WORK HEALTH & SAFETY
RESPONSIBILITY AND
EMERGENCY
MANAGEMENT
FOR
WINDSOR PARK PUBLIC SCHOOL

For your safety and the safety of others, it is a requirement that you read the contents of this brochure.
Windsor Park Public School
156 Rifle Range Road
Bligh Park, NSW, 2756

Phone: 45743070
Fax: 45743074
Email: windsorpk-p.school@det.nsw.edu.au
Website: www.windsorpk-p.schools.nsw.edu.au

Principal: Mrs J. Kahl
Assistant Principal: Mr S. French
Assistant Principal: Mr E. Edgecombe (relieving)
Assistant Principal: Mrs K. Gostelow (relieving)
Assistant Principal: Miss Natalie Jay
Administration Manager: Ms. Joan Young
School Counsellor: Ms Chris Rover

Workplace Health & Committee Members:
- Workplace Manager: Principal, Joan Kahl,
  Leann Lawson and Simon French

First Aid Officers:
- Majella Eamiguel (Monday, Tuesday, and Friday)
- Karen McKune (Wednesday)
- Joan Young or other Admin Staff (Thursday)
DESCRIPTION OF WORKPLACE

Windsor Park Public School - 156 Rifle Range Road, Bligh Park, NSW,
(phone) 45 743 070 (fax) 45 743 074

- Windsor Park is located at the southern end of Bligh Park in a bushland setting located a short distance away from the nearest shopping facilities.
- School bell times are start 9:00am and finish 3:00pm. Supervision by Teaching staff is from 8:30am to 3:30pm. Recess time is 11:00am to 11:30am, Lunch is 1:15pm to 2:00pm. Administration Office opening hours are from 8:30am to 3:00pm.
- The school has eleven mainstream classes, 2 supported classes catering for students with severe physical and intellectual disabilities and 1 supported class for multi-categorical students.
- The school has an enrolment of 270 students.
- The school has a total staff of 26, which includes the Principal, four Assistant Principals, 21 Teachers and 6 School Support staff (Administration, School Learning Support officers and a General Assistant). The staff includes permanent, Temporary and casual staff.
- The school has an onsite Counsellor each Tuesday and Wednesday.
- The school has a 3-5 day a week P&C managed Canteen in operation.
- A Playgroup is run each Tuesday by the school Chaplain within the Community room in E Block.
- The school hires out the school hall for community run activities throughout the week
- The school has a Workplace Health & Safety Committee consisting of:
  Workplace Manager: Principal, Joan Kahl,
  Members: Leann Lawson and Simon French
RESPONSIBILITIES

All Workers have a duty to provide and maintain, as far as practicable, a working environment and working conditions that are safe and without risks to health for employees and others undertaking work.

ALL WORKERS MUST:

- Must report to the Administration Office to “sign in”
  The appropriate identification badge must be worn.
- Adhere to the Code of Conduct and Comply with their obligations under the WH&S Act.
- Care for their own and others health and safety.
- Cooperate and comply with any reasonable instruction or direction given by the Principal or Delegate.
- Engage with Principal or Delegate in consultation on any WH&S issues or information.
- Report all hazards to the Principal or Delegate and complete a Hazard Report Form.
- Report all injuries to the Principal and to the WH&S report line by the injured person or their nominee within 24hrs of the injury on 1800 811 523. The First Aid station (Sick Bay) is located in the Administration Block.
- Observe all parking, vehicle and speed restrictions.
- Obey all safety signs/notifications and barricades.
• Use all provided personal protective clothing and equipment (PPE) in accordance with directions, and report when any PPE requires repair, replacement or where risk assessment indicates the need for PPE to be provided by the employer.
• Declare any Dangerous goods or hazardous Substances being brought on site must at the Administration office prior to commencing works.
• Contractors are to have completed the Safety procedures for engaging Department Commerce Contractors OR the Safety procedures for engaging Independent contractors forms.

➢ Smoking is not permitted on DEC premises.
➢ Alcohol and Illegal Drugs are not permitted on DEC premises.
➢ Weapons, including knives are not permitted on DEC premises.

