

# Contractors Induction

Saint Ignatius' College Riverview is committed to the safety and wellbeing of all those in our College community including contractors. This Contractors Induction has been written for your safety and wellbeing, and the safety and wellbeing of all people on the College campus.

Contractors may not proceed with works on Saint Ignatius College Riverview campus or property without reading this Contractor Induction in its entirety. New contract staff are required to complete the Contractors Induction within 7 days of their commencement and must be supervised by a fully inducted colleague. This supervisor is responsible for ensuring there are no breaches to this document.

Line Managers are responsible for ensuring the Contractors Induction is presented in an accessible manner as required for contract staff with English as a second or foreign language, and the content is understood.

## DUTY OF CARE

Everyone working at Saint Ignatius' College Riverview has a responsibility to take all reasonable steps to ensure their personal conduct and the activities engaged in does not cause risk or harm to the College, students, staff, members of the College community, visitors and themselves.

All workers have a responsibility:

- to provide a safe environment for all
- to take all reasonable steps to protect students from risks of harm that can be reasonably predicted
- under work health and safety legislation to take care of your own and others' physical and psychological health and safety at work
- to meet all obligations under child protection legislation
- to report information about child abuse immediately to your Key College Contact

Additionally the Contractor Foreman has a responsibility to inform the Key College Contact before commencement of any site activities that may pose a risk to other workers or people on the College grounds.

### Safeguarding Children

Saint Ignatius' College Riverview is committed to the safety and wellbeing of all children and young people; this will be the primary focus of the College care and decision-making. The College has zero tolerance for child abuse.

Safeguarding children is a community responsibility. It is important you are aware of your obligations in the workplace to protect children from the risk of

	<p>abuse and to report all child abuse you are aware of. Under the NSW Crimes Act (1900) you are committing a criminal offence if you are:</p> <ul style="list-style-type: none"> <li>• aware another adult working at the College poses a serious risk of committing a child abuse offence and you negligently fail, either by acts and/or omissions, to reduce or remove the risk. This is called 'failure to protect' in section 43B of the Crimes Act.</li> <li>• aware, believe or reasonably ought to know that a child abuse offence has been committed and you fail to report that information to Police, without a reasonable excuse. This is called 'failure to report' in section 316A of the Crimes Act.</li> </ul>
<b>WWCC</b>	<p>Working With Children's Checks (WWCC) are required of all workers at the College who are working unsupervised and accessing the educational or sporting precinct when students are present on campus.</p> <p>Your WWCC will be verified online through the Office of the Children's Guardian <a href="https://www.kidsguardian.nsw.gov.au/">https://www.kidsguardian.nsw.gov.au/</a> results of which will be recorded in the Staff Services WWCC Drive.</p> <p>Speak to your line manager should there be any concerns or questions regarding your WWCC.</p>
<b>Worksite Boundaries</b>	<p>Contractors are required to remain within their worksite boundaries and may only access areas of the College directly related to their role and required in a work capacity; any variations are to be discussed with your line manager prior to accessing other areas.</p> <p>Contractors may <u>not</u> use the College canteen, gym, sports courts, playing fields or other school amenities including student bathroom facilities. Assigned adult only bathrooms are available for workers use - the WC icon indicates the location of these facilities on the SICR map at the end of this document.</p> <p>NO worker may access the Boarding Houses. The only exception is for those contractors with work responsibilities requiring them to enter the Boarding Houses, and this access may only be at certain times as determined by their line manager in consultation with the Key College Contact.</p>
<b>Bathrooms and Change Rooms</b>	<p>Contractors working on student bathrooms or change rooms may only access the space to work once the facilities have been completely shut down.</p> <p>To shut down the facility:</p> <ul style="list-style-type: none"> <li>• ensure your line manager is aware of the job first</li> <li>• knock and/or call out to confirm there are no students in the facility before entering</li> <li>• only enter the area if it is empty</li> <li>• place CLOSED signs out the front of the facility</li> </ul>

