

# Castlemaine Primary School

## Contractor Occupational Health and Safety (OHS) Induction Handbook



Castlemaine  
Primary School 0119

|                |             |
|----------------|-------------|
| Prepared by:   | Kate Ward   |
| Date prepared: | August 2025 |
| Review date:   | August 2026 |

Dear Contractor,

The Department of Education (the department) has implemented an OHS Management System (OHSMS) that requires all contractors engaged to provide maintenance, repair work, or services at Castlemaine Primary School to be approved ***prior*** to the commencement of any works.

Please read the attached Contractor OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in – you will be issued with a visitor's pass that is to be kept on your person at all times whilst on department premises. You will also be required to undergo a site specific OHS induction.

The following information is to be provided:

- copy of current public liability insurance certificate (Note: \$10 million minimum cover required)
- copy of current workers compensation insurance certificate (if a company) or equivalent (i.e. income protection for sole traders)
- copy of trade licenses and bring original for sighting
- current Working with Children Check (where applicable)
- copy of Safe Work Method Statement for the high risk work to be undertaken or as mandated by the department.

This information is to be returned to us ***PRIOR*** to works taking place.

Note: If you are assessed as non-compliant you will be advised to submit further evidence.

If you have any questions please do not hesitate to contact **Sally Alderson** on **5472 1452** or [sally.alderson@education.vic.gov.au](mailto:sally.alderson@education.vic.gov.au)

Yours Sincerely,

**Sally Alderson**

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## 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) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all engaged contractors and sub-contractors to:

- report to the general office upon arrival at site
- complete an OHS induction using the [\*Contractor OHS Induction Checklist\*](#)
- sign in/out via reception and ensure their visitors pass it kept on their person at all times whilst on school site
- provide the following information every 12 months and as required:
  - licence numbers
  - Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)
  - Workers Compensation Insurance Certificate of Currency (if not a sole trader)
- complete a Safe Work Method Statement (SWMS) for high-risk work (new SMWS required for each high-risk task due to change of work scope)

## Relevant Department of Education Policies

[Asbestos Management Policy](#)

[Confined Spaces Policy](#)

[Contractor OHS Management](#)

[Health, Safety and Wellbeing Policy](#)

[Hot Work Policy](#)

[Outdoor Activities and Working Outdoors Policy](#)

[Plant and Equipment Management Policy](#)

[Prevention of Falls when Working at Heights Policy](#)

## Required conduct/behaviour

All Contractors must take reasonable care for their health and safety and the safety of others who may be affected by their actions or omissions while at work, which includes when working on school sites. They must also abide by the school's Code of Conduct while on site.

Contractors must also report any problems, hazards or incidents to the principal or their delegate and dress appropriately including wearing any suitable personal protective equipment.

### ACCEPTABLE BEHAVIOURS

As Castlemaine Primary School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Castlemaine Primary School commitment to child safety at all times and adhering to our Child Safety Policy.
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student.
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and LGBTQIQ+ students.
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Principal, Leading Teacher, Wellbeing Leader or Mental Health and Wellbeing Leader.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## UNACCEPTABLE BEHAVIOURS

As Castlemaine Primary School staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts).
- display behaviours or engage with students in ways that are not justified by the educational or professional context.
- ignore an adult's overly familiar or inappropriate behaviour towards a student.
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance.
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter.
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes.
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present.
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## Security access arrangements

### Access

All contractors must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school, see below:



Contractors are to restrict their movements and activities within the school to those areas and times approved/agreed to.

### Traffic Management

Contractor vehicles are to enter and exit the school grounds via the following locations:

- **Forest Street**

Designated pedestrian crossings are:

- **Forest Street**
- **Urquhart St**

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Contractors are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: **8:00am – 9:10am**
- Recess: **10:55am – 11:35am**
- Lunch: **1:35pm – 2:35pm**
- Pick up: **3:00pm – 3:55pm**

## OHS Induction

Upon arrival at the site, you will be required to complete an [OHS Induction](#) covering the site specific risks.

