



Nazareth



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.

The WHS Team

Louise Finlay

WHS Manager

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Across all locations, Office at Flinders Park CH132

- WHS System Compliance
- Return to Work Coordinator
- Incident reporting and investigation
- Injury management
- Risk assessments / Consent to Go approvals

Cheryl Semmler

Compliance Officer

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Across all locations, Office at Flinders Park CH132

- WHS System Compliance
- Contractor management
- SALT Training management
- Worksite inspections
- Chemical safety management



Nazareth

General WHS Information

<p>Please report any hazards (such as items requiring maintenance) to your line manager, WHS or maintenance ASAP.</p> <p>Maintenance requests can be made by emailing maintenancehelpdesk@nazareth.org.au</p> <p>General WHS requests can be made by emailing NazarethWHS@nazareth.catholic.edu.au</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>



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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 Safety & Injury Management in conjunction with the Rehab & Return to Work Officer (the WHS Manager) and your Manager.
- The process is explained in the 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 requests 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)

The evacuation siren will sound

- Remain calm
- Close windows and doors, switch off appliances
- Evacuate rooms and follow the closest un-obstructed exit route (look for the green “running man” or “EXIT” sign if unsure)
- If the fire/hazard exists in the path of an exit use alternative exit
- Do not use lifts
- Move to the designated ASSEMBLY AREA

DO NOT RE-ENTER BUILDING UNTIL CLEAR INSTRUCTION IS GIVEN

Please familiarise yourself with more site-specific information by reviewing the Emergency Evacuation Maps in your work area and the Emergency Response page on E-Naz.

Evacuation points are signed and are the large grassed area on each site.

**EMERGENCY
ASSEMBLY
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)



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Emergency Management

On Lock In (Tone-Music)

The Lock-in will sound as a series of tones followed by classical music via the speaker system.

- Proceed to the nearest secure area if you are outside
- Lock doors, close windows, turn off lights and draw blinds
- Remain inside the room and out of view from the outside where possible
- KEEP CALM and STAY QUIET and out of sight
- Switch mobile phones to silent
- Keep 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 grassed areas at St Gabriel's and Kidman Park all have large 'Emergency Assembly' 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.



Defibrillator locations:

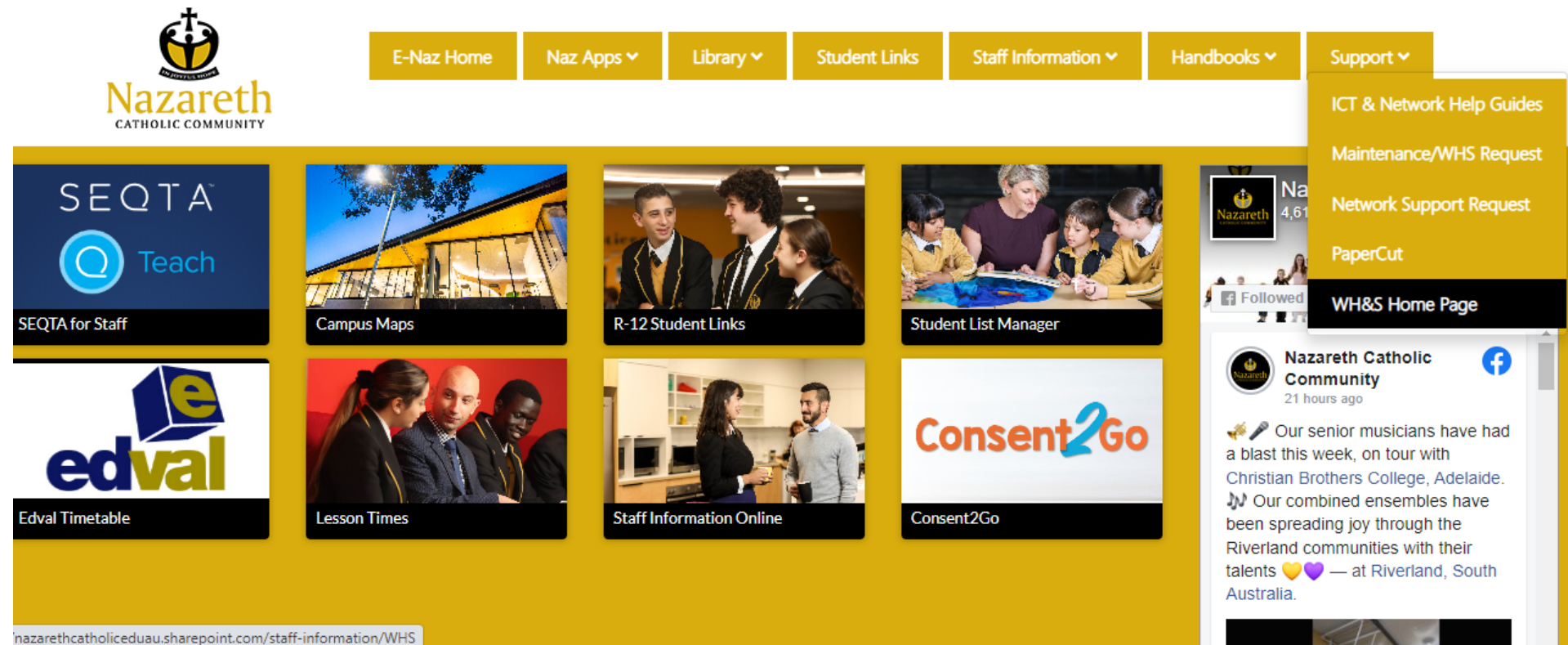
Findon - the Sacristy and staff room
Flinders Park - the gym and student services
Kidman Park – outside the gym and the café space
St Gabriels – the entrance near student services
ECC – the hallway



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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. The top navigation bar includes links for E-Naz Home, Naz Apps, Library, Student Links, Staff Information, Handbooks, and Support. The Support dropdown menu is open, showing options like ICT & Network Help Guides, Maintenance/WHS Request, Network Support Request, PaperCut, and WH&S Home Page, which is highlighted. A blue arrow points to this link. The main content area features various tiles for SEQTA, Edval, Campus Maps, R-12 Student Links, Student List Manager, Lesson Times, Staff Information Online, and Consent2Go. A Facebook feed on the right shows a post from Nazareth Catholic Community about a music performance. The URL at the bottom is nazarethcatholiceduau.sharepoint.com/staff-information/WHS.

Nazareth
CATHOLIC COMMUNITY

E-Naz Home Naz Apps Library Student Links Staff Information Handbooks Support

ICT & Network Help Guides
Maintenance/WHS Request
Network Support Request
PaperCut
WH&S Home Page

SEQTA Teach
SEQTA for Staff

Campus Maps

R-12 Student Links

Student List Manager

edval
Edval Timetable

Lesson Times

Staff Information Online

Consent2Go

Nazareth Catholic Community
21 hours ago
Our senior musicians have had a blast this week, on tour with Christian Brothers College, Adelaide. Our combined ensembles have been spreading joy through the Riverland communities with their talents — at Riverland, South Australia.

nazarethcatholiceduau.sharepoint.com/staff-information/WHS

Certificate of Completion

WHS Induction

Name: _____

Date: _____

Please print and provide a copy to HR



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Certificate of Completion WHS Induction

CLICK HERE



Please click the button to certify
your completion of the induction



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