	<ul style="list-style-type: none"> <li>politely tell any student entering the facility while you are working that it is closed and ask them to promptly leave to use another facility. Also tell your line manager of the situation.</li> </ul>
<b>Boarding Houses</b>	<p>NO worker may access the Boarding Houses. The only exception is for those contractors with work responsibilities requiring them to enter the Boarding Houses, and this access may only be at certain times as determined by their line manager in consultation with the Key College Contact.</p> <p>Approved contractors requiring access to Boarding Houses for work purposes may only enter in school hours (8:00am- 2:30pm). Before entering a student Boarding House bedroom or bathroom:</p> <ul style="list-style-type: none"> <li>knock and call out to confirm there is no one in the area</li> <li>only enter if the area/room is empty</li> </ul> <p>Should there be a student present, leave the area, let your line manager know and return to complete your work at a time arranged with your line manager.</p> <p>No contractor may have access to the Boarding House after 2:30 pm unless in the event of an emergency and escorted; there is to be no access to bedrooms or bathrooms at all after hours.</p>

## COLLEGE CONTACTS

Contractors have an assigned Saint Ignatius' College Riverview contact with whom to liaise. The College contact, known as your Key College Contact, is roles based and determined according to job type. Following is a list of these Key College Contacts:

ROLE	PHONE
Contracts Manager	9882 8290 / 0473 612 449
Operation Services Manager	9882 8467 / 0417 204 841
Capital Services Project Manager	9882 8175 / 0499 119 015
Head of Property Services	9882 8234
Maintenance Services and Facilities Manager	9882 8521
Grounds and Sports Services Manager	9882 8351
ICT Infrastructure Manager	9882 8513
ICT Team Leader	9882 8413
Health Centre	9882 8262

<b>Out of Hours Contacts</b>	<p>Security 0407 738 938</p> <p>On Call Manager 9882 8288</p> <p>Director of Boarding 0438 444 715</p>
<b>COLLEGE RULES / NON-NEGOTIABLES</b>	
<b>Respect for People</b>	<p>Saint Ignatius' College Riverview expects all workers to treat each other and all people with whom they come into contact whilst on the College grounds with respect and courtesy. The College does not tolerate discrimination, vilification, bullying or harassment of any kind, for any reason.</p> <p>Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards employees, contractors, students and parents or visitors is unacceptable and may jeopardise your continued work at the College.</p> <p>Discrimination against a person is prohibited under State and Federal laws. If you feel that you have been discriminated against, you should escalate this to your Key College Contact.</p>
<b>Transparency</b>	<p>Contractors must not be alone with a student in an enclosed area at any time; this includes but is not limited to buildings, lifts and vehicles.</p> <p>If you need to interact with a student, ensure you are in an open area and can be seen by other people at all times.</p>
<b>No Driving Students</b>	<p>Workers must not have a student in their vehicle or any vehicle. You must not offer to take a student anywhere in your vehicle or any vehicle.</p>
<b>Privacy and Data Collection</b>	<p>Personal information of job applicants and contractors is collected by the College to assess and, if successful, to engage the worker.</p> <p>The College uses the personal information of contractors for:</p> <ul style="list-style-type: none"> <li>• administering the individual's employment or contract</li> <li>• for insurance purposes</li> <li>• seeking donations and marketing for the College</li> <li>• satisfying the College's legal obligation, for example, in relation to child protection legislation.</li> </ul> <p>All data is stored on the College access permission restricted databases and department drives.</p>

