### EMERGENCY PROCEDURES

In a life threatening emergency

**DIAL 000** 

For fire, police and ambulance

In ALL CASES, advise the workplace manager.

#### **EXITS**

For your safety, make sure you know the location of your nearest exit.

#### **EVACUATION ALARM**



**EVACUATION—WHOOP SOUND** 

LOCKDOWN-FLAT BEEP

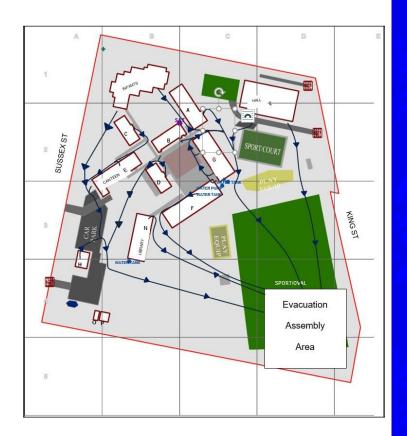
#### **EVACUATION PROCEDURES**

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the map.
- Do not re-enter until advised to do so.

#### **EMERGENCY EVACUATION GUIDE**

All classes to move to the back oval and assemble in the assigned area.



KING STREET PUBLIC SCHOOL 8A KING STREET SINGLETON NSW 2330 PH: 0265722281

## NSW DEPARTMENT OF EDUCATION AND COMMUNITIES



## WELCOME TO KING STREET PUBLIC SCHOOL

#### **SAFETY BRIEFING**



The New South Wales Department of Education and Communities is committed to the work 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:

- \* ALL VISITORS ARE REQUIRED TO REPORT TO FRONT OFFICE ON ARRIVAL.
- \* OBSERVE ALL SPEED, PARKING AND VEHICLE RESTRICTIONS.
- \* OBEY ALL SAFETY SIGNS AND BARRICADES.
- VIOLENT, THREATENING OR OTHER UNACCEPTABLE BEHAVIOR IS NOT TOLERATED ON NSW DEPARTMENT OF EDUCATION AND COMMUNITIES PREMISES.





#### **SMOKING**

Smoking is not permitted on DEC premises

#### **ALCOHOL AND ILLEGAL DRUGS**

Alcohol and illegal drugs are not permitted.

#### **WEAPONS**

Weapons, including knives, are not permitted.

### DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Visitors and contractors intending to bring dangerous goods on site must declare these at Office prior to entering the site.

#### REPORTING INJURIES/HAZARDS

- \* All hazards and incidents must be reported to main office.
- Please report all incidents to the Incident and Injury Notification Hotline on 1800 811 523.
- First Aid treatment is available on site.

#### LOCAL LEVEL INDUCTION

Your workplace manager will provide you with a local level induction detailing site safety considerations.

#### CONTRACTORS

All Department of Commerce contractors report to the manager or delegate to:

- \* Indicate the location and duration of the job.
- \* Check in via QR code.
- Confirm review of asbestos register.
- \* 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 (PPE) and controls for specific hazards related to work being undertaken.
- Produce public liability insurance documentation before work is commenced.
- \* Please ensure gates are closed upon entering & exiting school premises.

I have complied with all HS requirements.

Signed:.		• • •		 	• •	 • •	٠.	 •	 ٠.	•	 •		••		••
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Date:
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