Occupational Health and Safety Policy

1. Purpose

The purpose of this policy is to provide a framework for Oaktree College ('the College') as part of its responsibility to provide and maintain a working and learning environment that is safe and with minimum risk to individuals and their welfare. This responsibility extends to all employees, students, volunteers, contractors and visitors with respect to how the College will implement and manage its safety requirements.

A consultative, co-operative approach between employees and management on Occupational Health and Safety (OHS) issues is encouraged in order to:

- Uphold the College's mission in providing a sustainable and deliberate learning community where the potential and aspirations of the students are harnessed and honed;

- Comply with the College's legal obligations under the Victorian OHS Act (2004), Education and Training Reform Act (2006) and related laws and standards.

2. Objectives

- To comply with OHS related legislation and directives or guidelines relating to health and safety.

- To minimise the occurrence of injury and illness in the College through systemic risk identification, assessment and control.

- To investigate accidents and near misses to prevent recurrence.

- To implement staff health and wellbeing strategies.

- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

3. Commitment

The College is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies integral to the College's educational delivery and activities.

The College will:

- Ensure that appropriate standards of workplace safety are maintained at all times,
- Raise the profile of OHS issues within the College,
- Create a team approach to health and safety issues.
- Prevent accident, injury and disease in the workplace wherever and whenever possible.

The College is committed to implementing the following

3.1 OHS is a shared responsibility of the College Board and staff.

3.2 The College Board and the Executive Principal have responsibility for implementing policy objectives and ensuring they are fulfilled at all times, including:

- Providing and maintaining safe plant and systems of work;

- Making arrangements for safe use, handling, storage and transport of plant and substances;

- Maintaining the workplace in a safe and healthy condition;

- Providing adequate facilities for staff and student welfare;

- Promoting the health and well-being of staff;

- Providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner;

- Providing appropriate training to all staff including electing a Health and Safety representative (HSR).

3.3 The Executive Principal will:

- Conduct regular 'walk through' inspections to help ensure that issues are being focused upon in a proactive manner including quarterly inspections of buildings, facilities and grounds are completed and identified OHS issues are resolved in a timely manner; (refer to Appendix 1 and 2);

- Provide regular information to the College Board on OHS matters and their progress towards resolution;

- Ensure that the College safety audit is conducted annually, and that identified issues are resolved in a timely manner (refer to Appendix 3);

- Ensure that all staff are first aid trained at the College's expense;

- Ensure that regular and preventative maintenance is completed according to the College maintenance schedule, using appropriately qualified service providers;

- Procure qualified service providers to complete repairs to equipment or facilities which have been identified as below standard or urgently requiring maintenance;

- Ensure that risk assessments for college activities, including camps and excursions, are completed/reviewed and that appropriate risk control measures and responses are implemented;

- Ensure that OHS is retained as an agenda item for College staff meetings to report on OHS activities and issues and facilitate regular discussion and feedback;

- Ensure that College staff are consulted on OHS matters;

- Take advice from HSR and/or OHS experts when resolving OHS issues;

- Provide appropriate training to elected HSRs;

- Provide new staff, volunteers and contractors with an OHS induction (refer to Appendix 4 and 5);

- Ensure that college staff, volunteers and contractors are provided with appropriate training for their role at the college;

- Review college risk registers to improve controls and prevent recurrence of risky situations;

- Update the Emergency and Critical Incident Management Plan as required;
- Ensure issues relating to OHS, for example building works being conducted at the College are communicated to all staff, students, visitors and parents, carers or guardians, as required and a formal process of reporting, recording and investigating incidents or near misses are adhered to at all times;
- Manage all WorkCover issues and report to the College Board;
- Ensure that Victorian WorkCover Authority inspectors are welcome at the college. Any resulting Improvement Notices or Prohibition Notices will be complied with at all times.

3.4 All staff have a responsibility to:

- Take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) to the Executive Principal or the HSR;
- Provide a written report of account of OHS incidents or near misses so they can be investigated to prevent reoccurrence;
- Maintain the workplace in a safe condition;
- Actively promote the implementation of agreed OHS procedures/processes.

3.5 Elected HSR are responsible for:

- Consulting with college staff on OHS matters;
- Participating in quarterly inspections of college buildings, grounds and facilities, and providing recommendations to the Executive Principal;
- Advising the Executive Principal on suitable induction and OHS training programs for college staff;
- Providing OHS information to staff and contributing to the OHS Noticeboard.