## ACCESS PROCEDURES

<b>Access to the College Grounds and Worksite</b>	<p>The College grounds may be accessed by contractors between 7am - 6pm without prior arrangement.</p> <p>Outside of this time arrangements MUST be made prior to the day of arrival with your Key College Contact.</p>
<b>Signing In and Out Procedures</b>	<p><u>All contractors</u> are required to sign-in on arrival and sign-out at the end of every day at the Maintenance building.</p> <p>The College Contractors Induction must be completed at the workers first sign-in.</p> <p><u>Sign In - Long Term Capital Works Projects</u></p> <p>The site foreman must complete the College Contractors Induction and sign in at Maintenance.</p> <p>The foreman must sign in everyday at the terminal as arranged with the Key College Contact. All other Capital Works Project workers will sign-in as per established worksite procedures determined by the foreman.</p>
<b>Onsite Identification</b>	<p>An ID sticker is produced each time a visitor or contractor signs in to the College. All contractors must wear their ID sticker for the duration of their time onsite each day.</p> <p>An ID badge / staff lanyard may be assigned to full time, ongoing contractors which must be worn at all times on the College grounds.</p>
<b>Driving and Parking</b>	<p>Pedestrians always have right of way on the College roads and specified speed limits on the College grounds must be strictly obeyed at all times.</p> <p>All vehicles entering the College must:</p> <ul style="list-style-type: none"> <li>● obey all speed, road markings, directional and control signage</li> <li>● only park in dedicated parking areas (any exception must be approved first by the Key College Contact) and display your contact details on the dashboard of your vehicle. You may not leave your vehicle parked without these details made clearly visible.</li> <li>● NOT park in bus zones and parent drop zones during peak times, 7-9am and 2:30-4:00pm</li> <li>● avoid the following during student peak times: <ul style="list-style-type: none"> <li>○ reversing out of worksite areas onto Loyola Drive</li> <li>○ delivering large items</li> <li>○ large vehicles and machinery accessing worksite areas</li> </ul> </li> </ul>

<b>Student Arrival and Departures Zones</b>	<p>Peak student drop off and pick up times are 7-9am and 2:30-4:00pm. There should be NO parking in bus and parent pick up zones at peak times.</p> <p>The Senior School bus zones and parent drop off / pick up areas along Loyola Drive are located at The Archways and Father Mac bus stop and crossing - both points indicated on the College map with a parent and child icon.</p> <p>The Regis campus bus zone and parent drop off/pick up area is in the turning circle in front of Regis reception and Basketball Courts - this point is indicated on the College map with a parent and child icon.</p>
<b>EMERGENCY PROCEDURES</b>	
<b>College Warning Systems/Alarms</b>	<p>The College alarm will sound followed by an announcement directing all onsite to either evacuate, remain in place or lockdown.</p>
<b>Evacuation Emergency Procedures</b>	<p>On hearing the alarm:</p> <ul style="list-style-type: none"> <li>• switch off and promptly secure all equipment</li> <li>• locate the closest exit to find your way out of the building (do not use lifts)</li> <li>• proceed to the Evacuation Assembly Area</li> <li>• report to your line manager / foreman, and the line manager / foreman must then report to the Chief Operating Officer located near the identifying flag</li> <li>• wait for the All Clear; do not leave the Assembly Area until advised</li> </ul>
<b>Evacuation Assembly Points</b>	<p>The Evacuation Assembly Point is on 1st Field - indicated on the map with a lightning bolt and the letters AP for assembly point. All workers are to assemble in this area and report to have their names marked off.</p> <p>Flags identifying the College representative you should report to will be clearly visible on 1st Field.</p>
<b>Lockdown and Remain In Place</b>	<p>The warning system will sound with the alert, "Attention Please, this is a <b>lockdown</b>, Lock doors, stay away from windows." This message will be repeated 5 times.</p> <ol style="list-style-type: none"> <li>1. All workers in a secure room must remain in place and lock the door.</li> <li>2. Any workers in hallways, walkways or rooms that cannot be secured must immediately move into the closest securable room.</li> <li>3. Any workers outdoors must immediately make their way to the closest securable building and/or room.</li> </ol>

