



Induction Procedure for Contractors, Hirers, Volunteers & Visitors

3 Bells to the Hall – move to the hall

- Sounded by 3 bells played through the PA system.
- You are required to stop what you are doing.
- Move to the hall in a calm and sensible manner.
- Please take any students in your care with you to the hall.
- On entering the hall please stand at the back of the hall and wait for further instructions from Admin staff.
- **TRS Teachers** – Need to take the **ORANGE CLASSROOM EMERGENCY** folder with them to the hall.

Lockdown – move inside for safety

These procedures are in place to minimize access to the school environment and secure all people on site in rooms. In situations such as violent electrical storms, physical threat, chemical spillage, requests from police etc.

- A lockdown is sounded by the song “Days like this – by Van Morrison” played through the PA system.
- You are required to return to the room you are working in (IF POSSIBLE) or the closest building you are near. Please remember you will only be allowed into a classroom if you are wearing an orange visitor’s sticker as this indicates to staff that you have registered at the office.
- Please then follow the instructions given by the staff member in that classroom or building.

Evacuation – move outside to assembly point

These procedures are in place to ensure your safety in the event of situation such as fire, bomb or extortion threats.

- An evacuation is sounded by a constant siren eg whoop whoop
- You are required to walk to the first assembly point in a calm and sensible manner. If with a staff member please follow their direction.
- If you are not with a staff member please take any students in your care with you.
- **1st Assembly point – Oval**
- **2nd Assembly – Grassed area in front of rainbow central.**
- You have been provided with a map marking these areas.
- Once at the assembly point please make your way to our office staff who will be holding up a sign to the side of our class groups.
- If you are a parent please do not join your student in their class line as it is important we be able to account for you.
- **TRS Teachers** – Need to take the **ORANGE CLASSROOM EMERGENCY** folder with them to the assembly point.

Health and Safety

- **Smoking**
 - Is banned at this school and for 5 metres beyond the school boundary, Compliance is a condition of entry and on-the-spot fines apply.
- **First Aid**
 - For any first aid or if you have an accident while on our site please report immediately to our office staff in the administration building. If applicable some paperwork may be required to be completed.
- **Asbestos**
 - Attached is information regarding Asbestos. We will also talk to you further about your requirements. If you ever have any questions just ask at the office.
- **Hazards**
 - If you see, any hazards around the school please report hazards to the office staff in the admin building so action can be taken to avoid any injuries.
- **Toilets**
 - Toilets are only available in our administration block or our staff toilets close to the tuckshop (refer to the map provided). Under **NO** circumstances can you enter student toilets.
- **Sign in at the office**
 - You must **sign in** each time you enter the school grounds and receive an orange visitor’s badge before going **anywhere else** in the school. You are then required to **sign out** as you leave the school grounds.
- **Parking**
 - Please **DO NOT** park on school grounds unless prior approval from our office staff or Business Manager



Asbestos Management — Your role

No WAAP, no work, no way!

- BEMIR Work Area Access Permits (WAAPs) are a “permit to work”.
- Service providers must have a current WAAP before any building related work starts at the facility.

Clear out before building related work begins

- No students or staff are to be in the area or room while building related work is underway.
- Asbestos removal work must take place outside of operational hours.

Be asbestos aware, act with care

- Only external service providers are to undertake building related work with assumed or confirmed asbestos-containing material.
- Departmental staff are not to undertake building related work with assumed or confirmed asbestos-containing material.
- Know your asbestos management team and report any damage, incidents or concerns.

Let the professionals take care of the clean

- External service providers are responsible for cleaning up after their own building related work.
- Where an asbestos incident (including accidental damage) has occurred, Building Asset Services (BAS) or their nominated contractor must undertake the repairs and clean.

www.education.qld.gov.au/asbestos