4. Implementation

The College has a range of policies and procedures which promote a health and safety culture and meet legal obligations. Policies or procedures which describe the processes and strategies in place to keep students, staff and others safe include:

- Duty of Care Policy
- First Aid Policy
- Supervision Policy
- Child Safe Policy
- OHS Procedures
- Anaphylaxis Management
- Anti-bullying (including cyberbullying) and Harassment Policy
- Emergency and Critical Incident Management Plan
- Mandatory Reporting
- Building & Grounds Procedure
- Dangerous Goods and Hazardous Substances Procedure
- Manual handling and Lifting Procedure
- Smoking Procedure.

5. OHS Issue Resolution

When an actual or potential safety breach has been identified, the Executive Principal will meet with staff representatives/HSR to discuss the issue and determine how it can be resolved. If the issue cannot be immediately resolved, the Executive Principal will raise the matter for discussion at the next staff meeting, and/or obtain OHS advice from the HSR or a relevant expert. Once an action has been decided by the Executive Principal, the resolution must be recorded, relevant registers and risk assessments updated, and staff members informed of the action to be taken.

6. Communication

The College will communicate this policy to the College community via the College website and referenced in the Student & Parent/Guardian Handbook. The College Board will also be informed of this policy as part of their induction requirements. This policy will be regularly monitored and reviewed by the Executive Principal annually for its effectiveness and any breaches or issues reported to the College Board.

7. Related Policies

- Occupational Health and Safety Procedures
- Reasonable Adjustment Procedure
- Duty of Care Policy
- Child Safety Policy
- Complaints Policy
- Emergency and Critical Incident Management Plan

8. Approval and Review

Document Owner:	Executive Principal
Approved by:	College Board
Approval date:	21 June 2024
Next review date:	June 2025 (and every 12 months thereafter)

Appendix 1 - General Inspection Checklist

Use this checklist to complete quarterly inspections of general areas e.g. classrooms, kitchen, office area, reception etc.

Inspection date	
Area inspected	
Completed by and signature	
Executive Principal signature	

Inspection item	Tick relevant box ☑		
General			
1. Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	☐ Yes	☐ No	☐ N/A
2. Floors are in good condition with no cracks, dips, holes, tears or rips	☐ Yes	☐ No	☐ N/A
3. Floors are clean (e.g. free from rubbish) and not slippery	☐ Yes	☐ No	☐ N/A
4. Computer and other electrical leads and cables are kept clear of pathways and walkways	☐ Yes	☐ No	☐ N/A
5. Doors open and close/slide freely	☐ Yes	☐ No	☐ N/A
6. Doors locks are able to be easily opened	☐ Yes	☐ No	☐ N/A
7. Ceiling tiles are in place and not damaged	☐ Yes	☐ No	☐ N/A
Lighting			
8. Lighting is in good working order (e.g. not flickering or blown bulbs)	☐ Yes	☐ No	☐ N/A
9. Light covers are in place and not damaged	☐ Yes	☐ No	☐ N/A
10. Blinds and curtains can be drawn to reduce glare	☐ Yes	☐ No	☐ N/A
Stairs and landings			
11. Stairs and steps are free from obstructions (as applicable)	☐ Yes	☐ No	☐ N/A
12. Anti-slip resistant strips on flooring are in good condition (as applicable)	☐ Yes	☐ No	☐ N/A
13. Anti-slip resistant strips on step edges are in good condition (as applicable)	☐ Yes	☐ No	☐ N/A
14. Handrails installed are in good condition (e.g. no peeling paint, rust or corrosion)	☐ Yes	☐ No	☐ N/A
Kitchen and cafeteria			
15. Knives and sharp items are stored in a secure location	☐ Yes	☐ No	☐ N/A
16. Sinks are clean and free from debris	☐ Yes	☐ No	☐ N/A
17. Hot and cold taps are clearly labelled	☐ Yes	☐ No	☐ N/A
18. Food containers are correctly labelled	☐ Yes	☐ No	☐ N/A
19. Work benches are clean	☐ Yes	☐ No	☐ N/A
20. Exhaust fans are functional and clean	☐ Yes	☐ No	☐ N/A
21. Appliances are clean (e.g. fridge, microwave, oven, sandwich press), as applicable.	☐ Yes	☐ No	☐ N/A
22. Clean tea towels/paper towel are available	☐ Yes	☐ No	☐ N/A
23. Oven mitts or gloves are available and in good condition for handling hot items	☐ Yes	☐ No	☐ N/A