	<p>If lockdown occurs outside of school hours all contractors must immediately go to the closest securable room or remain where they are if the room is securable.</p> <p><b>Remain in Place</b> is the same procedure as above. The warning system will sound with the alert, "This is a remain in place alarm, remain in place. Please remain in your location, if you are outside please move inside to a classroom or office. Await further instructions."</p> <p>Mobile phones should not be used.</p>
<p><b>WORK HEALTH SAFETY</b></p> <p><b>Safe Work Practices Are Everyone's Business</b></p> <p>Saint Ignatius' College Riverview has policies in place to provide a safe workplace for everyone including contractors. Contractors must also have an established safe work management plan in place that will protect the College staff, students, fellow workers, other contractors and visitors. These responsibilities are no less important than the job you are doing.</p>	
<b>Serious Accident Procedures</b>	<p>In life threatening emergencies immediately call 000.</p> <p>If not life threatening but serious, arrange for first aid immediately and if required, arrange transport to medical treatment.</p> <p>Then:</p> <ol style="list-style-type: none"> <li>1. Secure the scene if necessary and safe to do so, and/or evacuate the area to prevent further risk of injury or damage. Where there has been a serious incident do NOT disturb the incident site until the SafeWork NSW inspector arrives. You can help an injured person and ensure the safety of the site.</li> <li>2. As soon as the safety of those on site is secure, report the incident to your line manager who must immediately contact the Key College Contact or any College contact should they not be available.</li> </ol>
<b>First Aid</b>	<p>Call 000 if required.</p> <p>First aid boxes are located around the College, including the Maintenance office and are indicated on the SICR map with a +. Automated external defibrillators (AED) are also located around the College as indicated by the red heart with lightning bolt icon on the College map at the end of this booklet.</p> <p>In term time the College Health Centre is available to provide first aid assistance if required and can be reached on 9882 8262 or 0418 405 629.</p>
<b>Reporting: Serious Hazards and Incidents</b>	<p>Serious incidents and hazards <b>MUST</b> be immediately reported to the College.</p> <p>Follow the steps outlined above for a <b>serious incident</b>:</p>

	<ol style="list-style-type: none"> <li>1. apply first aid / call 000</li> <li>2. make the site safe where possible and isolate, or evacuate if necessary</li> <li>3. secure the area and remain in place if safe</li> <li>4. immediately report to Key College Contact, and no later than 30minutes after the incident; if they are not contactable call any other College contact at the numbers provided above.</li> </ol> <p>Out of hours, immediately contact emergency services for incidents that are considered serious and / or life threatening and report any such emergencies to Security as a matter of priority.</p> <p>Security - 0407 738 938    On Call Manager - 9882 8288</p>
<b>Reporting: Hazards and Incidents</b>	<p>All incidents and hazards MUST be reported to College as soon as possible within a 12 hour period.</p> <ol style="list-style-type: none"> <li>1. immediately correct any hazard or risk that you are aware of</li> <li>2. if unable to correct the hazard or risk, contact the Key College Contact during normal working hours, or Security after hours to advise of the hazard or risk</li> <li>3. provide relevant documentation to identify details and actions of incident to the Key College Contact</li> <li>4. prevent others from coming into contact with the hazard (place a barricade or sign, etc.)</li> </ol>
<b>Traffic Management</b>	<p>Any worker intending to drive on anything other than a road on the College grounds must review the College Traffic Management Plan (available on request from the Maintenance Office) and follow the outlined procedures.</p> <p>Any vehicle driving:</p> <ul style="list-style-type: none"> <li>• through a playground or pedestrian area between 7am - 5pm must be escorted at all times.</li> <li>• on any of the College ovals at any time must maintain at least a 50m distance from any person and be accompanied by a worker outside of the vehicle to ensure 360 degree vision.</li> </ul>
<b>Asbestos Register</b>	<p>Asbestos is recognised as a serious health risk and there is no safe level of exposure. Safe work procedures must be followed closely when work involves the disturbance of asbestos in any form, including fibro wall and roof sheeting, older floor coverings such as linoleum flooring and tiles, or any other products containing asbestos such as, pipes and conduits, compressed sheeting (used as floors and in electrical switchboards, panels and cabinets), insulation on pipes and fire protection.</p>



