


Whitefriars Catholic School

WHS Induction


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1

Welcome to Whitefriars



We are committed to the health and safety of all our staff.



Our WHS Policy is on display in the front office. We are committed to:

- A safe working environment
- Safe systems of work, and
- Plant and substances in safe condition

(eLearning Industry, 2023)

2

WHS Contact Officers



Frank Congedi
Principal



Catia Frasca
Deputy Principal



Dennis Murphy
Maintenance & Grounds Person



Pania Rawlins
WHS Coordinator & ESO




Please speak to any WHS Officers if you have any questions or concerns.


(TysonCodeOfConduct, 2022)

3

WHS Policies & Procedures




The following induction is a brief explanation of some WHS policies & procedures contained within the Catholic Safety Health & Welfare SA unit.



A comprehensive list of all Policies & Procedures can be found in the Carmelite Meeting Room or online at the CSH&W SA website.


4

Smoking



Whitefriars Catholic School is a designated non-smoking site.


Asbestos




All buildings on our site are asbestos free following the demolition of The Penola building in January 2021.

5

Electrical




All moveable electrical items must display a tag which indicates the most recent electrical test date.



Any electrical item from home must be tested and tagged before use or less than 12 months old.

Electrical Testing occurs during the April holiday break.



Safety switches (RCDs), exit lights & emergency lighting are tested in Accordance with CSH&W.

6

Skin Cancer & UV Radiation Protection



Staff and children are required to wear either a bucket or legionnaire style hat when involved in outdoor school activities between September to May.



Staff and children are encouraged to apply sunscreen before going outdoors for play/sport.



Sunscreen is available in the staff room by the sink.



7

Yard Duty Requirements



Staff are required to wear a safety vest, carry a first aid bag and emergency cards when on duty (allocated individually to staff).



Each classroom has a yard duty bag. Please see front office staff if you require additional first aid items.



8

Manual Handling



"Any activity requiring the use of force exerted to lift, push, pull, carry or otherwise move, hold or restrain any person, animal or thing."

Step ladders, sack trucks and trolleys are all available for use.

You are only asked to do work which you can perform safely. If you feel you cannot do a job safely or have any safety issues, please discuss with a WHS Contact Officer.



9

Safe Operating Procedures



It is the responsibility of each person to read the SOPs for equipment.

Some equipment that has a SOP include:

- Portable whiteboard
- Glue guns
- Step ladders
- 3D printer
- High jump mat
- Playground
- Photocopiers & Printers

Please see the WHS Coordinator for SOP as required.



10

Remote or Isolated Work



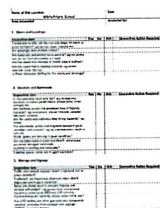
If your work requires you to be on site after hours, in isolation or remote from others:

- Notify another staff member of your expected finish time,
- Utilise security lighting by parking as close as possible to the entry gate
- Lock gates behind you upon entry,
- Turn off alarm and advise Security Company of expected duration of visit,
- Reset alarm and ensure building and gates are locked when leaving.



11

Workplace Inspections



Staff are required to complete Workplace Inspections twice a year.

The WHS Coordinator will distribute inspection forms in Terms 1 & 3.

Please direct any questions to a WHS Contact Officer.

Please return completed inspection forms to WHS Coordinator or Deputy Principal.



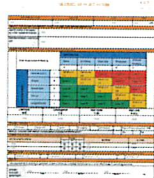
12

Hazard Control



Should you identify a hazard or potential risk, please:

- Report the matter immediately to a WHS Contact Officer,
- Take immediate action to correct the problem,
- Record these actions on a Hazard Report Form located on the WHS notice board in the staffroom or on Sharepoint,
- Submit forms to the WHS Coordinator



13

Workplace Substances



The only chemicals to be used are those supplied by Whitefriars as these have been assessed for risk.

Familiarise yourself with Material Safety Data Sheets (MSDS), located in the WHS cupboard in the Carmelite Meeting Room.

Check all labels prior to use for safety precautions.



14

Emergency Evacuation & Lock In



Emergency Evacuation and Lock In Procedures are displayed beside exit doors.

Emergency Evacuation

- Printed on green coloured paper
- Indicated by intermittent rings of the bell

Lock In

- Printed on blue coloured paper
- Indicated by a long continuous buzz

Please familiarise yourself with each procedure and evacuation route.



