Emergency Procedures
In a life threatening emergency

DIAL 000
For fire, police and ambulance
In ALL CASES, advise the workplace manager.

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

Evacuation Alarm

Continuous bell ring

Evacuation Procedures
When the evacuation alarm sounds:
- Evacuate the building and proceed to the assembly area identified on the map.
- Do not re-enter until advised to do so.

The New South Wales Department of Education and Communities is committed to the work health and safety of employees, students, contractors and 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 reception on arrival.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety instructions, safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education and Communities premises.

Smoking
Smoking is not permitted on DEC 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 at the reception prior to entering the site.

Reporting Injuries/Hazards
- All hazards and incidents must be reported to the main office.
- Injuries will be recorded in the Register of Injuries.
- First Aid treatment is available on site.

Local level induction
Your workplace manager will provide you with a local level induction detailing site safety considerations.

Contractors
All Department of Commerce contractors report to the manager or delegate to:

- indicate the location and duration of the job.
- sign the Visitors log book (if applicable)
- confirm review of asbestos register
- 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 specific hazards related to the work being undertaken
- produce public liability insurance documentation before work is commenced

I have complied with all WHS requirements

Signed:........................................

Contractor

Date: ........................................