	Before any work commences the Asbestos Register attached in the appendix must be reviewed. This Asbestos Register is also accessible in the Maintenance Office
<b>HOUSEKEEPING</b>	
<b>Contractor Behaviour and Language</b>	<p>All contractors are expected to behave and speak in an appropriate manner for a school setting where students, parents, staff as well as visitors are present.</p> <p>While on the College grounds contractors should:</p> <ul style="list-style-type: none"> <li>• not engage in offensive or inappropriate language including swearing, discriminatory or inappropriate comments</li> <li>• not display printed or digital material that may be offensive to others including pornographic, politically extreme or racist images or unsavoury corporate signage/slogans. Determination of whether any printed or digital materials is suitable for use within the College is at the sole discretion of the Key College Contact.</li> <li>• not be involved in theft, fraud, possession or removal of the College property or the property of others (actual or attempted)</li> <li>• not destroy, damage, deface or misuse the College premises or property</li> <li>• not play music or radio that may cause disruption/distraction in the school environment</li> <li>• not bring children or pets to the worksite</li> </ul>
<b>Clothing and Personal Presentation</b>	<p>All contractors are expected to wear clothing and footwear that ensures their safety at work and is appropriate for a school environment where students, parents, staff as well as visitors are present. Singlets as well as any clothing depicting potentially offensive material are unacceptable.</p> <p>Appropriate safety protection must be worn in all environments that may cause injury or are noisy. Appropriate sun protection should be worn between September and May.</p> <p>High visibility (Hi-Viz) clothing must be worn by all outdoors, construction and maintenance contractors whilst onsite; this requirement does not apply in offices and amenity areas.</p> <p>Clothing should enable easy identification of the company undertaking the work.</p>
<b>Mobile Phones</b>	Mobile phones must be turned off when a worker is operating plant or equipment.

<b>College WiFi</b>	<p>Access to the College WiFi may be granted through the College ICT team. The College ICT Systems are an educational and business tool and must only be used for this purpose. All usage must be in a professional, appropriate and lawful manner.</p> <p>From time to time, the content and use of ICT may be examined by the College or by a third party on the College's behalf. You should not expect that any content transmitted or stored on the College Systems will be private.</p>
<b>Smoking, Vaping and Illicit Substances</b>	<p>The College is a smoke and drug free campus. Smoking, including vaping of e-cigarettes and the use, possession or supply of drugs and other illicit substances is banned; any contractor under the influence will be dismissed.</p> <p>You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put you or any other person's health and safety at risk.</p> <p>Prescription medications that may affect personal safety must be discussed with the Key College Contact.</p> <p>If you are concerned about working with other workers who may be affected by drugs or alcohol you are required to speak to your Key College Contact.</p>
<b>Toilets</b>	<p>Student toilets must NOT be used by any adult.</p> <p>Toilets for contractors' use are located at the Maintenance Office toilets. Any other adult only toilet may be used by exception. Adult use only toilet facilities are indicated with the "WC" icon on the College map.</p>
<b>Securing Tools and Equipment</b>	<p>Tools, equipment and materials must never be left unattended, and at all times, where practicable must be secured when not in use.</p> <p>Vehicles must be secured and keys removed from the ignition when exiting the vehicle.</p>
<b>Clean Up</b>	<p>The worksite must be left in the same condition as you found it or better.</p> <p>All workers are expected to practice good site housekeeping to minimise the risk of avoidable accidents by:</p> <ul style="list-style-type: none"> <li>• returning tools and equipment to their secure storage place</li> <li>• keeping floors clear</li> <li>• leaving work areas clean, tidy and vacuumed</li> <li>• removing all rubbish and redundant materials from the site</li> <li>• securing work sites when vacated during breaks or at the end of the day</li> </ul>