Inspection item	Tick relevant box ☑		
Chemical management			
24. Hazardous substances are stored in a locked cupboard	☐ Yes	☐ No	☐ N/A
25. Chemicals are not stored in food or beverage containers	☐ Yes	☐ No	☐ N/A
26. Chemicals are correctly labelled with the label clearly legible and intact	☐ Yes	☐ No	☐ N/A
27. Dangerous goods are segregated in storage.	☐ Yes	☐ No	☐ N/A
Storage			
28. Items are stored so that they are not at risk of falling	☐ Yes	☐ No	☐ N/A
29. Storage racks are in good condition (e.g. no bowed shelves)	☐ Yes	☐ No	☐ N/A
30. Space below desks are free from obstructions (e.g. no boxes stored underneath)	☐ Yes	☐ No	☐ N/A
31. Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	☐ Yes	☐ No	☐ N/A
32. Step ladder is available and in good condition (as applicable)	☐ Yes	☐ No	☐ N/A
33. Trolleys are available and in good condition to transport items	☐ Yes	☐ No	☐ N/A
Workstations and furniture			
34. Furniture is in good condition (e.g. no damage)	☐ Yes	☐ No	☐ N/A
Electrical equipment			
35. Extension leads are in good condition (e.g. no cracks, damage or loose plug)	☐ Yes	☐ No	☐ N/A
36. Electrical switchboard is locked	☐ Yes	☐ No	☐ N/A
37. Power boards are not connected in a "piggy back" manner	☐ Yes	☐ No	☐ N/A
38. Electrical points are in good condition	☐ Yes	☐ No	☐ N/A
39. Media outlets for data projectors are fixed and accessible	☐ Yes	☐ No	☐ N/A
40. Data projector screen is secured with remote available	☐ Yes	☐ No	☐ N/A
41. Speaker equipment is secured with the cabling in good condition	☐ Yes	☐ No	☐ N/A
42. Light switches are in good working order and not damaged	☐ Yes	☐ No	☐ N/A
43. Damaged or faulty items of equipment have been electrically isolated and tagged out	☐ Yes	☐ No	☐ N/A
First aid and emergency management			
44. First aid kit/cabinet is available and accessible	☐ Yes	☐ No	☐ N/A
45. A fire blanket is available, accessible and has been inspected at least annually (check tag)	☐ Yes	☐ No	☐ N/A
46. A fire extinguisher is available, accessible and has been tested at least annually (check tag)	☐ Yes	☐ No	☐ N/A
47. An Emergency Evacuation Plan is displayed and clearly legible	☐ Yes	☐ No	☐ N/A
48. Emergency exit door(s) are clearly signposted, illuminated and unobstructed including direction signs	☐ Yes	☐ No	☐ N/A

Recommendations for corrective actions to address identified hazards

Appendix 2- External Grounds Inspection Checklist

Use this checklist to complete quarterly inspections of external areas e.g. gardens, outdoor seating areas, walkways, driveways, parking areas etc.

Inspection date	
Area inspected	
Completed by and signature	
Executive Principal signature	

Inspection item	Tick relevant box ☑		
General grounds			
1. Building entrances and doorways are free from obstructions	☐ Yes	☐ No	☐ N/A
2. Grounds are free from rubbish and debris (including underneath buildings)	☐ Yes	☐ No	☐ N/A
3. Trees and shrubs are free of dead or overhanding branches	☐ Yes	☐ No	☐ N/A
4. Grass has been mowed	☐ Yes	☐ No	☐ N/A
5. Fences are in good condition (e.g. no holes)	☐ Yes	☐ No	☐ N/A
6. Gates are in good condition and are able to be secured	☐ Yes	☐ No	☐ N/A
7. Ground surfaces are even in good condition with no cracks, dips, or holes	☐ Yes	☐ No	☐ N/A
8. Changes in surface level have been highlighted (e.g. with yellow paint)	☐ Yes	☐ No	☐ N/A
9. Drains are covered with grates	☐ Yes	☐ No	☐ N/A
10. Drains and gutters are free from debris	☐ Yes	☐ No	☐ N/A
Outdoor lighting			
11. Outdoor lighting is in good working order	☐ Yes	☐ No	☐ N/A
Shade sail and outdoor seating			
12. Shade sail is free from rips, holes, or tears	☐ Yes	☐ No	☐ N/A
13. Structural components are free from rust, damage, and corrosion	☐ Yes	☐ No	☐ N/A
14. Equipment is free from damage, rust and corrosion, or split wood	☐ Yes	☐ No	☐ N/A
15. Protective coats/paint and equipment surfaces are free from damage and wear (e.g. no peeling paint)	☐ Yes	☐ No	☐ N/A
16. Rails, bolts and other protruding sharp objects are covered with end caps	☐ Yes	☐ No	☐ N/A
17. Bolts, nuts, screws and fastening pins are in place and secure	☐ Yes	☐ No	☐ N/A
18. Handrails and steps are free from damage and are slip resistant	☐ Yes	☐ No	☐ N/A
Re-bound walls			
19. Wall and footings are in good condition, free from damage, cracks, rust, and corrosion	☐ Yes	☐ No	☐ N/A
20. No items are fixed to the re-bound walls (as applicable)	☐ Yes	☐ No	☐ N/A
General workplace signage			
21. School entrance is clearly marked	☐ Yes	☐ No	☐ N/A
22. 'No Smoking' signage is clearly displayed at all entrances	☐ Yes	☐ No	☐ N/A

