**SMOKING**
Smoking is not permitted on DET premises.

**ALCOHOL and ILLEGAL DRUGS**
Alcohol and illegal drugs are not permitted.

**WEAPONS**
Weapons, including knives, are not permitted.

**DANGEROUS GOODS AND HAZARDOUS SUBSTANCES**
Visitors and contractors intending to bring dangerous goods on site must declare these to the Principal.

**INJURIES/HAZARD REPORTING**
All hazards and incidents must be reported to the main office.
Injuries will be recorded and First Aid is available on site.

**OTHER**
Report all unidentified persons and vehicles onsite to the Principal or Deputy Principal immediately.
Obey the directions of school executive or teachers in the event of an emergency.
Please be aware of the location of your nearest exit.
Please wear a helmet when riding a bicycle to and from school.
We are a sun safe school—no hat, no play.

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**Bateau Bay Public School**
Waratah Street
Bateau Bay NSW 2261
Ph: 4332 8000
Fax: 4334 3121

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**Bateau Bay Public School**
Learning Together in a Safe and Caring Environment

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**NSW Education & Training**

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The New South Wales Department of Education and Training 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 administration office on arrival.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- Wear protective clothing and hat when in sun for prolonged periods.
- Violent, threatening or other unacceptable behavior is not tolerated on NSW Department of Education and Training premises.

All contractors must have completed the Safety Procedures for engaging Department of Commerce contractors

Or

Safety procedures for engaging Independent Contractors.

EMERGENCY PROCEDURES

In a life threatening emergency:
Dial 000 for Fire, Police and Ambulance.
In ALL CASES, advise the Principal.
Exits—For your safety, make sure you know the location of your nearest exit.

EMERGENCY BELL SIGNALS

EVACUATE—30 second INTERMITTENT Bell requires all persons to evacuate to the top oval.

LOCKDOWN—a 30 second CONTINUOUS bell requires all persons to “lock down”.

EVACUATION PROCEDURES

When the emergency bell sounds, evacuate the building and proceed to the top oval.
Evacuation Maps are located in each room near exit.

Refer to the EVACUATION MAP ON THE BACK OF THIS PAMPHLET

All Department of Commerce contractors report to the Office, Principal or delegate to:

- Indicate the location and duration of the job.
- Sign the ‘Site Visit Log Book’.
- Advise the status of the job before leaving.

ALL Non-Department of Commerce contractors must in addition, complete the local workplace safety procedures for independent contractors (form available from office or Principal) and produce requested documentation prior to work commencing on this site which includes:

- Providing a copy of their Safety Management Plan including Safe Work Method Statements and Risk Management procedures for the work to be carried out at this workplace.
- A list of all hazardous substances and equipment brought into this workplace and ensure appropriate control mechanisms are in place to protect all persons at the workplace.
- Produce Certificates of Currency for Public Liability ($10 million) and Workers Compensation Insurance prior to work commencing.
- Complete a Prohibited Employment Declaration.