

10. Licences - Certificates

Contractors and visitors whilst operating plant and equipment on DHS Property must hold current licences, certificates and may be asked to produce these for inspection as required by School Management. School Management reserve the right to refuse work access if licences, certificates are not shown. Please ensure copies of these documents are carried with you at all times.

11. Accidents at School Site

All accidents, whether lost time, medical treatment, or near miss, must be verbally reported to the Administration immediately on Ext 200, followed by a written accident report with 24 hours.

12. Housekeeping

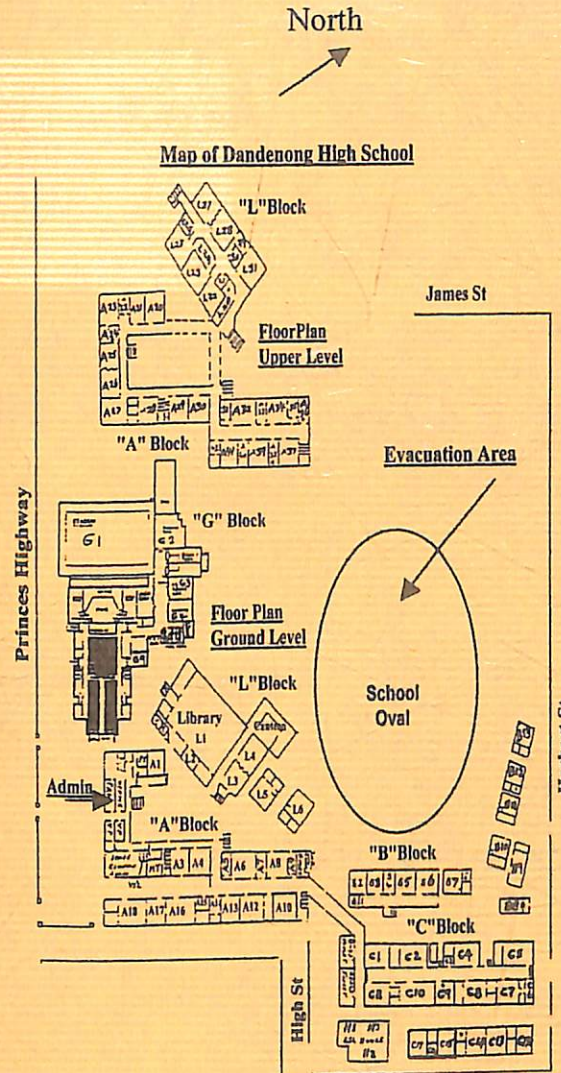
It is the contractor's responsibility to maintain a clean and orderly work site. Contractors shall ensure that all waste materials are removed from the school on completion of the works, and the site is left clean and tidy.

13. Alcoholic Beverages, Firearms, Explosives, Narcotics, etc

Are strictly forbidden

14. Dogs

Dogs are not permitted on the school grounds



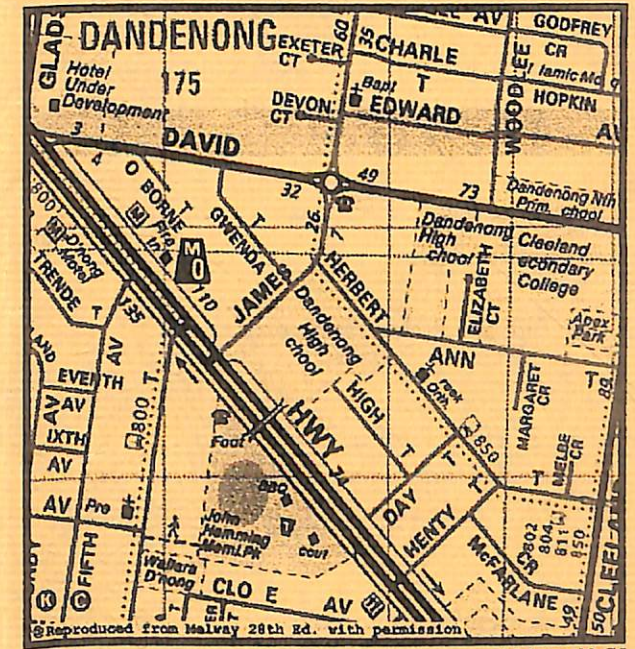
Updated December 2002



DANDENONG HIGH SCHOOL

VISITOR & CONTRACTOR

**OCC. HEALTH & SAFETY
RULES AND OBLIGATIONS**



**Princes Highway
Dandenong. 3175**

**Ph: 9792 0561
Fax: 9706 8028**

ATTENTION ALL VISITORS AND CONTRACT EMPLOYEES

1. Introduction

All contract employees, and visitors on arriving at the school must report to the Reception, sign the visitor's pass register, and be issued with a visitors tag. This register must also be signed on departure from the school, and tag returned.

To ensure safe operation of the school, all contract employees, and visitors must be familiar with, and abide by the Occupational Health & Safety Rules and Obligations. This document presents a summary of the more important Safety rules. These rules are required to be understood before entering the school.

If there are any questions relating to the rules, ask at Reception. The Reception area is located within the Main Administration Building.

2. School Safety Inductions

Before commencement of any work at the school, all contract employees, and visitors must attend a Safety Induction and on completion must sign the Contractor Authority Register.

3. Protective Clothing/Equipment

Safety footwear must be worn in areas where construction or maintenance is being carried

out. Hearing and eye protection must be worn in specified areas, or for specific work.

4. Permits

No person shall carry out work on any equipment without a current written Permit to Work.

All Safety rules must be observed as written on the permit. Permits must only be taken out by authorized recipients.

5. Portable Tools and Leads

All electrical tools, and extension leads should be in good working condition, and have a current electrical inspection tag. All electrical tools should be protected by E.L.C.B. equipment.

6. Ladders

All ladders must be in good condition. Stepladders must be fully spread and you must not stand within 1 metre from the top. Non self-supporting ladders must be securely fixed, so that they cannot move at the top or the bottom, or a person shall be stationed at the base to prevent slipping.

7. Hazards

Contract employees and visitors should be aware about known hazards at the school which may affect their work, including been given a copy of the relevant section of the asbestos report, if necessary.

7. Smoking

Smoking is not permitted within any of the school buildings or grounds.

8. Fire and Safety Equipment

Any fire or emergency, contact the Reception immediately on 9792 0561, or Ext 200.

Access ways to fire equipment, and building exits must be kept clear at all times. Fire equipment must not be used for any other purposes.

9. Emergency Alarm Procedures

There are four audible alarms, which may be heard at the school:

- (a) *Continuous Sound of School Bell (or)*
- (b) *Repeated blasts of the gas horns (or)*
- (c) *Local Fire Bells at Hall or Library (or)*
- (d) *Manual Hand Held Bell (Principal)*

When sounded, evacuate all buildings, proceed to the centre of the school oval, and await instruction.

**SCHOOL EMERGENCY PHONE
9792 0561 or Ext 200**