Inspection item	Tick relevant box ☑		
23. Signage at the main entrance instructing all visitors to report to the admin office is clearly displayed and legible	☐ Yes	☐ No	☐ N/A
24. Signage at the general office to notify all persons undertaking work to undergo an induction is clearly displayed and legible	☐ Yes	☐ No	☐ N/A
25. Asbestos Containing Materials (ACM) label is clearly displayed and legible on all buildings where ACM has been identified (if applicable)	☐ Yes	☐ No	☐ N/A
26. HAZCHEM Signage is located at the main entrance to the property (if applicable)	☐ Yes	☐ No	☐ N/A
Traffic			
27. Road surfaces are even and in good condition (e.g. no potholes or dips)	☐ Yes	☐ No	☐ N/A
28. Barriers to protect pedestrian walkways/pathways are in good condition and are free from rust and corrosion	☐ Yes	☐ No	☐ N/A
29. Designated parking areas are clearly marked	☐ Yes	☐ No	☐ N/A
30. Designated disabled parking areas are clearly marked	☐ Yes	☐ No	☐ N/A
31. 'No Parking' areas are clearly marked	☐ Yes	☐ No	☐ N/A
32. Emergency service access and parking areas are clearly marked	☐ Yes	☐ No	☐ N/A
33. Road directional signage is clearly marked	☐ Yes	☐ No	☐ N/A
34. Speed signage is displayed and legible	☐ Yes	☐ No	☐ N/A
35. Pedestrian crossings are clearly marked	☐ Yes	☐ No	☐ N/A
Outdoor shed and storage areas			
36. Work benches are clean and free from debris	☐ Yes	☐ No	☐ N/A
37. Storage racks are in good condition (e.g. no bowed shelves)	☐ Yes	☐ No	☐ N/A
38. Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	☐ Yes	☐ No	☐ N/A
39. Items are stored so that they are not at risk of falling	☐ Yes	☐ No	☐ N/A
40. Entrance, doorways, and floors are kept free from obstructions (e.g. boxes)	☐ Yes	☐ No	☐ N/A
41. Floors are clean (e.g. free from rubbish) and not slippery	☐ Yes	☐ No	☐ N/A
42. Doors locks are able to be easily opened	☐ Yes	☐ No	☐ N/A
43. Safe Work Procedures are displayed next to items of static/ fixed plant	☐ Yes	☐ No	☐ N/A
44. Electrically powered plant and equipment has been tested and tagged and are within date	☐ Yes	☐ No	☐ N/A
45. Power cords are in good condition	☐ Yes	☐ No	☐ N/A
46. Guarding in place on all items of machinery	☐ Yes	☐ No	☐ N/A
47. Chemicals are not stored in food or beverage containers	☐ Yes	☐ No	☐ N/A
48. Chemicals are correctly labelled with the label clearly legible and intact	☐ Yes	☐ No	☐ N/A
49. Hazardous substances stored in a lock cupboard	☐ Yes	☐ No	☐ N/A
50. Dangerous goods are segregated in storage	☐ Yes	☐ No	☐ N/A
Water tanks			
51. Water tanks are in good condition and are free from visible damage or leaks	☐ Yes	☐ No	☐ N/A
52. Access points to the tank are secured	☐ Yes	☐ No	☐ N/A
Emergency response			
53. Assembly points are designated and have appropriate access to emergency equipment	☐ Yes	☐ No	☐ N/A
54. There is access to facilities and grounds for emergency vehicles	☐ Yes	☐ No	☐ N/A

Recommendations for corrective actions to address identified hazards

Appendix 3- Annual Safety Audit Checklist

This audit is to be completed annually by the Executive Principal.

