

Emergency Procedures

In a life threatening emergency, for FIRE, POLICE and AMBULANCE

DIAL 000

In **ALL CASES**, advise the Principal.

Exits

For your safety, make sure you know the location of your nearest exit.

Evacuation Alarm



Continuous Bell

Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on map. (**Hockey Field**)
- Do not re-enter until advised to do so.

Lockdown Alarm

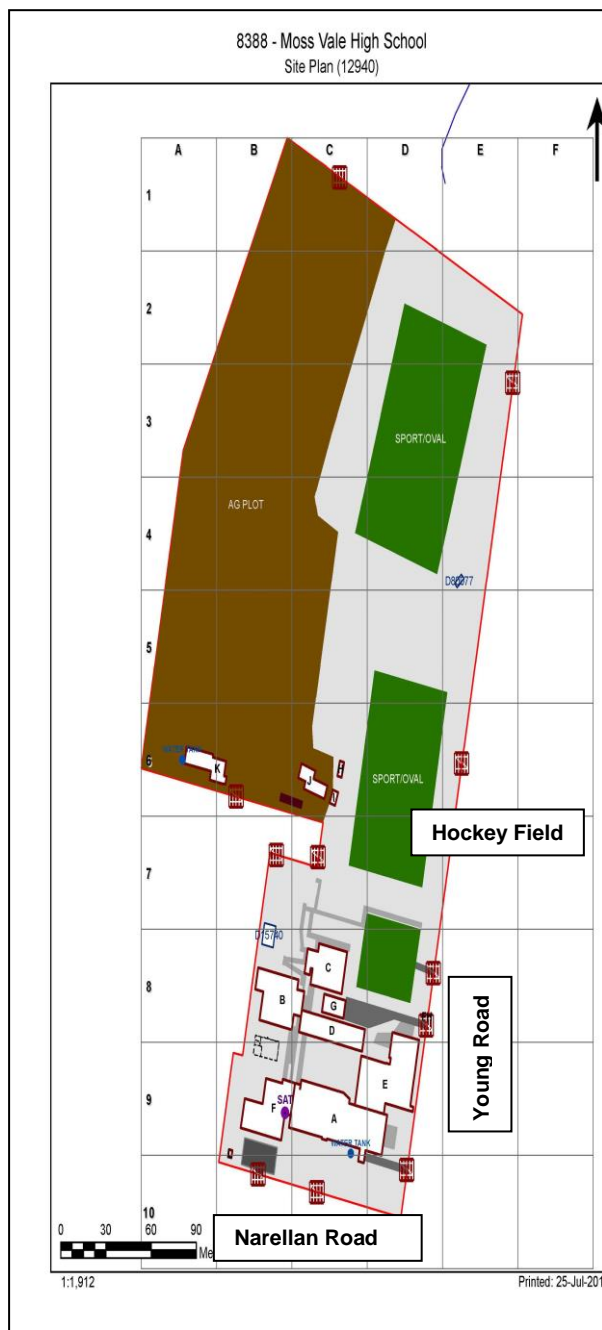


Intermittent Alarm with Increasing Volume

Lockdown Procedures

When the lockdown alarm sounds:

- Move to the closest secure point and ring the office to alert them to your whereabouts.



Education & Communities

Public Schools NSW

**WELCOME TO
Moss Vale High School**



Safety Briefing

For Contractors

Visitors and Volunteers

The New South Wales Department of Education and Communities is committed to the occupational health and safety of employees, students, contractors and all other 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 the main office on arrival.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- **Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education and Communities premises.**
- All contractors to have completed the [Safety procedures for engaging Department of Commerce contractors](#)

OR

[Safety procedures for engaging independent contractors](#)

- ❖ **Smoking** is not permitted on DEC premises.
- ❖ **Alcohol and Illegal Drugs** are not permitted on DEC premises.
- ❖ **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 the main office prior to entering the site.
- ❖ **All Injuries, incidents and hazards** must be reported to the main office.
- ❖ Injuries will be recorded in the *Register of Injuries*.
- ❖ **First Aid** treatment is available on site.
- ❖ **Other**
Add information about site specific issues here



All Department of Commerce contractors report to the principal or delegate to:

- indicate the location and duration of the job
- sign the school's Site Visit Log book
- 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 and controls for site specific hazards
- produce public liability insurance documentation before work is commenced
- complete a Prohibited Employment Declaration

I have complied with all WHS issues:

Signed: _____
Contractor

Contractor name: _____

Company: _____

Date: ____/____/____