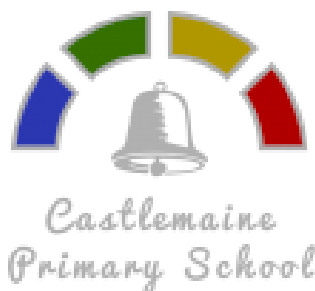


Castlemaine Primary School

Casual Relief Teacher/ Pre-Service Teacher Occupational Health and Safety (OHS) Induction Handbook



Whilst working at Castlemaine Primary School, your key contact is:	
Primary Contact Name:	Kate Ward
Primary Contact Phone:	5472 1452
Primary Contact Work Location:	Principals Office
Safely storing my belongings:	
I can securely store my belongings in the following location:	Administration Building/Classroom Office

Prepared by:	Kate Ward
Date prepared:	November 2025
Review date:	November 2026

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Welcome to the CRT OHS Induction Handbook

Welcome to the Department of Education (the department)! We are delighted to have you join us as a Casual Relief Teacher (CRT).

This document contains a range of material and guidance to help you understand the department's occupational health and safety (OHS) priorities, requirements and values for CRTs, and to familiarise yourself with the department's policies and procedures.

Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017, the Department of Education (the department) requires all engaged Casual Relief Teachers to:

- complete relevant OHS training as per the relevant section in this handbook
- report to the general office upon arrival
- sign in and out per the school's Visitors policy
- complete an OHS induction onsite.

Department Health, Safety and Wellbeing Policy

The Department has the *Health, Safety and Wellbeing Policy* to ensure that schools are providing safe and supportive working environments with a positive working culture. [Please see here.](#)

Required conduct/behaviour

All CRTs are expected to abide by the workplace's code of conduct while on-site. This includes:

- no smoking on school grounds or within four metres of an entrance to all Department workplaces.
- no alcohol or drugs are to be consumed on any department premises. Any CRT under the influence will be dismissed.
- no offensive language is permitted on any department premises.
- abide by the workplace's traffic management procedures.
- report any problems, hazards or incidents to the principal or the OHS delegate.
- dress appropriately for your role.
- no pets are permitted on department premises.

Respectful Workplaces

The department is committed to, and responsible for, providing workplaces that are healthy, safe and inclusive, and free from bullying, harassment, and discrimination. A respectful workplace culture, underpinned by the Victorian Public Sector values, is fundamental to the way we operate. We all have the right to be treated with respect and work in a respectful workplace. This also means that we all have the responsibility to act respectfully and treat our colleagues with consideration.

A respectful workplace:

- is inclusive and values diversity
- communicates clear expectations
- promotes health, wellbeing and safety
- deals constructively with conflict
- strives for improvement, and
- has open channels of communication.

We all have the right to be treated with respect and work in a respectful workplace. If you have concerns about respect in the workplace, please contact your employer (i.e., School council or Agency).

OHS Induction

Training for CRTs employed through school council

The department requires that you complete three OHS eLearning modules to ensure you are suitably trained for the OHS hazards you will encounter in a school. Completing this training takes less than half an hour, and they can be accessed via LearnED on eduPay.

The three training modules are:

- Health, Safety and Wellbeing for Employees
- Slips, Trips and Falls Prevention
- Hazardous Manual Handling and Ergonomics

Training for CRTs employed via agencies

Your agency is responsible for your OHS induction and training before you arrive at the school. Ensure that you have completed your agency's OHS induction and training as required.

Please speak with your agency contact(s) if you have any questions regarding the training process.

Access Arrangements

All CRTs must report to the general office and sign in upon arrival at the school. This requirement is indicated on signage located at all entrances to the school.

School Site Induction

Upon arrival at a new school (i.e., a school you have not worked at before), all CRTs are required to complete an onsite induction, which will be undertaken by a school staff member.

CRTs who are employed by the school council (as they are often engaged frequently and for longer periods) are best inducted using the [OHS induction checklist for school staff](#) for a more comprehensive induction. These CRTs will have access to eduPay and be enrolled into the OHS eLearns for completion when possible.

If the school is unable to provide a full staff induction to a CRT, the OHS induction checklist for agency casual relief teachers below may be used.

CRTs who are employed by an agency will be inducted using the [OHS induction checklist for casual relief teachers](#).

This induction covers the site-specific risks and other important aspects of the OHS onsite induction, including

- emergency assembly points
- the location of staff amenities, such as staff room and toilets
- how to access behavioural management plans and/or specific student needs.

Important Site-Specific Information

Upon arrival I will sign in and receive a CRT Key Information

- Hard copy class list
- How to access student work
- Bell times and Yard Duty Areas
- Child Safe Policies
- Emergency Evacuation Process Chart and Warden Zone Map
- Students with health care needs
- Challenging student behaviours

At the end of the school day, please return the CRT folder to the admin office and sign out.

Bell Times

Start of Day	9am
Recess	11am – 11:30am
Lunch	1:25pm – 2:25pm
End of Day	3:25pm

Emergency management

Workplace Codes

In the event that a code is called, please obey the following instructions:

CODE GREEN	OVAL EVACUATION
CODE PINK	ADMIN BUILDING EVACUATION
CODE YELLOW	OFF-SITE EVACUATION TO CASTLE MOTEL OR IGA SHOPPING COMPLEX.
CODE ORANGE	LOCK DOWN

Emergency Procedures

On hearing the alarm:

- proceed to the advised assembly area, with the class you are supervising (if applicable)
- do not leave the assembly area until advised.