15

Volunteers



For the purpose of WH&S, volunteers are considered to be employees so the same commitment to safety may apply.

All volunteers, visitors and relief teachers are required to sign in and out in the front office and wear an identifiable, visible badge while on school grounds and on excursions.

Volunteers must have a current Catholic clearance.



16

Health & Wellbeing Policies



A number of policies exist to ensure the health & wellbeing of all. Some of these are listed in the following slides.

Should you find yourself needing to talk with someone, Whitefriars have trained Contact Officers ready to support you.



Aidan Brigden
PE Teacher/
Sport Coordinator



Rossana Rositano
Yr5 Teacher/
Numeracy Leader



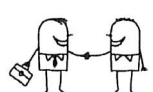
17

18.1 Psychological Health



All parties have responsibility for identification, assessment and control of risks in relation to stress. Workplace stress will be managed sensitively and confidentiality maintained at all times.

18.2 Prevention of Workplace Violence

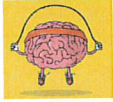


This policy is aimed at assisting schools to develop practical steps to protect employees and other people in the workplace from violent incidents which may injure or harm them.



18

18.3 Fitness for Work



Concerning issues where a person presents to work in a condition where in the opinion of the Principal, the person is unable to work safely or may compromise the safety of others.

18.4 Conflict Resolution



This policy is aimed at assisting schools to develop practical steps to protect employees and other people in the workplace from violent incidents which may injure or harm them.



19

18.5 Bullying & Harassment



Bullying/ harassment of any person is not tolerated. This policy aims to provide its employees with a safe work environment that is free from inappropriate behaviour.

We will take all reasonable steps to minimize any form of workplace bullying or harassment and to treat people with equity and dignity.

18.6 Behaviour Education

This policy provides information designed to assist school staff in the reduction of stress related illness resulting from student behaviour.



20

Injury/ Incident/ Near Miss



In the event of an injury/ incident/ near miss:

- Notify a WHS Contact Officer immediately,
- Complete Form 2a located at the WHS Board in the Staff Room and submit to a WHS Contact Officer

The Principal/ Deputy Principal will:

- As a priority, ensure your well-being,
- Investigate the incident and take corrective actions to prevent further injury



Minor injuries e.g. cut finger, are recorded on the minor injuries log (form 2b) in the first aid room.



21

First Aid



The First Aid Room is located in the front office. All accidents and incidents are to be reported and recorded.

Senior First Aid trained staff are listed below.



Julie Bileckj
Receptionist



Andrea Mackereth
Enrolments



Aidan Brigden
PE Teacher



Sally Goldsmith
Receptionist



Pania Rawlins
ESO

22

Staff Handbook



A staff handbook is available and outlines some day to day procedures including:

- TRT folders with a class list and daily timetable are located in the front office
- Teachers/ adults/ volunteers must only use the staff toilet or disabled toilet
- Staff mobile phones must not be used during class time or when on yard duty
- Safe comfortable footwear (appropriate for designated activity) must be worn at all times



23

Responding to Abuse and Neglect



All Catholic Education staff must complete the 7hr RAN training, and update every 3yrs.

The Principal, Deputy Principal and following checklists are available to support you making a notification. These are stored in T:Staff > Mandatory Notifications:

- Concern Checklist
- Notification Checklist

Following the notification:

1. Complete the Mandatory Notification Record sheet,
2. Print and submit to the Principal,
3. Do not save an electronic version of the form.



24

Consultation



Consultation is an important part of maintaining a safe working environment.

Any safety issues/ concerns you may have, e.g. safe work procedures hazards, etc may be discussed with a WHS Contact Officer.

Where possible, leadership will include you in discussions on matters that may affect your health and safety, e.g. new work procedures, changes to workplace layout, etc.

Items for discussion can also be raised at staff meetings.



25

Thankyou & Welcome



All new employees are given:

- Code of Conduct
- Protective Practices for Staff in their Interactions with Children and Young People

Please read this information and speak to a WHS Contact Officer (Principal, Deputy Principal, Groundsperson & WHS Coordinator) if you have any questions or concerns.

Please sign and date the WHS Induction Sheet

Thankyou. Your contribution to Whitefriars Catholic School is very much appreciated.



26

