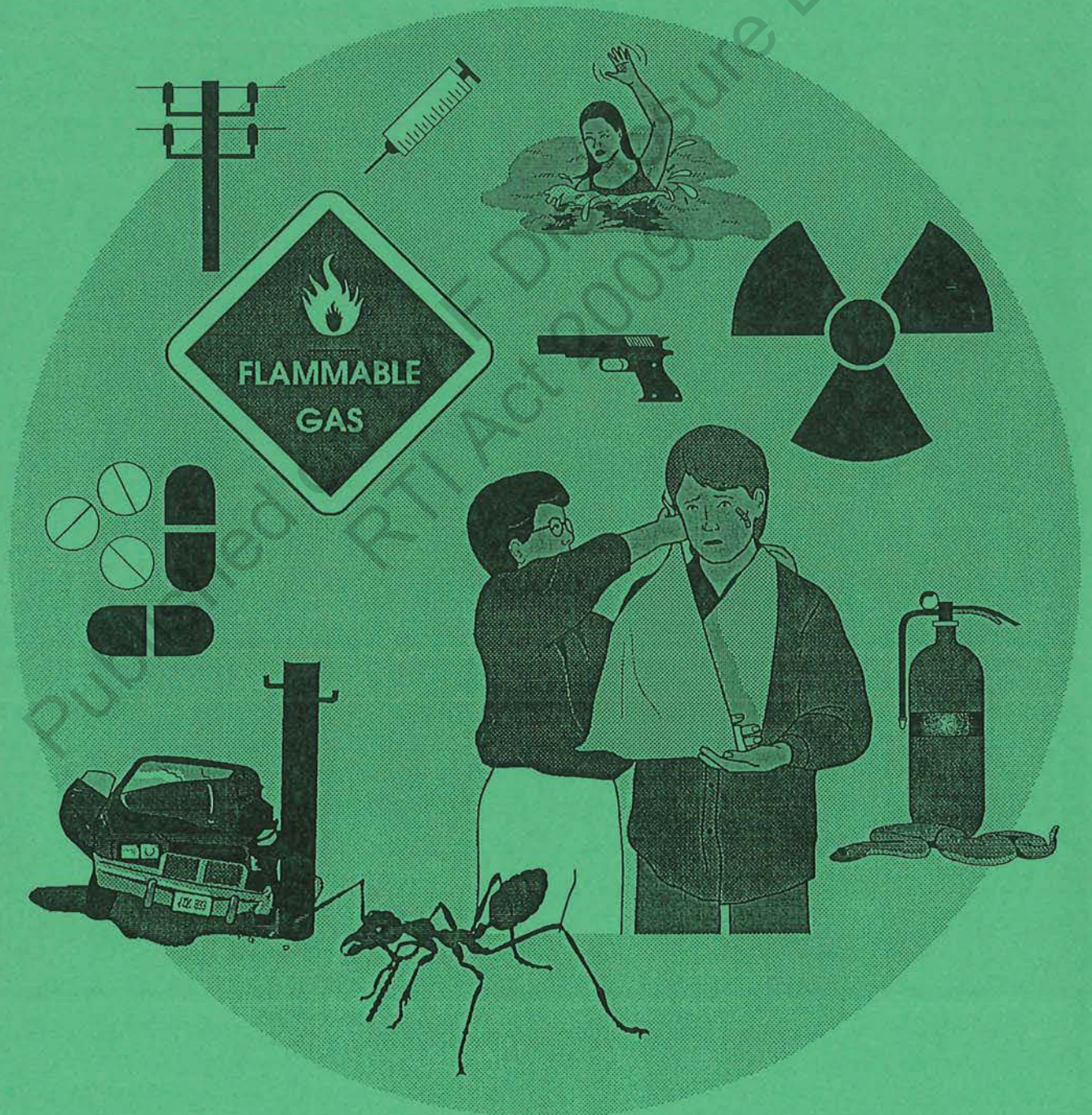


# SAFETY



*Emerald  
Agricultural  
College*

# INDUCTION BOOKLET





Published on DAF Disclosure Log  
RTI Act 2009

1st Edition Nov 1995  
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Safety Induction Booklet

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Typesetting Deb Morgan  
Produced using Word 6

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DISK: Text : Safety Induct 10/95 : PM/dm

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<b>Name of Participant:</b>	
<b>Date of Induction:</b>  / / 95	<b>Book No:</b>

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## DIRECTOR'S MESSAGE

*Safety begins with you.*

It is the responsibility of all of us to ensure that College safety is observed and that Safety procedures are communicated to students and enforced by us all.

In general terms, we are totally responsible for the safety of our college people. Any factor, behaviour or condition that may effect's safety must be attended to and rectified by any means possible immediately!

This safety Induction Program seeks to enable you to familiarise yourself with the Safety Policies in place in this college. Everybody is required to undertake this program, and further, you are required to certify that you have done so.

The most elaborate rules, regulations, legislation, plans and procedures cannot overcome a bad personal attitude towards health and safety - you've got to want to work in a healthy environment. The provisions of the Workplace Health & Safety Act impose upon all of us the responsibility and accountability to act in a manner which does not endanger our own health or safety or that of any other person at our workplace.