Audit date	
Executive Principal signature	

PART A: Document Review

Item to be assessed	Evidence / Resources	Findings
1. Has the Executive Principal and HSR attended OHS training?	Training records and certificates	
2. Is there a process for consulting staff members on OHS issues, policies and procedures and changes in the workplace?	Minutes of staff meetings and/or OHS Committee meetings OHS as a standing agenda item for staff / OHS meetings Emails to staff members asking for feedback on OHS issues	
3. Are newly appointed staff, volunteers and contractors given an OHS induction with a record kept in the staff file?	Employee OHS Induction Checklist Volunteer/Contractor Induction Checklist	
4. Is there an OHS Policy in place that is reviewed regularly? Is it on display or easily accessible?	Current OHS Policy within review period On display on OHS Noticeboard / at college website / in Teacher Handbook	
5. Is there an agreed OHS resolution process?	Staff communication process (meetings, noticeboard, staff newsletter)	
6. Is there a statement about zero tolerance about anti-bullying and harassment?	Duty of Care Policy Accessible to staff (website, noticeboard, newsletter) Anti-bullying and Harassment Policy	
7. Is there a policy and procedure or process in place requiring visitors to sign in and to where identification?	Child Safe Policy Duty of Care Policy	
8. Is there a policy and procedure or process in place for bullying or aggressive behaviour from parents and students?	Parent Code of Conduct Student Code of Conduct Complaints Policy Teacher Handbook	
9. Is there a documented process in place for conducting risk assessments and implement risk management strategies prior to all excursions and camps?	Supervision Policy	

Item to be assessed	Evidence / Resources	Findings
10. Is there a documented process in place for recording accidents and injuries to staff members, students, contractors, volunteers and visitors? Is there a process for reporting Notifiable incidents?	Accident and Incident Reporting Policy/Incident Report	
11. Are there emergency management plans in place? Are fire drills and evacuation drills rehearsed at least four times a year?	Critical Incident and Emergency Management Plan	
12. Are there bushfire preparedness strategies in place to manage Code Red Days?	Critical Incident and Emergency Management Plan	
13. Have staff training needs been assessed?	Training records	

PART B: Physical Walkthrough

Item to be assessed	Evidence / Resources	Findings
14. Is there an OHS Noticeboard showing OHS information, and policies and procedures?	Visual inspection of noticeboard with: • OHS Policy and Procedures • Emergency services contact details • list of First Aid Officers • location of first aid kits • evacuation maps or procedures • minutes of staff/OHS meetings	
15. Are there suitable first aid facilities for staff, students, and visitors? Signage? Are they maintained, with supplies checked and re-ordered regularly?	Walkthrough of first aid facilities Signage check First Aid Kit checklists	
16. Is there a documented process for distributing medication and recording its administration?	Administration of Medication Policy Medical Administration Log Medical Authority forms	
17. Are essential services in place and regularly serviced? Appropriately mounted and unobstructed?	Walkthrough checking accessibility of fire equipment, signage, service records (every 6 months). Check that fire extinguishers are mounted between 10 cm and 120 cm above ground with 100 cm clearance	
18. Are evacuation maps/plans on display to all? Current?	Walkthrough checking for evacuation maps in all areas)	
19. Are emergency exits appropriately signed and unobstructed?	Walkthrough checking emergency exit signage and accessible/easily opened?	
20. Are the disabled toilets free from obstruction and stored equipment?	Walkthrough and visual inspection to ensure that equipment is not stored in	