<b>Interaction with Students</b>	<p>Contractors must not be alone with a student in an enclosed area at any time; this includes but is not limited to buildings, lifts and vehicles. If somehow you find yourself in a situation where you are alone with a student immediately remove yourself and inform your Key College Contact.</p> <p>If you need to interact with a student:</p> <ul style="list-style-type: none"> <li>• ensure you are in an open area where you can be seen by other people at all times</li> <li>• speak with respect</li> <li>• never video record or photograph a student</li> </ul>
<b>Student Behaviour</b>	<p>Should you see any student involved in unsafe or anti-social behaviour please speak up and instruct them to stop, and then report this to the Key College Contact.</p> <p>All inappropriate or concerning student behaviour towards you, another student or person, animal or property must be reported to your Key College Contact as soon as possible.</p>
<b>Use of Machinery and Equipment</b>	<p>Saint Ignatius' College Riverview's primary business is student education. With this in mind, and considering a number of staff and students reside on the College grounds, the use of power tools, percussion tools, and noisy equipment:</p> <ul style="list-style-type: none"> <li>• may not occur before 7am weekdays and 8am on weekends, according to <i>Protection of the Environment Operations Act 1997</i></li> <li>• needs to be planned ahead considering the time of day and proximity of your work to classrooms, students and school activities and operations; seek permission from your line manager or Key College Contact if you are unsure.</li> </ul> <p>All workers must apply a risk framework for noisy or dangerous works, and consider other people and activities in the area before commencing. If noise or work risk would impact others and their activities then delay your work to a later time when it is more suitable to proceed. Eg. lawn mower during student recess or lunch breaks.</p>
<b>COMPLIANCE</b>	
<b>Risk Assessments</b>	<p>All Contractors are required to identify reasonably foreseeable hazards associated with their work that could pose any risk to health and safety and then manage the associated risks.</p> <p>A risk assessment needs to be completed prior to the commencement of any works. Any high risk work also requires a Safe Work Method Statement (SWMS) to be reviewed prior to work.</p>

<b>Equipment</b>	<p>All plant and equipment supplied to or used on any work must:</p> <ul style="list-style-type: none"> <li>• be safe</li> <li>• be appropriately maintained and serviced</li> <li>• comply with statutory requirements</li> <li>• be provided with certification and instructions for use</li> <li>• stored securely and appropriately when not in use</li> </ul> <p>All workers are expected to:</p> <ul style="list-style-type: none"> <li>• apply safe work principles and strategies</li> <li>• use safety equipment and personal protective equipment</li> <li>• be sufficiently trained in the safe use of any machinery and equipment prior to use</li> <li>• exercise care when using equipment, machinery and tools</li> <li>• always follow the rules for safe use of equipment and machinery</li> <li>• never attempt to carry out unfamiliar work or work for which you are not qualified to carry out without instructions</li> <li>• never attempt tasks beyond your physical strength</li> </ul>
<b>Test and Tag</b>	<p>All electric power tools and equipment, including extension leads must be tested and tagged by a qualified person before being brought on to a site.</p> <p>All equipment must be checked for wear or damage before use.</p>
<b>Permits</b>	<p>Safe work procedures must be followed with a risk management framework applied to all work and permits as required to be issued by the person in control of the workplace before entry. It is the contractor and their workers responsibility to ensure that all Permits to Work have been completed and approved prior to the work commencement.</p> <p>A permit is required for any of the below works and must be obtained prior to commencement of any works:</p> <ul style="list-style-type: none"> <li>• Excavation (Dial Before You Dig)</li> <li>• Working at Heights</li> <li>• Electrical Isolation</li> <li>• Confined Space Works</li> <li>• Fire Isolation</li> <li>• Hot Works</li> </ul>
<b>ENVIRONMENT AND SUSTAINABILITY</b>	
<b>Extreme Weather</b>	<p>A risk assessment framework is applied to any work that may take place during extreme weather, hot days, wet or windy weather. Risks to consider include but are not limited to:</p> <ul style="list-style-type: none"> <li>• UV index levels of 3 and above or adverse cold weather</li> <li>• procedures in place to deal with extreme weather days</li> </ul>

