

## 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.*

### REQUIREMENTS:

- ▶ **All visitors are required to report to the main office on arrival.**
- ▶ **Observe all parking and vehicular restrictions.**
- ▶ **Obey all safety signs.**
- ▶ **Do not enter barricaded areas.**
- ▶ **Keep gates closed and secure at all times.**
- ▶ **Report all property damage immediately.**

- ⇒ **SMOKING** is not permitted on DEC premises.
- ⇒ **ALCOHOL** and **ILLEGAL DRUGS** are not permitted on DEC premises.
- ⇒ **WEAPONS**, including knives are not permitted on DEC premises.
- ⇒ Visitors, volunteers and contractors intending to bring **DANGEROUS GOODS** and **HAZARDOUS SUBSTANCES** on site must declare these at the main office prior to entering the site.
- ⇒ All **HAZARDS** and **INCIDENTS** must be reported to the main office.
- ⇒ **INJURIES** will be recorded in the Register of Injuries.

**VIOLENT, THREATENING OR OTHER UNACCEPTABLE BEHAVIOUR IS NOT TOLERATED ON NSW DEPARTMENT OF EDUCATION AND COMMUNITIES PREMISES.**

# Callaghan College Waratah Technology Campus



*Excellence, Respect & Responsibility*

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Education &  
Communities



CALLAGHAN  
COLLEGE

**WARATAH  
TECHNOLOGY  
CAMPUS**

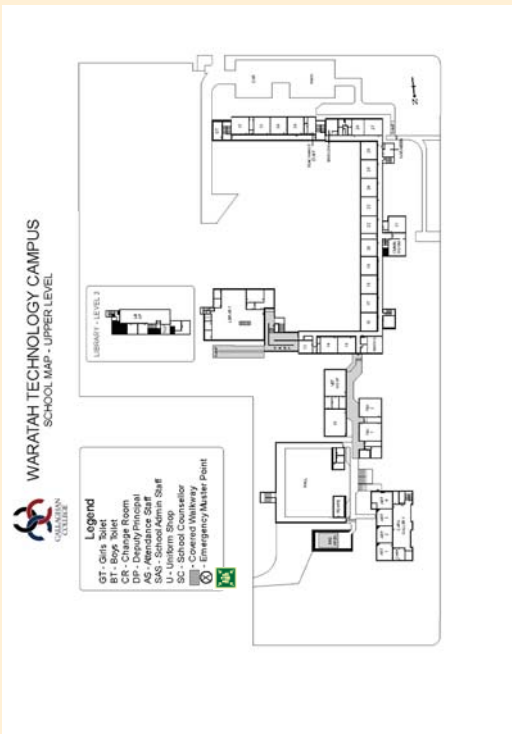
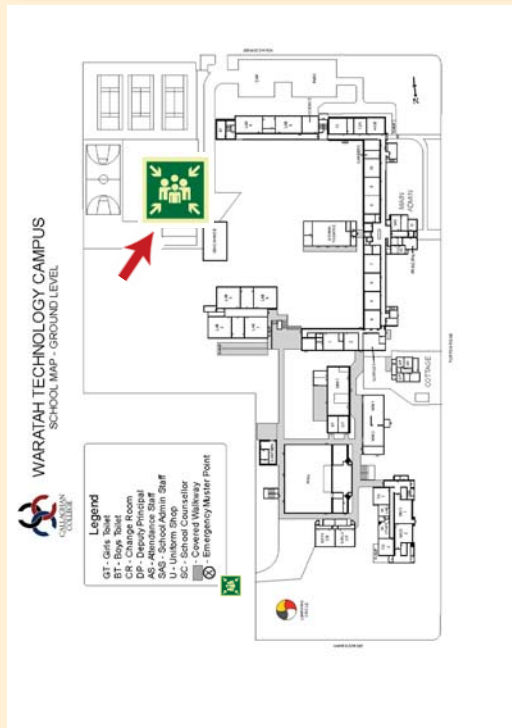


# SAFETY BRIEFING

The NSW Department of Education and Communities is committed to the workplace health and safety of employees, students, contractors and visitors.

*Excellence, Respect & Responsibility*

# EVACUATION MAP - (Displayed in each room)



## EMERGENCY PROCEDURES

In a life threatening emergency, dial:



In ALL cases, advise the Principal, Deputy Principals or School Administration Manager.



### EXITS -

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



### EVACUATION -

A continuous evacuation siren will sound. Lock all windows and move to the emergency assembly area.



### LOCK DOWN -

An intermittent alert will sound. Move to the closest secure point (occupied classroom, office, hall, library). Ring office (49681939) or ext. 201 from onsite landline to advise staff of your whereabouts.

All contractors, visitors and volunteers must report to the Principal or delegate to:

- Advise the location and duration of the job.
- Sign the school's Site Visit Log or Visitors Book and Induction Sheet.
- Advise the status of the job before leaving the site.
- Ensure that no tools or hazardous materials are left behind in unsafe areas.

In addition, all non NSW Public Service contractors must:

- 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 commencing work.
- Complete a Prohibited Employment Declaration or Working With Children Check.

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