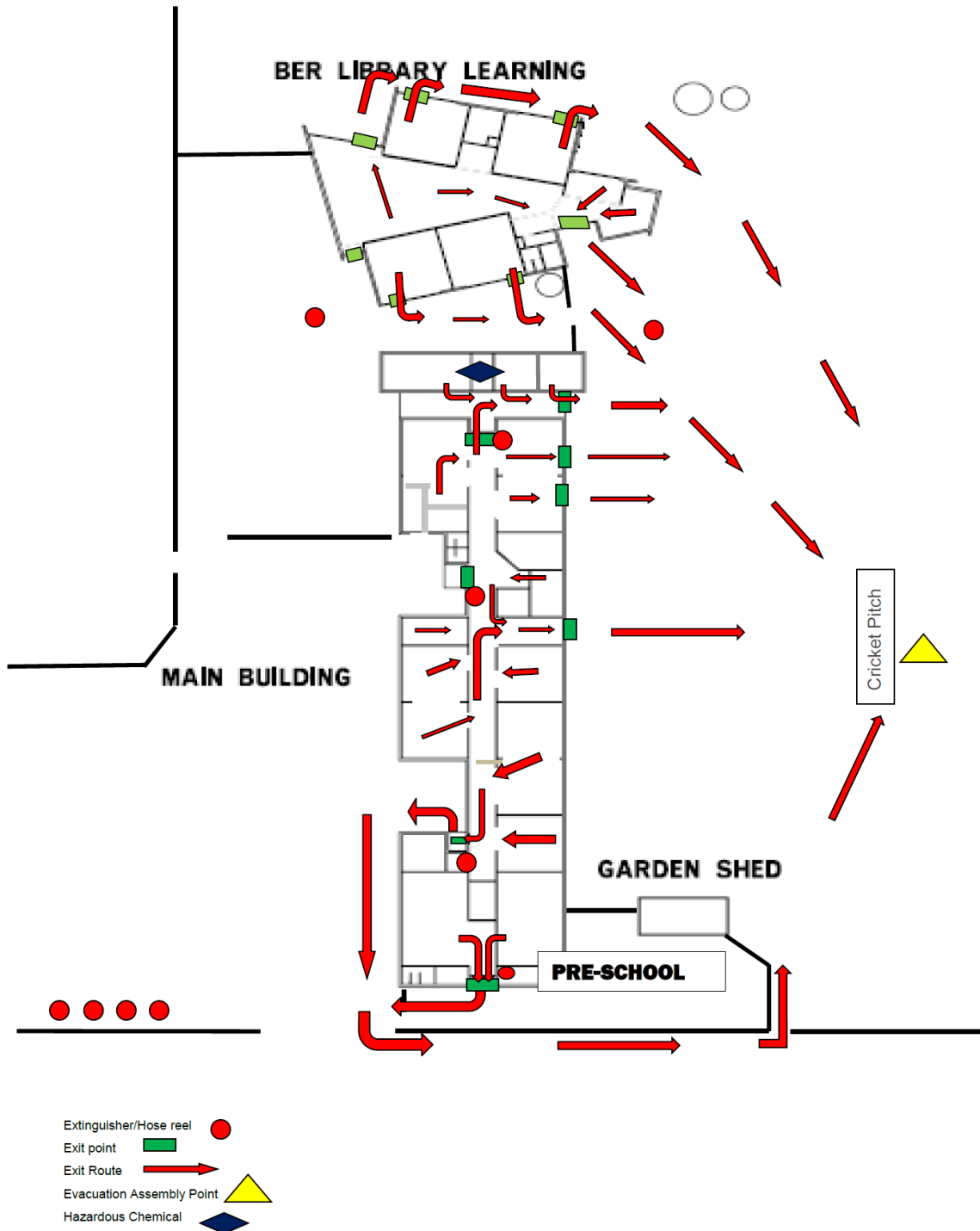
Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services: :
  - police for crime, injury that may not be accidental, or assault
  - ambulance for injury and medical assistance
  - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 17).
- Workplace Manager is to report the incident on eduSafe.

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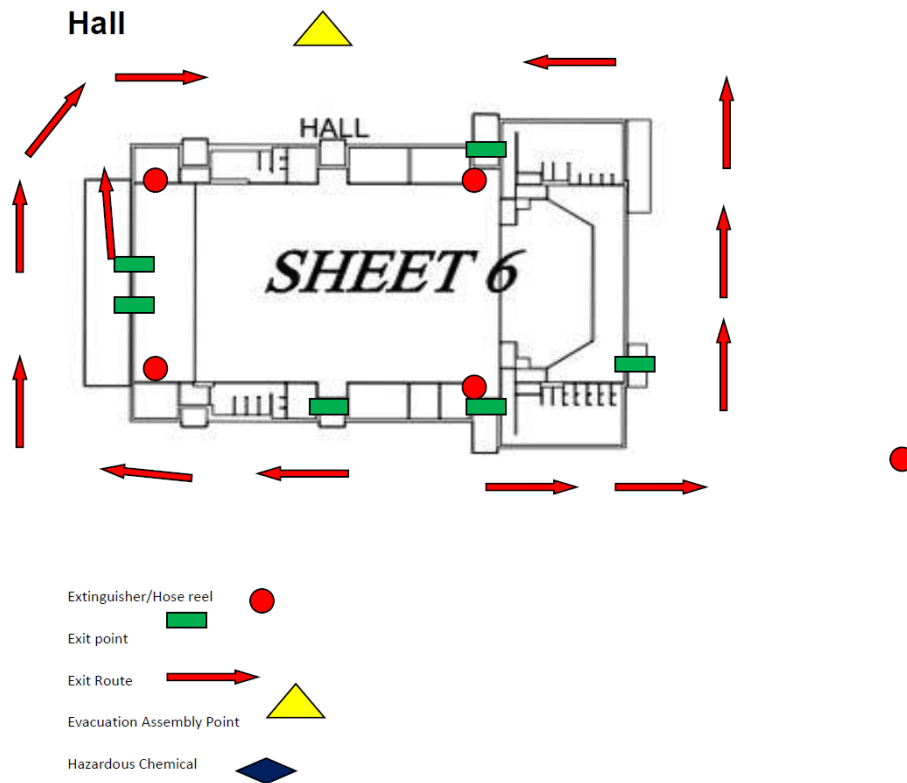
# Appendix A Emergency Evacuation Maps