	<ul style="list-style-type: none"> <li>● radiant heat and “one off” or consecutive hot periods</li> <li>● access to shade and water</li> <li>● wind conditions</li> <li>● proximity of high risk objects which could cause damage on windy days</li> <li>● extreme weather procedures such as rotation of duties, modifications to or postponement of certain tasks, use of PPE and sunscreen.</li> <li>● maintenance of equipment</li> <li>● site inspections to identify objects that may cause severe damage</li> </ul>
<b>Rubbish and Waste</b>	<p>Workers must ensure rubbish does not accumulate, but should be placed in bins, and bins emptied on a regular basis.</p> <p>Recyclable materials should not be disposed of as general waste, but be placed into bins for recyclable materials. Recycling bins should be used correctly, with only the type of material for which they are provided placed into them.</p> <p>Waste chemicals, oil, paints, and cleaning materials, etc., must be disposed of as hazardous waste, and not be placed into general waste bins.</p>
<b>Energy and Resource Efficiency</b>	<p>Contractors should consider how their works can conserve and efficiently use energy, water and other natural resources, reduce climate change impacts and minimise waste.</p>
<b>Flora and Fauna</b>	<p>Contractors must take appropriate action to prevent the damage or destruction of native flora and fauna on the College grounds. Work sites are to be set up to avoid established vegetation; any potentially impacted vegetation should be protected with barricading.</p> <p>Tree protection is a high priority. Should any works impact trees including the structural root system, the contractor is required to consult with the Key College Contact.</p> <p>Any native fauna encountered on the work site should be allowed to leave under its own accord, or if injured removed by an appropriately qualified wildlife handler.</p> <p>Pets and other animals must not be brought onto the College grounds.</p>