Item to be assessed	Evidence / Resources	Findings
	disabled toilets (e.g. cleaning equipment)	
21. Are work areas and floors kept clean and uncluttered? Is available storage in use and used appropriately? Are heavy items suitably stored below waist height?	Walkthrough checking that: • floors are clean, tidy and uncluttered • old or unused items have been removed • storage in use with heavy items on low shelves • appropriate ladders for use with higher shelves	
22. Are changes in floor levels or type appropriately highlighted? Are there loose / unsecured mats?	Walkthrough checking: • Flooring changes suitably highlighted • no damaged or broken flooring • mats in good condition and have bevelled edges	
23. Are safe strategies used to hang objects or displays in work areas and classrooms?	Walkthrough checking for safe methods of display or hanging objects	
24. Are there appropriate ladders for use in storage areas? Are they in good condition with a visible load rating?	Walkthrough checking ladders in storage areas with high shelves Visual inspection of ladder condition and load rating	
25. Are all chemicals appropriately labelled, securely stored and listed on an up-to-date Chemicals Register?	Visual inspection of Register.	
26. Are all flammable gases and liquids stored appropriately?	Visual inspection of materials to ensure they are storied in cupboards/storage facilities.	
27. Does the cleaners' cupboard have appropriate signage? Is it kept locked?	Visual inspection of cupboard signage and cupboard lock	
28. Are all electrical items tested and tagged?	Visual inspection of Register and all electrical items (unless under 6 months old)	
29. Are there "No Smoking" signs at all College entrances?	Walkthrough and visual inspection of all College entrances to ensure signs are in place	
30. Are tables and chairs inspected regularly for damage, broken, missing or loose parts?	Visual inspection	
31. Are drop-off / pick-up zones and driveways appropriately signed?	Visual inspection of signage, traffic directions and pedestrian walkways	

Appendix 4- Employee OHS Induction Checklist

Employee name	
Position / role	
Induction date	

Question	Yes	No
1. Has the employee been provided with access to the College's OHS Policy and related procedures and checklists?		
2. Has the employee been given a site tour of the College?		
3. Has the employee been shown the amenities, such as staffroom and toilets?		
4. Has the employee been advised of emergency and evacuation procedures, emergency exits, assembly points and who to contact?		
5. Has the employee been shown the first aid facilities?		
6. Has the employee been provided with the information on how to report hazards, incident or near misses?		
7. Has the employee been informed about College security procedures?		
8. Has the employee been shown the accident and incident reporting procedure (Accident and Incident Reporting Policy), the Accident and Injury Register, and the Incident Report Form?		
9. Has the employee been shown the Bullying and Harassment Prevention Policy and the Bullying / Harassment Incident Report?		
10. Has the employee been shown the onsite safe storage of flammable liquids and materials?		
11. Has the employee been provided with applicable Personal Protective Equipment, such as gloves, masks or glasses (if applicable)?		

Employee signature	
Executive Principal signature	

Appendix 5- Volunteers and Contractors OHS Induction Checklist

Volunteer/Contractor name and company	
Tasks to be performed	
Induction date	

Question	Yes	No
1. Has the volunteer/contractor provided evidence of their competency to undertake the works (i.e. licences and/or certificates as well as public liability and Workers compensation insurance, Working With Children Check)?		
2. Has the volunteer/contractor provided a current Job Safety Analysis (JSAs) and/or SWMS (Safe Work Method Statement) for tasks to be performed?		
3. Has the volunteer/contractor identified the hazards associated with the proposed works and implemented control measures (from setting up the work area to completion of the job)?		
4. Have access arrangements been confirmed, including signing in/out and wearing identification?		
5. Has the volunteer/contractor notified the College of vehicles, equipment and materials to be used on the site?		
6. Has the volunteer/contractor been provided with a site-specific induction and site tour?		
7. Has the volunteer/contractor been provided with the relevant policies (e.g. OHS policy, Smoking policy)?		
8. Has the volunteer/contractor been briefed about known hazards at the school which may affect their work, including Hazardous Substances and Dangerous Goods stored on site?		
9. Has the volunteer/contractor been informed of hazard, incident and near-miss reporting?		
10. Has the volunteer/contractor been provided with a copy of a current Asbestos Register or clearance certificates (if applicable)?		
11. Has the volunteer/contractor been informed of the school's first aid facilities and the injury reporting procedures, including the location of the register?		
12. Has the volunteer/contractor been informed of traffic management/car parking and vehicle access on the site (if applicable)?		
13. Has the volunteer/contractor been informed of any restrictions of timing of tasks (i.e. vehicle access, use of heavy machinery, noise or dust on the College site)?		
14. Has the volunteer/contractor put in place appropriate isolation barriers (if required)?		
15. Has the volunteer/contractor displayed appropriate safety signage (if applicable)?		
16. Does the volunteer/contractor have procedures to dispose of rubbish and waste appropriately and without risk?		
17. Upon completion of work, will the Executive Principal (or nominee) inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person?		
18. If working at heights, have contractors brought appropriate equipment such as harnesses?		

Volunteer/Contractor signature:	

Executive Principal name and signature:	