Safety is not somebody else's responsibility. Each of us is required to develop a positive awareness of the situations, conditions and people on the job, and if we see something wrong, fix it or report it don't look at health and safety as someone else's problem.

I commend this program to you, and ask that you make our Safety Officer aware of any matter which would improve this Safety Induction Program.

Rod Fleming  
Director.

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## Aims of the EAC Safety Handbook

*It is intended that the Handbook will:*

- provide policy guidelines on safety
- develop an awareness on safety
- form the basis of safety education programs
- lead to a common approach to and knowledge of safety matters
- provide a basis for the induction of new College people
- provide reference material for staff and students
- furnish a list of Standards and Acts where further information can be obtained
- provide material that may be copied for use in teaching programs in colleges.

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## INFORMATION FOR INDUCTING OFFICER

These guidelines are designed to assist persons charged with the responsibility of instructing new people in the safety program requirements.

Delivery of this induction program also ensures the college's compliance with the requirements of the Workplace Health & Safety Act 1995 to provide all employees with safety information relevant to their area of employment.

The program addresses aspects of safety which must be explained to ALL people prior to commencement of work or study.

NOTE: Upon completion of this program it is mandatory that the name of each participant and the date of completion of each program be supplied to Peter McIndoe, Safety Co ordinator.

NOTE: The College has the right to expand the contents as they see appropriate.

**THIS INDUCTION PROGRAM MUST BE PRESENTED IN  
CONJUNCTION WITH THE SAFETY INDUCTION VIDEO  
"SAFETY & YOU".**

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## TOPIC 1 Safety Policies

### Health & Safety

#### Policy Statement

The Department of Employment, Vocational Education, Training and Industrial Relations, of which the Emerald Agricultural College is a unit, has a legal obligation to protect all people and bona fide visitors from the risk of injury or illness so far as is practicable in the working, educational and training environment. It is therefore policy of the College to implement an effective health and safety program which ensures compliance with relevant acts, regulations, codes and standards.

Management of occupational health and safety is an integral part of overall management responsibilities. Department and section managers at all levels have the authority and responsibility for the health and safety performance in their areas of control.

All people are to be committed to the Occupational Health and Safety Program and the elimination or control of workplace hazards. Each individual is personally responsible for working in a safe and healthy manner, following safety rules and participating in safety training. The College will not knowingly demand or expect of any person participation in any activity which is likely to be detrimental to their health or safety.

#### Purpose

This video is designed to introduce new staff members to organisational Safety Policy and their obligations under the Workplace Health & Safety Act.

#### Resources

Participant to watch video, "Safety & You", - VHS, duration 16 minutes, 53 seconds.

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## TOPIC 2 Safety Personnel

### Purpose

To identify safety personnel within this establishment.

### Resources

Safety officers are listed in this manual, or participant should contact safety officer for present update.

### Assessment

- Identify :
- a) Safety Coordinator
  - b) Safety Representative
  - c) First Aid Officers

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## SAFETY COMMITTEE MEMBERS

Peter McIndoe	<i>College Safety Coordinator</i>
Peter Venamore	<i>Berrigurra Campus</i>
Don Gordon	<i>Property Development</i>
Uri Markowski	<i>Engineering</i>
Ken Vale Mike McCosker	<i>Crop Production</i>
June Conroy	<i>Domestic Establishment</i>
Helen Hourn	<i>Administration</i>
Simon Livingstone	<i>Computer Centre - Office 1</i>
<div style="border: 1px solid black; padding: 2px;">sch4p4(6) Personal i</div>	<i>Student</i>

### Executive Members

Rod Fleming *Director*

### Contacts For First Aid

First Aid Officer	Contact	
• Kerry Jessen	Office	706
	Home	758
• Kate Morrison	Home	746

*If unable to contact any of the above, immediately make contact with Peter McIndoe on Home Ext 752 or Rod Fleming on Home Ext 736 for assistance.*



---

## TOPIC 3 Safety Handbook

### Purpose

Participant should identify the locations of the TAFE Safety Handbook and be conversant with content and use.

#### *Refer*

- to TAFE Safety Handbook locations
- Read aims of Safety Handbook.

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# LOCATIONS OF SAFETY ACT & REGULATIONS

## The Act

Peter McIndoe's Office  
Library

## Safety Handbook

Peter McIndoe's Office

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## TOPIC 4 Workplace Health & Safety Act and Regulations

### Purpose

Participants should be conversant with the Workplace Health & Safety Regulations

### Resources

Participants to read sections of Workplace Health & Safety Act on the following pages.

*PLAY IT SAFE: Parts 1 & 4*

Video - Workplace Health & Safety - Act (and Regulations)

### Assessment

- Q1 What is the procedure for all injuries, illnesses or occurrences?  
Q2 What are the consequences of drugs and alcohol at the workplace?  
Q3 State two mistakes the operator made with his blow torch.

