

Health & Safety Induction

Welcome to Kalamunda Community Learning Centre (KCLC). KCLC has a legal responsibility under the Work Health and Safety legislation to keep you healthy and safe when you spend time at the Centre. This is essential information you need to know when you attend KCLC.

General

- Please stay at home if you are unwell.

Medical Emergency

- Call 000 for an ambulance and advise Reception immediately so they can direct ambulance officers. Follow all instructions provided until the ambulance arrives.
- An Automated External Defibrillator (AED) is available at Reception.
- Creche supervisor, creche assistants and Office Manager have first aid training.
- Reception to advise the member's emergency contact person if needed.

Accidents or Incidents causing injury to a member

- All eye injuries must be referred to a doctor or hospital. There is an eye wash kit in the Craft Room for use by students working in the area. Follow the procedure on the eyewash bottle.
- If injury or illness involves a chemical, send the Safety Data Sheet (SDS) and any other information with the patient to the doctor or hospital. SDS are kept in the craft room and office.
- An Incident and Hazard Report form should be completed (forms available at Reception and in the Craft room).

Non urgent medical issue

- First aid kits are available in the office and in the Craft Room, creche and kitchen.
- The Creche Supervisor, creche assistants and Office Manager have First Aid training if help is needed. First Aid information is available in the larger first aid kits.
- Fill out the First Aid register found in any of the kits.

Evacuation Procedures

- Follow the Warden's instructions (will be wearing a hard hat and fluorescent vest). Leave the building by the safest route and assemble outside as directed by the Warden.
- The class secretary checks the roll to confirm class members are present.
- Evacuation maps are in every room. These show positions of fire extinguishers and fire blankets and evacuation routes.
- Evacuation drills are held throughout the year.

General Safety Hazards in the Centre

- Please take care when walking around the building with hot drinks.
- Clean up spills at once to reduce the risk of your fellow members tripping or slipping. Wet Floor Signs are in the office if needed.
- All hazards should be reported to the Office Manager or Coordinator on duty as soon as possible. Complete an Incident and Hazard report form (available at Reception).

Thank you to all our members for your cooperation in making KCLC a safe and healthy place for everyone.

Executive Committee
Kalamunda Community Learning Centre