**Contractor inductions are valid for 12 months.**

## Safe Work Method Statements (SWMS)

A contractor is expected to supply a [Safe Work Method Statement](#) (SWMS) template, prior to the commencement of works, based on the level of risk or **as mandated by the department** for the following high-risk work:

- where there is a risk of a person falling more than two metres
- on or next to roadways or railways used by road or rail traffic
- in, over or next to water or liquids where there is a risk of drowning
- at workplaces where there is any movement of powered mobile plant
- where there are structural alterations that require temporary support to prevent collapse
- in an area where there are artificial extremes of temperature
- on or near energised electrical installations or services
- involving a trench or shaft more than 1.5m deep
- on or near pressurised gas distribution mains or piping
- involving demolition
- involving a confined space
- on or near chemical, fuel or refrigerant lines
- involving tilt-up or precast concrete
- on telecommunications towers
- involving diving
- involving removal or disturbance of asbestos
- in an area that may have a contaminated or flammable atmosphere
- involving the use of explosives
- involving a tunnel.

If the proposed work requires a SWMS, the works cannot proceed until the principal or their delegate has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS is required for each high-risk task, as scope of works can change.

## Site specific hazards

### Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM. **Please click the following link to view the following asbestos documents:**

- **Asbestos Management Plan**  
<https://docs.google.com/document/d/17ISsXmbiU2DZXIjE298H3v1OFiGlXZZg/edit?usp=sharing&ouid=112418522800606502183&rtpof=true&sd=true>
- **Division 5 Asbestos Report**  
<https://drive.google.com/file/d/1ozMT-hFD9vri0yMx9SYOzJqnakfvd1IF/view?usp=sharing>

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- if work is to be carried out in the vicinity of Asbestos Containing Material the Asbestos Coordinator **Kate Ward, Ph: 5472 1452** must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licenced 'Class A' removalist.

### Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the principal or their delegate must be informed. You must complete a Safe Work Method Statement to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

### Potential to fall two metres or more

A Safe Work Method Statement must be completed and supplied to the school where there is the potential to fall two metres or more including:

- work at a height of two metres or above (measured from the ground to foot position on ladder rung/work platform) or
- undertake excavation work (depth of one and a half metres or more).

This must be sighted and signed as understood by the school principal or their delegate.

### Hot Work

If a hot work task is to be undertaken (e.g., welding, burning, soldering, grinding) a Safe Work Method Statement must be supplied to the school, demonstrating how you will manage the risks. This must be sighted and signed as understood by the school principal or their delegate.

## Cables

There are overhead power lines **on Mostyn Street**. Work in this area be factored into a Safe Work Method Statement and sighted by the principal or their delegate.

Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the principal or their delegate or other department site contact prior to performing works that could disrupt department services.

Prior to conducting works, please contact 'Dial Before You Dig' on ph. 1100 (toll Free) between 8am and 5pm. For further information access the [Dial Before you Dig Vic/Tas Service Guidelines](#).

You can also call Energy Safe Victoria on (03) 9203 9700 or 1800 800 158 during normal business hours, or email ESV at [info@energysafe.vic.gov.au](mailto:info@energysafe.vic.gov.au).

## Animals / Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur, you must:

- not approach any domestic animals (e.g., dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the principal or their delegate for further escalation and management.
- not reach into any holes or gaps in the buildings without first checking to see if it is safe.

## 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 ORANGE | LOCK DOWN                                                      |
| CODE YELLOW | OFF-SITE EVACUATION TO CASTLE HOTEL<br>OR IGA SHOPPING COMPLEX |

### Emergency Procedures

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

### Leaving Site in an Emergency

All contractors are required to proceed to the evacuation point, report to a member of staff and remain there until given clearance to leave by the Incident Controller or principal.

### Evacuation Point

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

## Emergency contacts

| School contacts             |                |           |
|-----------------------------|----------------|-----------|
| Principal                   | Kate Ward      | 5472 1452 |
| Asbestos Coordinator        | Kate Ward      | 5472 1452 |
| Business Manager            | Sally Alderson | 5472 1452 |
| General Office Number       | Sally Alderson | 5472 1452 |
| School after hours contacts |                |           |
| Principal: Kate Ward        | 0410 306 191   |           |
| Emergency contacts          |                |           |
| Police:                     | 000            |           |
| Fire:                       | 000            |           |
| Ambulance:                  | 000            |           |
| Poisons:                    | 13 11 26       |           |

## Hazard and Incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or staff member 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 the contractor.