---

# WORKPLACE HEALTH & SAFETY OBLIGATIONS

## Obligations for workplace health and safety

23. (1) The following persons have obligations under division 2 for workplace health and safety :
- employers
  - self-employed persons
  - persons in control of workplaces
  - principal contractors
  - designers, manufacturers, importers and suppliers of plant
  - erectors and installers of certain plant
  - manufacturers, importers and suppliers of substances
  - owners of specified high risk plant<sup>1</sup>
- (2) Workers and other persons at workplaces have obligations under division 3 for workplace health and safety.

## Discharge of Obligations

24. (1) A person on whom a workplace health and safety obligation is imposed must discharge the obligation.

Maximum penalty - 400 penalty units or 6 months imprisonment.

- (2) Subsection (1) applies despite Criminal Code, sections 23 and 24.<sup>12</sup>

Person may owe obligations in more than 1 capacity

25. A person on whom a workplace health and safety obligation is imposed may be subject to more than 1 workplace health and safety obligation.

*Example:*

*A person may be an employer, principal contractor and supplier of plant at the same time for a single workplace and be subject to obligations in each of the capacities.*



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*How obligations can be discharged if standard made*

- 26.(1) If a compliance standard prescribes a way of preventing or minimising exposure to a risk, a person may discharge the person's workplace health and safety obligation for exposure to the risk only by following the prescribed way.
- (2) If a compliance standard prohibits exposure to a risk, a person may discharge the person's workplace health & safety obligation for exposure to the risk only by ensuring the prohibition is not contravened.
- (3) If an advisory standard states a way or ways of identifying and managing exposure to a risk, a person discharges the person's workplace health and safety obligation only by -
- a) adopting and following a stated way that identifies and manages exposure to the risk; *or*
  - b) adopting and following another way that identifies and manages exposure to the risk.<sup>13</sup>

*How obligations can be discharged if no standard made:*

- 27.(1) This section applies if there is not a compliance standard prescribing a way to prevent or minimise exposure to a risk, or an advisory standard stating a way to identify and manage the risk.
- (2) The person may choose any appropriate way to discharge the person's workplace health and safety obligation for exposure to the risk.
- (3) However, the person discharges the workplace health and safety obligation for exposure to the risk only if the person takes reasonable precautions, and exercises proper diligence, to ensure the obligation is discharged.

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*Obligations of employers and others:*

*Obligations of employers*

- 28.(1) An employer has an obligation to ensure the workplace health and safety of each of the employer's workers at work.
- (2) Also, an employer has an obligation to ensure his or her own workplace health and safety and the workplace health and safety of others is not affected by the way the employer conducts the employer's undertaking.

*Obligations of self-employed persons*

29. A self-employed person has an obligation to ensure his or her own workplace health and safety and the workplace health and safety of others is not affected by the way the person conducts the person's undertaking.

*Obligations of persons in control of workplaces*

- 30.(1) A person in control of a workplace has the following obligations:
- a) to ensure the risk of disease or injury from a workplace is minimised for persons coming onto the workplace to work;
  - b) to ensure the risk of disease or injury from any plant or substance provided by the person for the performance of work by someone other than the person's workers is minimised when used properly;
  - c) to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

- (2) For this section:

“person in control” of a workplace does not include the occupier of domestic premises.

*Obligations of principal contractors*

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31.(1) A principal contractor has the following obligations for a construction workplace:

- a) to ensure the orderly conduct of all work at the construction workplace to the extent necessary -
  - i) to ensure workplace health and safety at the workplace; and
  - ii) to assist the discharge of workplace health and safety obligations of an employer or self-employed person;
- b) to ensure that plant and substances at the workplace for which no other person is presently responsible are safe and without risk of disease or injury to persons at the workplace;
- c) to ensure that workplace activities at the workplace are safe and without risk of disease or injury to members of the public at or near the workplace;
- d) to provide safeguards and take safety measures prescribed under a compliance standard made for principal contractors.

*Obligations of workers and other persons at a workplace*

36. A worker or anyone else at a workplace has the following obligations at a workplace:

- a) to comply with the instructions given for workplace health and safety at the workplace by the employer at the workplace and, if the workplace is a construction workplace, the principal contractor for workplace health and safety at the workplace;
- b) for a worker - to use personal protective equipment if the equipment is provided by the worker's employer and the worker is properly instructed in its use;
- c) not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- d) not to wilfully place at risk the workplace health and safety of any person at the workplace;
- e) not to wilfully injure himself or herself.

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## TOPIC 5 Work injury report forms

### Purpose

Participant to be conversant with correct procedure for filling out a work injury report, especially the last section.

### Resources

Copy of work injury report form EVO10

### Assessment

Participant to study Work Injury Report form, and be conversant with when to use and how to complete.

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## TOPIC 6 Accident Procedure

### Purpose

Participant shall be conversant with College procedure for accidents.

### Resources

- a) Emergency telephone numbers day and night listed in this manual
- b) Emergency Personnel within this College
- c) Emergency numbers listed on all College telephone directories
- d) Emergency Accident Policy on all noticeboards
- e) Evacuation Policy on all noticeboards

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## TOPIC 7 Evacuation Procedures

### Purpose

To provide each new person with a copy of the Evacuation Emergency Plan, and emphasise responsibility to become familiar with emergency escape routes and assembly areas.

Note:

1. Once at the assembly point, a responsible person will call the roll to ensure that all students are accounted for.
2. No one to re-enter the buildings until the official "All Clear" is sounded.