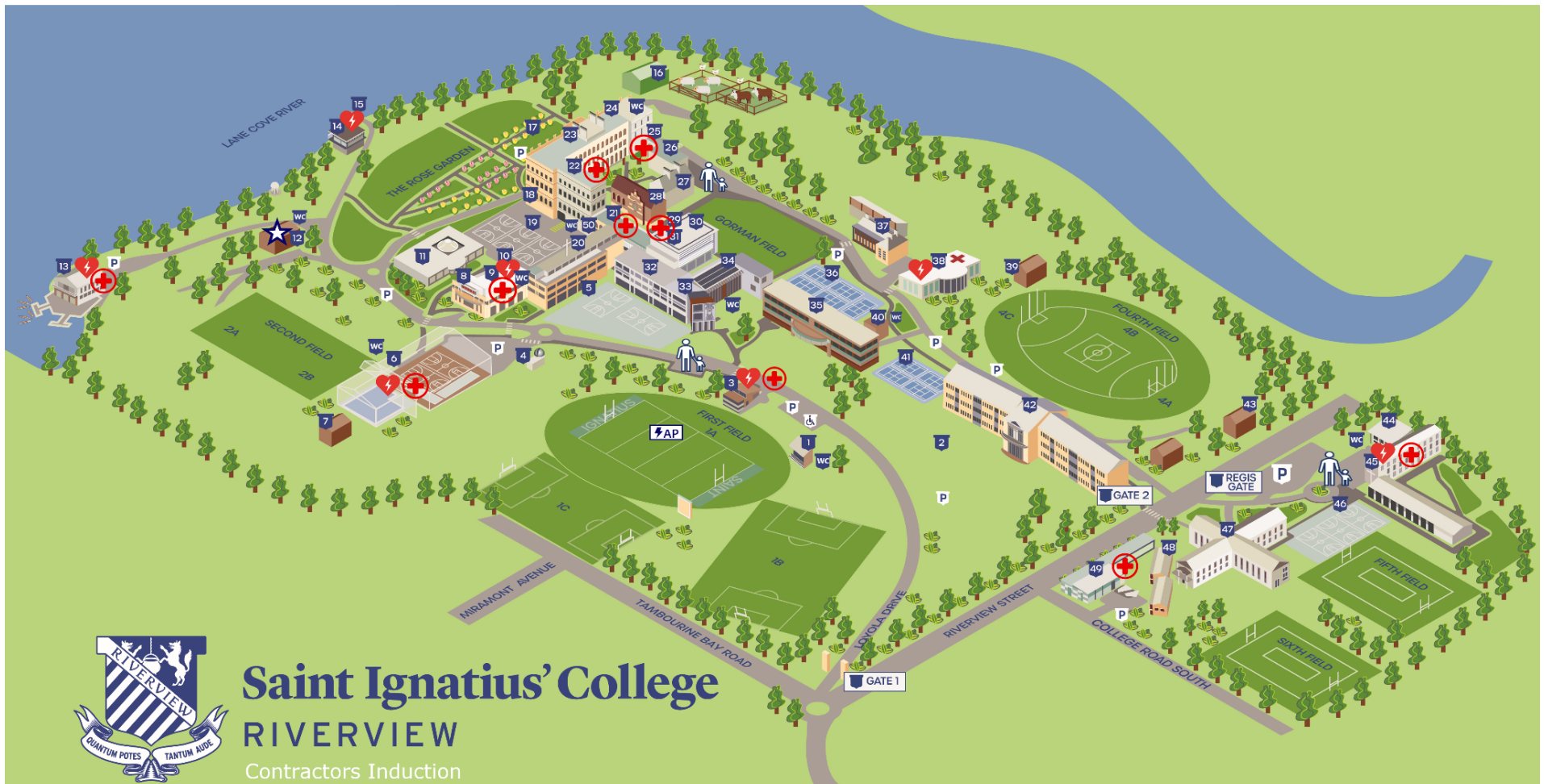
# Saint Ignatius' College RIVERVIEW

Contractors Induction

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|-----------------------------|---------------------------------|--|-------------------------------------|
| 1 Old Pavilion              | 14 Cova Cottage                 | 27 St Michael's House                    | 38 Health Centre                    |
| 2 The Slopes                | 15 Ferry Wharf                  | 28 Dalton Chapel                         | 39 Weather Station                  |
| 3 Fr Mac Pavilion           | 16 Riverview Farm               | 29 Theatre                               | 40 Tennis Hut                       |
| 4 Riverview Observatory     | 17 Rose Garden                  | 30 Vaughan Building (Level 2 & 3)        | 41 Tennis Courts (6-9)              |
| 5 Therry Basketball Courts  | 18 Licona                       | 31 Christopher Brennan Library (Level 4) | 42 Kevin Fagan House                |
| 6 Gartlan Sports Centre     | 19 Third Yard Basketball Courts | 32 O'Neil Wing                           | 43 4th Field Changerooms            |
| 7 Mountain Bike Shed        | 20 Wallace Wing                 | 33 Therry Hall                           | 44 Regis Hall                       |
| 8 Companions Room           | 21 Administration               | 34 Therry Building                       | 45 Regis Campus                     |
| 9 Ramsay Hall               | 22 Ignatian Centre (Level 2)    | 35 St John's House                       | 46 Regis Basketball Courts          |
| 10 O'Kelly Theatre          | 23 Arrupe Building              | 36 Tennis Courts (1-5)                   | 47 Fr Charles Fraser House          |
| 11 'The Woods' Music Centre | 24 Junior Refectory             | 37 Jesuit Community                      | 48 Staff & Parent Accommodation     |
| 12 Maintenance & Grounds    | 25 The Archway                  |  | 49 Mirrabrook Early Learning Centre |
| 13 Boathouse                | 26 Senior Refectory             |  | 50 College Print Centre             |

- Boathouse Ground floor, northern end, adjacent to external toilets
- Fr Mac Pavilion entrance on external wall
- Cova Cottage entrance on external brick wall
- Gartlan Sports Centre entrance on external brick wall
- Ramsay Hall Office entrance to Ramsay office or external brick wall
- Regis Campus entrance to main office on external brick wall
- Health Centre reception desk, AED taken on all buggy emergency call outs

- Peak Student Zones 7-9am and 2:30-4pm NO Parking at these times
- Maintenance Office Sign In and Out
- Evacuation Assembly Point
- Adult Toilets
- Emergency First Aid Kits



**APPENDIX**

**Asbestos Register**