## First aid and amenities

### First Aid

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

-  **First Aid Room**

### 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.

### Amenities

Please see map in Appendix for the following clearly marked items:

-  **Toilets and amenities**
-  **Staffroom**
-  **Parking**

# Appendix A: Evacuation Process Chart

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Version: 18/12/2024                                                                                                                                                                                                                                                                                                                                                                                                                |  | You hear the emergency alarm! Listen for the details of the DANGER and the evacuation point.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | <br>eLine@schoolsafetyconsulting.com.au<br>0438 350 916                                                                                                                            |  |
| <b>OVAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>SHELTER IN PLACE – ADMIN BUILDING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | <b>OFF-SITE to CASTLE MOTEL OR<br/>IGA SHOPPING COMPLEX</b>                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>LOCK DOWN – Level 1 OR Level 2</b>                                                                                                                                                                                                                                   |  |
| Stay calm & listen to your teacher.                                                                                                                                                                                                                                                                                                                                                                                                |  | Stay calm & listen to your teacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Stay calm and listen to your teacher.                                                                                                                                                                                                                                                                                                                                                                                                              |  | Stay calm & listen to your teacher.                                                                                                                                                                                                                                     |  |
| Use common sense at all times.                                                                                                                                                                                                                                                                                                                                                                                                     |  | Use common sense at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Use common sense at all times.                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Use common sense at all times.                                                                                                                                                                                                                                          |  |
| Line up at your nearest and safest exit point. Evacuate to the <b>OVAL</b> . If the teacher in the room next door is a warden, their class will follow behind your class to the <b>OVAL</b> . Wardens sweep their space and catch up with their class when it's convenient. <b>Take your red folder, mobile phone, and student medication. Wear your high vis vest.</b> Where possible, close windows and doors before evacuating. |  | Line up at your nearest and safest exit point. Evacuate to the <b>ADMIN BUILDING</b> . If the teacher in the room next door is a warden, their class will follow behind your class to the <b>ADMIN BUILDING</b> . Wardens sweep their space and catch up with their class when it's convenient. <b>Take your red folder, mobile phone, and student medication. Wear your high vis vest. The warden or deputy warden in the Yellow Zone, will need to collect the AED on their way to the SIP.</b> Where possible, close windows and doors before evacuating. |  | Line up at your nearest and safest exit point. Evacuate to the <b>CASTLE MOTEL</b> . If the teacher in the room next door is a warden, their class will follow behind your class to the <b>CASTLE MOTEL</b> . Wardens sweep their space and catch up with their class when it's convenient. <b>Take your red folder, mobile phone, and student medication. Wear your high vis vest.</b> Where possible, close windows and doors before evacuating. |  | You must remain in the classroom. All doors and windows to your classroom & building must be <b>closed &amp; locked</b> .<br><br>If you are outside, move to the nearest and safest internal space. <b>Lock all windows &amp; doors.</b> This may mean sharing a space. |  |
| Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.                                                                                                                                                                                                                                                          |  | Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.                                                                                                                                                                                                                                                                                                                                                                                    |  | Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.                                                                                                                                                                                                                                                                          |  | Students who are out of their classroom must move safely to the nearest room and report to the teacher straight away.                                                                                                                                                   |  |
| Line up with your class on the <b>OVAL</b> from Prep to Year 6.                                                                                                                                                                                                                                                                                                                                                                    |  | Line up with your class in the <b>ADMIN BUILDING</b> in assembly position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Evacuate to the <b>CASTLE MOTEL</b> Exit the school grounds via your nearest and safest external gate. Exit school grounds from back of oval onto Forest Street. Cross the road and enter the Motel through the front entrance.<br><br>Await further instructions.                                                                                                                                                                                 |  | <b>LEVEL 1</b><br><br>If safe to do so, continue with your classroom program <b>quietly</b> , but remember, <b>NO ONE CAN LEAVE YOUR SPACE.</b>                                                                                                                         |  |
| Take the roll as soon as your class settles. Report the following information to the <b>Principal/Leading teacher</b> straight away:<br><b>1) Class and students present, Yes or No.</b><br><b>2) Name of teacher.</b> ES staff and teachers without a class, report directly to the Warden.                                                                                                                                       |  | All visitors and contractors must be sent to check in with administration staff as soon as possible.<br><br>Once notified, walk calmly and quietly back to your classroom the same way you came out and continue your lesson.                                                                                                                                                                                                                                                                                                                                |  | <b>LEVEL 2</b><br><br><b>STOP</b> what you are doing. Turn off lights and sit quietly in a safe location, away from windows and doors.                                                                                                                                                                                                                                                                                                             |  | <br>Castlemaine Primary School                                                                                                                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                         |  |
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## Appendix B: Warden Zone Map