### Resources

Refer Emergency Procedures in this manual, and assembly point in case of evacuation.

### Assessment

- Q1. Where is assembly point A located?
- Q2. Which section come into assembly point B?
- Q3. First Aid Post and Control Point, are located at?



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# ASSEMBLY POINTS OF EVACUATION

Having evacuated the building, assemble on concrete apron outside the library door. (Assembly Point A).

## Emerald Agricultural College: Emergency Evacuation Procedures For Dormitories

*In the case of a small, manageable, localised fire;*

- sound alarm
- use fire extinguishers in correct way
- report the matter to a responsible staff member irrespective of hour.

*In the case of an extreme emergency - for instance an uncontrollable fire:*

- sound alarm
- leave building
  - exits either end of hallway
  - if necessary with a suitable solid object smash room louvres to exit
- Emergency person (from Dorm Duty Programme) MUST
  - *Notify Emergency Services by dialling 000 - give precise details.*
  - *Contact a responsible staff member - irrespective of hour*
  - *ALL residents to meet at assembly point "A" on apron outside of library.*
  - *Do not leave assembly point until advised to do so by a responsible staff member.*

### Contact Numbers

Fire.....	821444	Rod Fleming.....	Ext 736
Police.....	821000	Phil Morrison.....	Ext 746
Ambulance.....	821333	Garry Hennessey.....	Ext 754
Hospital.....	821666	Peter McIndoe.....	Ext 752

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## Responsible Staff Members

Director	<i>Rod Fleming</i>	Ext	736 (ah)
College Co ordinator	<i>Peter McIndoe</i>	Ext	752 (ah)
Safety Officer	"		"
Associate Director	<i>Phil Morrison</i>	Ext	746 (ah)
	<i>Garry Hennesy</i>	Ext	754 (ah)

## In the Event of Accident or Illness

1. Assess the situation (eg. Danger of electrocution, etc)
2. Commence immediate first aid if safe to do so
3. Stay with the victim - send for assistance
4. If ambulance required, do not delay. Call 000 or contact switch for assistance
5. If Occupational Health Officer or Senior First Aiders are not available - take control
6. First Aid Facilities: First Aid Centre rear entrance.
7. An industrial First Aid Kit is located in the workshop smoko room.

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## Guidelines

1. The first priority of a person in charge is the safe and orderly evacuation of people by the shortest safe route to a designated assembly point.
2. The evacuation must proceed until the "All Clear" is announced.
3. Once at the assembly point, a responsible person shall call the roll to ensure that all people are accounted for. A responsible person is to remain in control until the emergency is over.
4. It is every person's duty to ensure that all rooms in the area in which that person is located are clear in an orderly manner, as soon as the alarm sounds.
5. All persons are to move smartly but not run.
6. Names and last known location of missing people should be immediately communicated to an officer in charge or emergency personnel. **DO NOT RE-ENTER THE BUILDING!**
7. Vehicles cannot be moved. Do not gather on footpaths in such a way as to block access to the site. It is each persons responsibility to ensure all students in their care are aware of assembly areas, should an alarm sound.
8. Identification of individual disabilities should be determined at the time of enrolment or at first attendance of class and strategies implemented to ensure safe evacuation. Examples of safe evacuation procedures include the allocation of two non-disabled individuals to carry the person either in their chair or in an approved evacuation blanket to the designated assembly area.



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## TOPIC 8 Use of Fire Extinguishers

### Purpose

Participant should be conversant with College Emergency Procedures in the event of fire, and be able to identify types and uses of fire extinguishers. To be able to identify symbols\signs and the location of fire equipment.

### Resources

Refer to video - "Fire Extinguishers Safety" (uncatalogued)

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## INSTRUCTIONS GIVEN TO PEOPLE IN THE PREMISES

1. Know the position of exits.
2. Know the position and method of use of fire equipment.
3. Know the positions and methods of operation of the means of giving an alarm in case of fire.
4. Instruct people in the premises to vacate, using such exits as available. Assist any such vacation.
5. If safe to do so, check all rooms and toilets for people.
6. Contact Fire Brigade using 000 telephone number.
7. If SAFE to do so, attempt to extinguish fire.

PLEASE NOTE THIS IS A REQUIREMENT OF FIRE REGULATIONS

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Book No. .... Date: .....

The Safety Induction Program at the Emerald Agricultural College has been fully explained to me and I agree to abide by the requirements of Safety and be continually aware of my Duties of Care.

Signature: .....

Print Name



*This section is to be collected by the person conducting the Induction Program and filed.*

Book No. .... Date: .....

The Safety Induction Program at the Emerald Agricultural College has been fully explained to me and I agree to abide by the requirements of Safety and be continually aware of my Duties of Care.

Signature: .....