## BONBEACH PRIMARY MAIN BUILDING Emergency Evacuation Plan 2016



<b>Central Office Use Only</b>	<b>Issue Date:</b> February 2016	<b>Last Reviewed:</b> N/A	<b>Next Review:</b> February 2018
No. DET ESWB 24-6-1	Authorised by: Manager, ESWB		

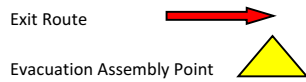
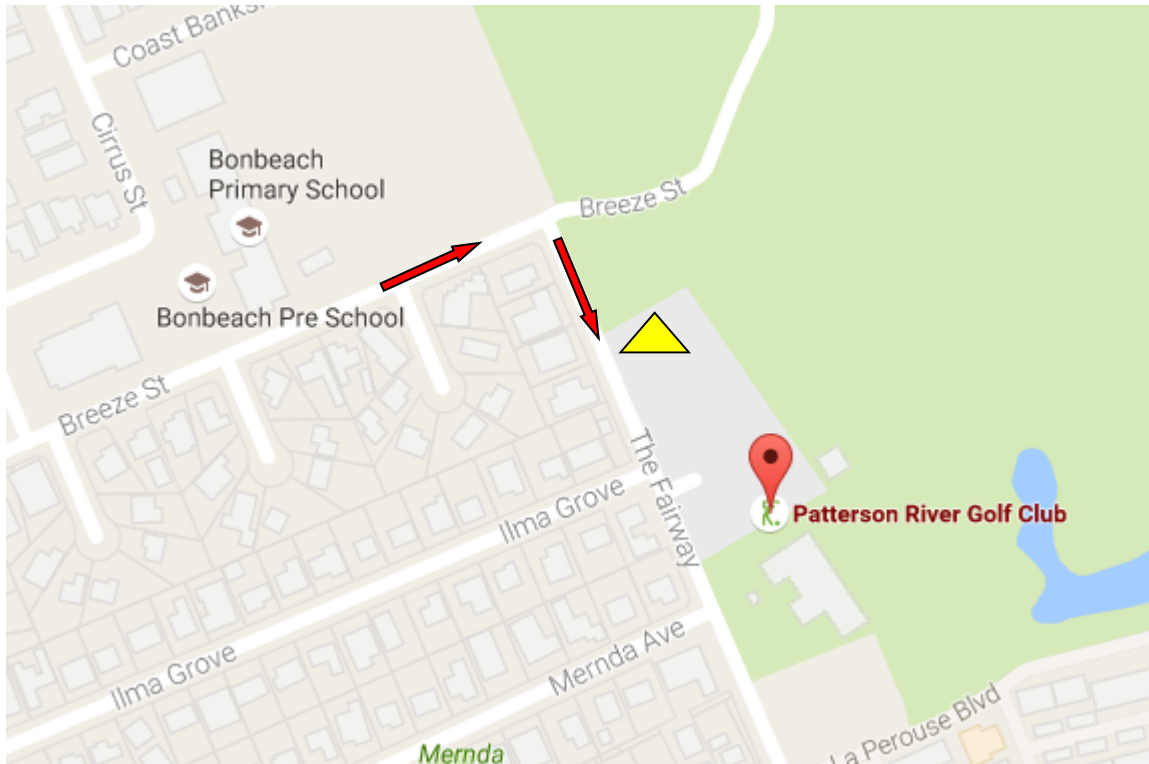
## BONBEACH PRIMARY HALL Emergency Evacuation Plan 2016



<b>Central Office Use Only</b>	<b>Issue Date:</b> February 2016	<b>Last Reviewed:</b> N/A	<b>Next Review:</b> February 2018
	<b>No. DET ESWB 24-6-1</b>	<b>Authorised by:</b> Manager, ESWB	



## PATTERSON RIVER GOLF CLUB Emergency Offsite Evacuation Plan 2016



<b>Central Office Use Only</b>	<b>Issue Date:</b> February 2016	<b>Last Reviewed:</b> N/A	<b>Next Review:</b> February 2018
No. DET ESWB 24-6-1	Authorised by: Manager, ESWB		