Evacuation Point

The evacuation point is located at, **OVAL**; refer to Warden Zone Map (Appendix B).

First aid and amenities

First Aid and Amenities

Please see map in Appendix B for the following clearly marked First Aid related items:

	Location	Icon that identifies location on Warden Zone Map
First Aid Room	Adjacent to the Office	
First Aid Kits	First Aid Room	
Automatic External Defib (AED)	Admin Building	
Asthma Emergency Kit	First Aid Room/Yard Duty bags, evac kit	
Snake Bite Kit	First Aid Room	
Toilets and amenities	Admin Building	
Staffroom	Admin Building	
Parking	Off Mostyn Street	

In the event of an injury:

1. If the injury is not serious, report or escort the injured party to the administration office for assistance
2. If the injury is serious ring 000, do not wait for first aid officer
3. Stay with injured party. Send someone else to find the first aid officer or workplace manager
4. If no one else is available, ring the school number and inform the office that someone is injured at your location
5. If trained, apply first aid to the injured party
6. Once incident is over, fill in an incident report at the office.

First Aid Officers

Our current First Aid Officers are identified on our First Aid Summary Sheet. This document is displayed in the First Aid Room and on our OHS Notice Board, located in our Staffroom.

Hazard and Incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, CRT, contractor or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
 - police for crime, injury that may not be accidental, or assault
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 11).
- Principal or their delegate is to report the incident on eduSafe Plus on behalf of CRTs who do not have access to the system.

Emergency contacts

School contacts		
Principal	Kate Ward	5472 1452
Asbestos Coordinator	Kate Ward	5472 1452
Daily Organiser	Kate Ward	5472 1452
General Office Number	Sally Alderson	5472 1452
Primary First Aid Officer	Megan Butler	5472 1452
Emergency contacts		
Police:	000	
Fire:	000	
Ambulance:	000	
Poisons:	13 11 26	

  Evacuation Process Chart Version: 5/1/1/25				
				
				
				
Code Green to OVAL				
STUDENTS - Stay calm & follow instructions. - If out of class, report to nearest teacher.	STUDENTS - Stay calm & follow instructions. - If out of class, report to nearest teacher.	STUDENTS - Stay calm & follow instructions. - If out of class, report to nearest teacher.	STUDENTS - Stay calm & follow instructions. - If out of class, report to nearest teacher.	STUDENTS - Stay calm & follow instructions. - If out of class, report to nearest teacher.
STAFF & CRTs - Take red folder, phone, CRTs take CRT folder. - Wear high vis vest. - If possible, close windows & doors. - Line up from P-6 on OVAL. - Take roll & report concerns.	STAFF & CRTs - Take red folder, phone, CRTs take CRT folder. - Wear high vis vest. - If possible, close windows & doors. - Line up from P-6 in ADMIN BUILDING. - Take roll & report concerns. - The warden or deputy warden in the Yellow Zone, to collect the AED on their way to the SLP	STAFF & CRTs - Take phone. - Wear high vis vest. - If possible, close windows & doors. - Line up from P-6 on the CASTLE MOTEL OR IGA SHOPPING COMPLEX. - Take roll & report concerns. - The warden or deputy warden in the Yellow Zone, to collect the AED on their way to the SLP	STAFF & CRTs - Clear internal spaces, secure class in room, lock all windows & doors. If outside, move inside, secure & lock. - Staff near external doors, monitor. - Take roll & report concerns.	STAFF & CRTs - Clear internal spaces, secure class in room, lock all windows & doors. If outside, move inside, secure & lock. - Staff near external doors, monitor. - Take roll & report concerns.
WARDENS - Collect first aid kit. - Sweep zone. - Report any hazards to IMT.	WARDENS - Collect first aid kit. - Sweep zone. - Report any hazards to IMT.	WARDENS - Collect first aid kit. - Sweep zone. - Report any hazards to IMT.	WARDENS - Collect first aid kit. - Sweep zone. - Report any hazards to IMT.	WARDENS - Collect first aid kit. - Sweep zone. - Report any hazards to IMT.
VISITOR/CONTRACTOR - Stop what you are doing. - Switch off all equipment. - Evacuate to Oval. - Report to a warden. - Remain at the assembly point.	VISITOR/CONTRACTOR - Stop what you are doing. - Switch off all equipment. - Evacuate to ADMIN BUILDING. - Report to a warden. - Remain at the assembly point.	VISITOR/CONTRACTOR - Stop what you are doing. - Switch off all equipment. - Evacuate to CASTLE MOTEL OR IGA SHOPPING COMPLEX. - Report to a warden. - Remain at the assembly point.	VISITOR/CONTRACTOR - Remain in lockdown and STOP what you are doing. - Turn off lights, close blinds, sit quietly in safe spot, out of sight.	VISITOR/CONTRACTOR - Remain in lockdown and STOP what you are doing. - Turn off lights, close blinds, sit quietly in safe spot, out of sight.
Level 1				
Level 2				
You will be notified by the IMT when an emergency is lifted.				
admin@seeholssafeconsulting.com.au © School Safe Consulting 0438 350 916				

Appendix B: Warden Zone Map