Print Name



**EMERALD AGRICULTURAL COLLEGE**

**DUTY OFFICER'S**

**GUIDELINES**

Published on RTI Disclosure Log



# **I N D E X**

## **INTRODUCTION**

## **DUTY REQUIREMENTS - MONDAY - FRIDAY:**

**DUTY TIMES**  
**DUTY COMMENCEMENT**  
**DINING ROOM REQUIREMENTS**  
**EVENING DUTY REQUIREMENTS**

## **DUTY REQUIREMENTS - WEEKENDS:**

**DUTY TIMES**  
**DUTY COMMENCEMENT**  
**DINING ROOM REQUIREMENTS**  
**WEEKEND DUTY REQUIREMENTS**

## **GENERAL INFORMATION:**

**SECURITY**  
**REPORTING**  
**MOBILE TELEPHONE**  
**LIGHTING**  
**DUTY OFFICER'S DRESS STANDARDS**  
**PENALTY STUDENTS**  
**DUTY STUDENTS**  
**LEAVE PROCEDURE**  
**STAFF ROOM**  
**CODE OF BEHAVIOUR**

# EMERALD AGRICULTURAL COLLEGE

## DUTY OFFICER'S GUIDELINES

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### INTRODUCTION:

The role of the Duty Officer is to provide an official contact point between students and the college administration at those times when normal facilities are not operating ("out of hours"). The role of the Duty Officer is to ensure :-

- Student safety
- Protection of the Board's assets
- Protection of the individual rights of all students
- Code of behaviour is being enforced

This will generally be achieved through ensuring that the student code of conduct is observed.

The Duty Officer will be based in the staff room, but must make his/her presence seen and felt in all areas of student activity. When absent from the staff room, the Duty Officer's location must be indicated on the board outside the staff room.

The general roles of the Duty Officer are :-

- 1) To assist students in observing the accepted rules and regulations as they relate to :-
  - a) College program (e.g. meal times, quiet times)
  - b) Dress
  - c) Behaviour in general
  - d) General house keeping matters
- 2) To provide an official presence to answer visitor queries.
- 3) To provide a first line security presence
- 4) To provide a contact for student queries
- 5) To report, via the duty book, all matters relating to :-
  - a) Student movement
  - b) Unacceptable student behaviour
  - c) Damage reports
  - d) Matters that need to be known to the administration
  - e) Other matters that the Duty Officer considers relevant

- 6)
  - (1) The week's Duty Officers are to meet each Monday morning in the Staff Room at approx 10.20am to arrange the week's programme.
  - (2) Duty Students shall be in attendance at the meeting.
  - (3) A senior Duty Officer, being either the Director or an Associate Director will be rostered on duty for each week.

Common sense is the staff member's greatest asset in being the Duty Officer.

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# DUTY REQUIREMENTS

## MONDAY TO FRIDAY

### 1. DUTY TIMES:

Duty times:

6.50am to 7.45am

12 noon to 12.30pm

6.15am to 10.30pm (Mon → Thur)

6.15pm to 11.30pm (Friday)

or any suitable time thereafter

### 2. DUTY COMMENCEMENT:

Check Duty Officer's book and notice board for general communications.

Pick up mobile telephone from Duty Officer's key box.

Ensure :

- You are familiar with its operation
- That the telephone is working by pressing the red button on the staff room phone.

Turn on lights over walk way when on evening duty.

### 3. DINING ROOM REQUIREMENTS

Be in dining room just before

7.00am to supervise breakfast

12 noon to supervise lunch

6.30pm to supervise dinner.

Check behaviour outside is acceptable.

Students enter at a convenient time to kitchen staff and Duty Officer and for the duration of the meal be active in supervision by moving around the dining room.

Check students' dress standards (refer C. of B17.3.2)

When necessary, quietly and politely request those not meeting the standard to leave the room and return when correctly presented.



#### 4. MORNING DUTY

- Breakfast supervision as per item (3)
- Check all dormitories, common rooms, recreation rooms and student areas are clean, tidy and well presented.

Monitor dining room behaviour and enforce common decency.

#### 4. EVENING DUTY REQUIREMENTS:

- Monitor and enforce the requirements of the Code of Behaviour.
- Dormitories to be quiet to allow for private study from 7.30 p.m. to 9.00p.m.
  - No operating T.V./radio etc. in common rooms
  - No operating sound instruments in rooms or in vicinity of dormitories
- Monitor student dress standards
- When convenient turn on evening lights. Turn off same when performing final check.
- Buildings and surrounds to be kept clean, neat and tidy at all times.
- Monitor correct parking of student vehicles.
- Oversee leave procedures.
- Monitor visitor presence - visitor and host to fill out and sign visitors book.
- Exercise security throughout campus.
- Keep other areas where students are located at an acceptable noise level.
- Move among the student body and buildings occupied by students to :-
  - Ensure behaviour is appropriate
  - Provide a contact for student enquiries
  - Check for unauthorised visitors
  - Monitor vulgar or unnecessary language
  - Give assistance and advice when and where necessary
- Monitor that video entertainment is at a suitable level.
- Sign upon request in time slots nominated Loss of Leave sheets
- Check leave lists and at random select names to ensure students not signed out are on campus.
- Make contact with duty students to ensure they are aware of their requirements.

