

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—WHOOOP 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
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SINGLETON NSW 2330
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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:.....

Contractor

Date:.....