**PLEASE NOTE**

Failure to comply with the Workplace Health & Safety Policy and Regulations or Code of Conduct could result in the following:

1. A direction to comply with the WH&S Regulations/Policy and the Code of Conduct by the Principal or Delegate.
2. Referral to appropriate authority by the Principal or Delegate.
3. Directive not to undertake task until WH&S Regulations and Policy are adhered to.
ENQUIRIES or FURTHER INFORMATION

For further information or clarification on your WH&S responsibility or other procedures please contact the Principal on 45 743 070

EMERGENCY MANAGEMENT

Notification:

- All workers or others are to ensure the Principal or Delegate is notified in the event of an emergency.

- The following procedures apply to all activities at the workplace and take into account hazards that may occur within 1km of the school.

- These procedures may be subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community or surrounding areas.
# Windsor Park Public School

## Emergency, Lockdown, and Bushfire Procedures

### Emergency

**Warning Signal**
- 3 consecutive of the bell

**External Evacuation**
- Immediately stop work.
- Teachers, students and all other persons on site to move to the nearest available exit and go directly to the assembly point.
- Admin staff to notify the appropriate authority.
- Nominated staff to ensure all personnel have left the buildings. (Check toilets, storerooms)
- **TEACHERS TO TAKE CLASS ROLL – IF ROLL WITH OFFICE STAFF-OFFICE STAFF TO TAKE**
- **NO BELONGINGS - CLOSE DOOR**

### Lockdown

**Warning Signal**
- Bell rings continuously for 20 seconds

**Lockdown**
- Immediately stop work.
- Admin staff to notify the appropriate authority.
- Teachers to lock classroom door and windows.
- Blinds (if available) are to be drawn or shutters to be closed.
- Persons in rooms other than classrooms to lock windows and doors.
- Everyone to move to centre of the room away from windows – students to crouch under desks. Remain silent and still.

### Bushfire

**Warning Signal**
- 5 consecutive rings of the bell

**Bushfire Evacuation**
- Immediately stop work.
- Admin staff to notify the appropriate authority.
- Teachers to lock classroom door and windows.
- Air conditioners to be turned off.
- Blinds (if available) are to be drawn or shutters to be closed.
- Persons in rooms other than classrooms to lock windows, doors and turn off air conditioners.
- Teachers, students and all other persons on site to move directly to School Hall.
- Nominated staff to ensure all personnel have left the buildings. (Check toilets, storerooms, etc)
- Nominated staff to ensure gates are unlocked for emergency services.
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<th><strong>Assembly Area</strong></th>
<th><strong>Procedure</strong></th>
<th><strong>Assembly Area</strong></th>
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| Teachers, students and all other persons on site to assemble at the assembly point as designated on the map.  
Student Rolls marked.  
Staff attendance and Visitor/ Volunteer books checked.  
Notify executive staff if anyone is missing. | No one should leave the room or approach any window until all clear is given.  
All Teachers or persons in other areas of school to turn their mobiles on. | Teachers, students and all other persons on site to assemble in School Hall and away from doors.  
Air conditioning to be turned off if installed.  
Student Rolls marked.  
Staff attendance and Visitor/ Volunteer books checked.  
Notify executive staff if anyone is missing. |
| **All Clear** | **All Clear** | **All Clear** |
| Principal or delegate to determine once all children and persons are accounted for.  
The all clear is then signified by the continuous ringing of the bell for 15 seconds. | The all clear is then signified by the continuous ringing of the bell for 15 seconds. | Principal or delegate to determine once all children and persons are accounted for.  
Upon being alerted by the Emergency Service in attendance the ‘all clear’ is then signified continuous  
Ringing of the bell for 15 seconds.  
All persons should then leave the hall in an orderly manner by an exist away from initial exposure area. |
Report all staff WHS Incidents and Injuries on

1800 811 523

Free Call—Monday to Friday—8am to 5pm

Ensure a safe working and learning environment by reporting all staff related WHS incidents and injuries on

1800 811 523.

When reporting an incident, you or the person reporting the incident on your behalf will be required to provide your serial number.