- Boom gates to be closed at 9.45 p.m.
- Recreation room to have windows closed, lights out and doors locked prior to 10.00 p.m. (11.00 p.m. Friday)
- Students to be in their individual residences prior to 10.00 p.m. (11.00 p.m. Friday)
- Giving all pertinent information, fill out and sign Daily Report Form in Duty Officer's book and necessary Incident Report forms.
- Return to Duty Officer's key box, the :-
  - Duty keys
  - Any duty vehicle keys
  - Mobile telephone (ensure it is in cradle)
- On leaving staff room, lock door and close windows.
- Do a final check of all student residences prior to going off duty.
- Any other duties required for the proper conduct of people and presentation of the College.

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## DUTY REQUIREMENTS - WEEKENDS

### 6. DUTY TIMES:

#### Saturday

Duty commencement time: 7.30 a.m.  
Duty conclusion time: 11.30 p.m.

#### Sunday

Duty commencement time: 7.30 a.m.  
Duty conclusion time: 10.30 p.m.  
or any suitable time thereafter

### 7. DUTY COMMENCEMENT:

Check Duty Officer's book and notice board for general communications.

If changing with another Duty Officer, meet in staff room at appointed time and communicate all necessary information.

Duty Officers must have mobile telephone with them at all times and be familiar with its operation.

### 8. DINING ROOM REQUIREMENTS:

Be in dining room just before :

7.45 a.m.  
12.00 noon  
6.00 p.m.

to supervise activities as per Item (3) of the Duty Officer's guidelines.

### 9. WEEKEND DUTY REQUIREMENTS:

- Attend to requirements of supervising penalty students. Sign Loss of Leave and penalty forms on request.
- Recreation room to have windows closed, doors locked and lights out by 11.00 p.m.
- Conduct town bus runs - names as per pink sheet.

- Supervise requirements of guidelines for duty students.
- Ensure duties are carried out where applicable by referring to Item (4) of the Duty Officer's Guidelines.
- Monitor and enforce the requirements of the Code of Behaviour.
- Ensure weekend On-campus work experience students perform their full duties with regard to the area they have been allocated to work in. and guidelines supplied by person/s responsible for that area are followed.

## GENERAL INFORMATION

### 21. SECURITY

All buildings, offices, class rooms etc. to be closed up, air conditioners off, lights out and locked.

Monitor student and visitor actions.

Check all parked college vehicles have ignition keys out, windows up and locked.

Check all dormitory fire extinguishers are at the correct level.

Close down boom gates at 9.45 p.m. each evening.

### 22. REPORTING:

Matters of an urgent nature to be reported immediately to the Senior Duty Officer or any other senior staff member.

Matters pertaining to safety are to be reported immediately to the Safety Officer and the Senior Duty Officer.

Incident Report Forms are to be filled out giving full details and left in the Duty Officer's Book for collection.

At the end of each day/period/shift, the Duty Officer's Report Form is to be filled out giving all relevant information.

It is very important that all matters be reported so that other Duty Officers and management are aware of all events; it is part of our duty of care.



23. MOBILE TELEPHONE:

A mobile telephone is supplied so that the Duty Officer is in constant contact.

This telephone shall be used for incoming calls only and in an emergency, outgoing calls.

Please make yourself conversant with its operation and return it to its cradle in the Duty Officer's box at the conclusion of the shift.

24. LIGHTING:

To assist with security, turn on external lights :-

- \* Over Walkway - Switch near gold phone at front foyer
- \* Canteen Lights - Switch at rear of canteen
- \* Workshop Lights - Switch at back of cut off saw at Welding Bay
- \* Auditorium Lights - Switch on brick wall near Simon Livingstone's office
- \* Student Coin Laundry - Switch on wall

Turn off all external and internal lights at the conclusion of night duty except Security Sensor Lights at rear of Kitchen, Workshop and Store. Leave lights on over walkway at Administration.

25. DUTY OFFICER'S DRESS STANDARDS:

To ensure that student dress standards are maintained in accordance with the C. of B (17), it is necessary for Duty Officers to present themselves at an equivalent or better standard.

26. PENALTY STUDENTS:

The Duty Officer is responsible to allocate and supervise penalty work activities for the times required by the student penalty work sheet.

Students on loss of leave and penalty work must have the forms allocated to them signed as indicated by the Duty Officer; this is the student's responsibility.

Students when on penalty or loss of leave, are not to leave the campus except under extreme circumstances.

## 27. DUTY STUDENTS:

Each week students are placed on duty and can be identified by referring to the On Campus Work Experience Programme.

Duty students at the commencement of their week have been issued with a set of guidelines which refer to :-

- The keeping clean and tidy college buildings and areas in the vicinity of the recreation room, canteen, sport and recreation areas.
- Close up, lights out and lock up recreation room each evening at the appointed times.
- Other duties as required.

## 28. LEAVE PROCEDURE:

- Weekend leave is normally cleared and put into place by Administration prior to the close of work Friday.
- Should special leave be required, refer the matter to the Senior Duty Officer.
- Students may go on group leave whereby they are taken to and collected from a function/venue by the Duty Officer or other reliable staff member/s.
- Group town leave is normally granted of a Thursday evening and a Saturday morning.

## 28. LEAVE PROCEDURE (cont'd.)

- Mature age student Leave Forms may be found :-
  - In Staff Room
  - At Kelman (Dormitory No. 1)
  - At Staal Dormitory common room
- Be familiar with the operation of and monitor the "Tag" system.
- Be familiar with the requirements of leave by referring to C. of B(15).

