

Work Health & Safety Induction

At Nazareth Catholic Community we are committed to providing a safe working environment for all workers, contractors and volunteers.

Under the Work Health Safety Act all workers are required to take reasonable care to ensure health and safety at work.



Nazareth

The WHS Team

Louise Finlay

WHS Manager

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Across all locations, Office at Flinders Park TB151

- WHS System Compliance
- Incident reporting and investigation
- Injury management
- WHS committees and sub committees (Nazareth, CSHW, CEO)
- Risk assessments / Consent to Go approvals
- Event management support

Cheryl Semmler

Compliance Officer

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Across all locations, Office at Flinders Park TB151

- WHS System Compliance
- Contractor management
- Training management (First Aid, SALT)
- Worksite inspections
- First Aid supplies management
- Chemical safety management
- Flu Vaccinations



Nazareth

General WHS Information

<p>Please report any hazards (such as items requiring maintenance) to your line manager, WHS or maintenance ASAP.</p> <p>WHS Committee meets each term – you can raise other concerns via the committee.</p>	<p>All Nazareth sites are no smoking zones - including car parks.</p> <p>Do not bring chemicals from home as hazardous substances have been risk assessed and have Safety Data Sheets.</p> <p>Do not bring electrical items from home as all electrical items are tested and tagged.</p>
<p>Grievances, Bullying & Harassment – Nazareth Contact Officers are available to help you through any issues that may arise – Find information about contact officers on the WHS E-Naz page.</p>	<p>SALT online learning system – you will be sent a login within a few weeks of term 1 or your start date.</p>



Incidents, Accidents & Near Misses

- All incidents, accidents or near misses must be reported to WHS using the Incident form - located on the WHS E-Naz Page (under Support).
- The main type of incidents at Nazareth are slips, trips and falls with causes including poor housekeeping, wet weather, inappropriate footwear and inattention. The second biggest category can alternate between manual hazardous tasks and hit by moving object which can include sports equipment and toys, falling objects due to poor housekeeping and in some cases students themselves.
- There is no such thing as an incident being 'too minor' to report – please report them all ASAP to WHS. Your reporting helps to prevent further incidents by helping us to investigate and remove hazards from the workplace.
- Return to Work:
- If you are injured while working at Nazareth and you are unable to work or incur out of pocket medical expenses you can make a claim under the Return to Work Act.
- The Return to Work claims process is managed by Catholic Church Insurance in conjunction with the Rehab & Return to Work Officer (the WHS Manager) and your Manager.
- The process is explained in the CCI brochure 'Knowing your Rights' available on the WHS E-Naz page.

Risk Assessments

- Risk assessments are required for anything new (machinery, buildings or work practices) different (excursions, incursions, events or renovations) or high risk (working at heights or using chemicals).
- For excursions and incursions requiring permissions we use Consent to Go which will build the risk assessment for you – for example when you add students it will highlight those with medical conditions or additional needs. The WHS Manager then reviews and approves all of these online.
- Events that might occur outside of school hours such as the Christmas Concert, art showcases and other performances or events that occur during school hours such as fundraisers, harmony day and book week will require a risk assessment. WHS has hundreds of these on file and is a great starting point if you are planning an event.
- Feel free to contact the WHS Manager if you need assistance with risk assessments.



Emergency Management

On evacuation (Siren)

You will hear a loud siren through the overhead alarm system

- Remain calm
- Teachers to direct students to EXIT and proceed to assembly area
- Close windows and doors, switch off appliances
- DO NOT use lifts (Flinders Park Campus and St Gabriel's Centre)
- Attend roll call and stay with your class
- Report to the Blue Warden as required
- DO NOT re-enter building until clear instruction is given
- The White or Red Warden will advise that the Evacuation has ended

Please familiarise yourself with more specific information for your area by reviewing the Emergency Evacuation Maps in your area.

Students with Reduced Mobility

Unable to Evacuate Building

- Follow standard student emergency evacuation procedure if on ground level.
- Otherwise, students with reduced mobility are to stay in situ (provided it is safe to do so – if not, move to another area such as a balcony or a room with closed doors) and Emergency Services will evacuate them.
- **The supervising teacher or ESO (Educational Support Officer) must stay with this student** and follow the process below to inform relevant personnel of their location on campus.

Contact the Blue Warden or Red Warden

- Advise your location
- The Warden will advise if safe to stay or if you need to move to another area
- Wait until Emergency Services come to evacuate you

OR

- If you are unable to contact Blue or Red Warden **contact 000 directly**
- Advise you are in an active evacuation at Nazareth – they will confirm actions.
- The supervising staff member must inform a neighbouring class teacher to supervise students on their way to the allocated evacuation area, while they wait with the student in a safe location.
- Emergency services will come to your location or request that you move to another location.

(Please note if located on the second floor Of the St Gabriel's building you can enter the stairwells as they have fire rated doors)



Nazareth

Emergency Management

On Lock In (Tone-Music)

You will hear a tone followed by calming music through the phone system

- Close windows and lock doors
- Stay QUIET and out of sight – direct students to sit below windows or under tables as needed – close blinds if available
- SWITCH OFF and DO NOT USE mobile phones
- Note extra persons in your room
- Keep intercom/phone lines free
- WAIT UNTIL INSTRUCTED TO MOVE
- There will be an announcement that the Lock-in has finished

NOTE: For Lock-ins that occur out of hours or during breaks staff are to direct students to the nearest safe location – for example students on the oval are to go to the gym.

General Information

- Emergency procedure charts and evacuation maps are posted in strategic areas throughout the campus
- Emergency Exits are identified by GREEN exit signs (also known as the 'running man')
 - if you are unsure or an evacuation route
 - follow the exit signs until you are outside
- Be aware of evacuation points – the ovals at both Findon and Flinders Park and the grass area at St Gabriel's all have large 'Emergency Assembly Point' signs
- First Aid kits are available in strategic locations across campus' – look for green and white cross signs - these are also marked on evacuation maps



Defibrillators are located in the Sacristy and staff room at Findon, the gym and student services at Flinders Park, the hallway in the ECC and the entrance of St Gabriel's Centre



Nazareth

More WHS Information

- You can find more WHS information on the WHS Page on E-Naz

The screenshot displays the Nazareth Catholic Community E-Naz website. At the top left is the Nazareth Catholic Community logo. A navigation bar contains the following items: E-Naz Home, Naz Apps, Library, Student Links, Staff Information, Handbooks, and Support. The 'Support' dropdown menu is open, listing: ICT & Network Help Guides, Maintenance/WHS Request, Network Support Request, PaperCut, and WH&S Home Page. A blue arrow points to the 'WH&S Home Page' option. Below the navigation bar is a grid of service tiles: SEQTA for Staff, Campus Maps, R-12 Student Links, Student List Manager, Edval Timetable, Lesson Times, Staff Information Online, and Consent2Go. On the right side, there is a Facebook post from Nazareth Catholic Community about senior musicians performing at Riverland, South Australia. At the bottom left, the URL 'nazarethcatholiceduau.sharepoint.com/staff-information/WHS' is visible.

Certificate of Completion WHS Induction



Please click the button to certify your completion of the induction