In a life threatening emergency
For Fire, Police and Ambulance DIAL 000
Poisons Information Centre Dial 13 11 26

In ALL EMERGENCIES, advise the Principal

Emergency Bells
EVACUATE sustained short bursts to Safety Area on Back Field adjacent fixed equipment.

LOCKDOWN 5 long rings of Siren
Lock yourself in nearest room. Ring school office. 4954 0404.

ALL CLEAR - notification by Principal.

REMAIN CALM
On hearing the Emergency Bells, stop what you are doing.

Do not take ANYTHING with you when you evacuate.

Calmly proceed to the Safety Area and report to the Safety Area Controller.

Wait for further instructions from the Principal or Principal’s Delegate.

FIRE EXTINGUISHERS located in:
A Block - GA cellar, verandah, staff room, sick bay, copy room
B Block - Rm 4 bag room
C Block - Foyer
Hall
Library
Canteen

WELCOME TO
Cardiff North Public School

Safety Briefing and Induction

For Contractors, Visitors and Volunteers

The New South Wales Department of Education and Communities is committed to the Work Place Health and Safety of employees, students, contractors and visitors.
For your safety and the safety of others, it is a condition of entry to this site that you take a few minutes to read this brochure.

Mandatory site requirements for all visitors:

- Report to the school office on arrival and sign in.
- Report to the office to sign out before departure.
- Display ID or ‘visitor’ badge at the least.
- Obey all safety signs and barricades.
- Respond to the directions of the Principal or Principal’s Delegate.

Activities and items not permitted on school grounds:

- Violent, threatening or unacceptable behaviour.
- Smoking
- Alcohol and illegal drugs
- Weapons, prohibited and offensive implements

Visitor toilets are located in the Administration (A) Block. Ask office staff for assistance.

Volunteers

On their first visit, all volunteers must sign a Prohibited Person’s Declaration at the school office.

Parents transporting students must show their driver’s license and vehicle registration papers to the office staff for verification of currency and sign a Prohibited Person’s Declaration.

Dangerous Goods and Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these at the school office prior to bringing them onto the site.

Injuries/Hazard Reporting

All workplace hazards, accidents and serious incidents must be reported to the office staff.

Injuries must be recorded in the Register of Injuries located in the school office.

First Aid treatment is available at the school office.

Report any concerns about unsatisfactory students behaviour to the supervising teacher.

Contractors

All contractors are required to have completed the Safety Procedures for Engaging Department of Commerce Contractors.

OR

Safety Procedures for Engaging Independent Contractors

All Department of Commerce contractors must report to the principal or delegate to:

- Indicate the location and duration of the job.
- Sign the school’s Site Visit Log book.
- Advise the status of the job before leaving the site.

All non Department of Commerce contractors must in addition:

- Produce a copy of their safety management plan including use of personal protective equipment and controls for site specific hazards.
- Produce public liability insurance documentation before work is commenced.
- Complete a Prohibited Employment Declaration available at the front office.