29. STAFF ROOM:

It is in the staff room that the Duty Officer is based.

Please return to the staff room at regular intervals so students are aware of your movements.

Please place your name and other information on the board outside the staff room.

Student activities in and occupation of the staff room is generally not condoned except under unusual circumstances.

30. THE CODE OF BEHAVIOUR:

All students have been issued with a copy of the Code of Behaviour.

Please :

- make yourself very familiar with the requirements of this document.
- During your time on duty, monitor the requirements of the Code of Behaviour.
- Report any matters or incidents which infringe on the requirements of the Code of Behaviour.

Without a sound knowledge of this document it is very difficult to have in place a duty programme which allows for continuity between Duty Officers.


**EMERALD AGRICULTURAL COLLEGE**
**MEMORANDUM**

<b>TO:</b>	Instructional and Administrative Staff
<b>FROM:</b>	Phil Morrison - ADTO
<b>REGARDING:</b>	<b>Enrolment - Certificate and Diploma Students</b>
<b>DATE:</b>	Wednesday, 03 January, 1996

Please find attached details of the enrolment program for students in Certificate III, IV and the Diploma course.

The program centres around ensuring that new students are given an adequate orientation and induction period and that all students enrol in modules/courses before the teaching program begins.

Dorm leaders and current SRC members are being invited to return early (January 26th) to take responsibility for a number of aspects of the orientation program.

New students will enrol and settle in on Saturday January 27th and undergo an orientation program on January 28th and 29th.

Continuing students who are not Dorm leaders or SRC members should not be on Campus until the morning of Monday 29th January. They will then undergo a re-orientation before beginning classes at 8.00am on Tuesday 30th.

While many of us will have specific roles and duties during this time, there is also the opportunity to introduce ourselves and get to know students informally at barbeques and a dinner in the dining room on Monday night.

I urge you to make the most of this chance to form strong positive bonds with these students at the beginning of the year and encourage the development of community spirit at the College.

sch4p4(6) Personal information

P.C. MORRISON  
Associate Director - Training Operations.



## SRC & DORM LEADERS PROGRAM

FRIDAY 26TH JANUARY 1996

11am - 12 noon	Arrive College Room Allocation & Condition Report (P. McIndoe)
12 - 1.00pm	Lunch - settle into rooms
1pm - 1.30pm	Welcome; The Plans for 1996 (Rod Fleming)
1.30pm - 2pm	Leadership (Phil Morrison)
2pm - 3pm	SRC & Dorm leader roles Program for next three days (Peter McIndoe)
3pm - 3.15pm	Break
3.15pm - 3.45pm	Planning for Students Night
3.45pm - 4.30pm	Campus Walking Tour (P McIndoe & P Morrison)
4.30pm - 5.30pm	Student Issues Discussion (Rod Fleming, Phil Morrison, Peter McIndoe)
6.30pm	BBQ; with dorm masters

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# STUDENT ENROLMENT

SATURDAY 27TH JANUARY 1996

10am to 2pm Student Enrolment; students will pass through the dining room and visit each of the following stations:

Fees:	Helen Hourn & Jean Wilkins
Enrolments:	Belinda Mansfield & Annette Edwards
ID Cards:	Jocelyn Macdermott
Textbooks:	Claire Brown
Mail Box Key:	Cely Baillie
Room Key &	
Condition Report:	Paul Brennan

Students will then be shown to their dorm by a member of SRC and met by Dorm Leader.

12pm - 1pm Light Lunch in Dining Room

3.00pm Certificate III Students & Parents - Auditorium

Welcome to EAC from Director, Rod Fleming; Introduction to Associate Director's, Phil Morrison & Garry Hennessy; College Co-ordinator, Peter McIndoe; Matron, Kerryn Jessen; SRC Member, Jamie Raven; Marian Dingle (Scholarship & Literacy), Mandi Stewart (Hospitality & Catering)

4.00pm Diploma Year One Students & Parents - Auditorium

Welcome to EAC from Director, Rod Fleming; Introduction to Associate Director's, Phil Morrison & Garry Hennessy; College Co-ordinator, Peter McIndoe; Matron, Kerryn Jessen; SRC Member, Jamie Raven; Marian Dingle (Scholarship & Literacy), Mandi Stewart (Hospitality & Catering)

6.30pm BBQ Dinner : Staff, Students & Parents

**SUNDAY 28TH JANUARY 1996**

7.45am Breakfast

8.00- 9.00am Farewell to parents

9.00am Safety Induction with Peter McIndoe in the Auditorium.

10.00am Morning Tea

10.30am Recognition of Prior Learning with Des Howell

11.00am Academic Handbook, Course Overview with Phil Morrison

12 noon Lunch in Dining Room

1.00pm Code of Behaviour with Peter McIndoe, in the Auditorium

2.00pm Campus Tours - Visit the following areas:

Workshop - Tim Bulger  
Property Development - Don Gordon  
Farm Shed - Mike McCosker  
Horse Complex - Ginny McGrigor  
Administration - Belinda Mansfield  
Library - Jocelyn Macdermott  
Leave (staff room) - Peter McIndoe  
Dining/Laundry - Mandi Stewart  
First Aid - Kerryn Jessen

6.00pm Dinner

7.15pm Students Night, organised by SRC on the Oval.

**MONDAY 29TH JANUARY 1996 (NEW STUDENTS)**

8.00am Being a student at College with Phil Morrison

9.00am Housekeeping with Peter McIndoe

10.00am Morning Tea

10.30am Farm Tour - Ken Vale & Gordon Wilson

11.15am Town Tour - SRC & Dorm Leaders

12 noon Lunch

1.00pm Timetabled Instruction, please check noticeboard X

4.30pm Dormitory meeting, with Dorm Master and Dorm Leader

6.30pm Dinner (neat dress), all students and staff asked to attend

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**MONDAY 29TH JANUARY 1996 (RETURNING STUDENTS)**

9.30am to 12pm Student Enrolment; students will enrol in the conference centre:

Fees: Helen Hourn & Jean Wilkins  
Enrolments: Belinda Mansfield & Annette Edwards  
ID Cards: Jocelyn Macdermott  
Textbooks: Claire Brown  
Mail Box Key: Cely Baillie  
Room Key &  
Condition Report: Paul Brennan

Students will then move into their rooms.

1.00pm Certificate IV & Diploma Year Two - Auditorium

Welcome to EAC from Director, Rod Fleming  
Code of Behaviour - Peter McIndoe

2.00pm Certificate IV Students - Conference Centre  
Course Overview, Academic Handbook - Phil Morrison

Diploma Year Two Students - Auditorium  
Safety Induction & Housekeeping with Peter McIndoe

3.00pm Diploma Year Two Students - Conference Centre  
Course Overview, Academic Handbook - Phil Morrison

Certificate IV Students - Auditorium  
Safety Induction & Housekeeping with Peter McIndoe

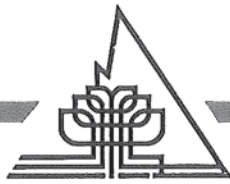
4.30pm Dormitory meeting with Dorm Master and Dorm Leader

6.30pm Dinner (neat dress), all students and staff asked to attend

**TUESDAY 30TH JANUARY 1996**

8.00am Normal instruction, please check timetables on noticeboard





## STUDENT INDUCTION

SATURDAY 27TH JANUARY 1996

**10am to 2pm Arrive at college; enrolment procedures**

We would be pleased if you and your family could arrive at college during this time to complete enrolment procedures, be allocated a room and get settled in. If you cannot be at college during this time please contact the Belinda Mansfield (079) 828722, prior to this date to make other arrangements.

**12noon Light lunch in the Dining Room**

**3.00pm Certificate III Students Only**

Welcome to EAC from Director, Rod Fleming  
Introduction of Associate Director's, College Co-ordinator,  
Matron, Student Council Member

**4.00pm Diploma Year 1 Students Only**

Welcome to EAC from Director, Rod Fleming  
Introduction of Associate Director's, College Co-ordinator,  
Matron, Student Council Member

**6.30pm BBQ Dinner and meet the staff.**

Parents of students are invited to attend any of the above sessions. An RSVP form has been enclosed for the BBQ Dinner, please complete indicating attendance and numbers and return to the college by Monday 15th January.

Students can stay in their room on Saturday night, or if you wish to stay in town with parents, you are required to return to college by 8.30am Sunday morning. This is also the time for students to farewell parents.

**SUNDAY 28TH JANUARY 1996**

7.45am Breakfast  
9.00am Safety Induction with Peter McIndoe in the Auditorium.  
10.00am Morning Tea  
10.30am Academic Handbook, Course Overview with Phil Morrison  
12 noon Lunch in Dining Room  
1.00pm Code of Behaviour with Peter McIndoe, in the Auditorium  
2.00pm Campus Tours  
6.00pm Dinner  
7.00pm Students Night, organised by SRC on the Oval.

**MONDAY 29TH JANUARY 1996**

8.00am Farm Tour  
9.00am Town Tour  
10.00am Morning Tea  
10.30am Instruction with Phil Morrison & Peter McIndoe  
12 noon Lunch  
1.00pm Timetabled Instruction, please check noticeboard  
4.30pm Dormitory meeting, with Dorm Master and Dorm Leader  
6.30pm Dinner (neat dress), all students and staff to attend

**TUESDAY 30TH JANUARY 1996**

8.00am Normal instruction, please check timetables on noticeboard



# MEMORANDUM

To: **All Staff**

From: **Peter McIndoe - Safety Coordinator**

Regarding: **SAFETY INDUCTION**

Date: **Wednesday, March 11, 1998**

At a recent safety meeting the matter of safety induction for people employed by the College and visiting workers such as contractors were not in all cases being put through a safety induction programme when commencing duties.

The purpose of the memo is to draw the deficiency to your attention and request that everybody when first coming to College be inducted into Safety.

The session takes about 30 minutes and is conducted by myself at any prearranged time.

Looking forward to your support in this matter and should you need assistance please contact me.

Regards,

sch4p4(6) Personal information

PETER McINDOE