


Western Treatment Plant

Venue and Safety Information

Please follow these important actions for your tour:

- Ensure all visitors wear long pants and flat enclosed shoes on the day.
- Read and pass on this information to all WTP adult tour participants.
- Return a signed copy of the attached form upon arrival for your tour.
- On arrival, report to the Education Facility and check in.

Site clothing and safety	<p>All visitors to the Western Treatment Plant must wear the following essential clothing while on site:</p> <ul style="list-style-type: none"> • Flat, enclosed footwear, long pants and long sleeves only. Sandals or thongs are not permitted on-site. <p><i>Failure to comply with the above clothing requirements can result in exclusion of participants from exiting the bus on tour.</i></p> <p>Visitors should also bring:</p> <ul style="list-style-type: none"> • Clothing appropriate to protect against weather including sunscreen, hat and raincoat or rain jacket (as required) • First Aid Kit.
Extreme Weather	<p>Western Treatment Plant tours will be cancelled on "Total Fire Ban", "Extreme" and "Catastrophic" Fire Danger Rating Days.</p> <p>If the EPA website declares a day of poor, very poor or extremely poor air quality then all Western Treatment Plant visits will be cancelled.</p>
Accessibility	<p>Tours of the Western Treatment Plant are suitable for those with a walking disability (i.e. requiring a wheelchair, walking frame or similar aid).</p>
Emergencies	<p>In the event of an emergency you will be directed by a warden to the evacuation point (identified by staff with yellow/red/white hats and high visibility vests).</p>
Public liability cover	<p>Melbourne Water has the appropriate public liability cover</p>
Medical Support	<p>At Melbourne Water your safety is important. If you have injured yourself at our sites, we are committed to support you in your recovery. Please speak with our staff for more information.</p>
Contact details	<p>Organisation: Melbourne Water Mailing address: PO Box 4342, Melbourne, VIC 3001 Street address: 1 William Thwaites Dr, Cocoroc VIC 3030 Phone: 13 17 22 and ask to be connected to the Water Literacy Team Web: Western Treatment Plant and sewage treatment Melbourne Water</p> 

Western Treatment Plant - Venue and Safety Information (School groups)

Potential Risks & Hazards	Responsibility	Control Strategies
Student Behaviour	Teachers/ Accompanying adults	Melbourne Water Educators will conduct activities with teachers present. <ul style="list-style-type: none"> Teachers to always supervise students. Any accompanying adults must have adequate authority and experience to supervise students under their care. <p><i>Activities will cease immediately if student behaviour or supervision are not appropriate.</i></p>
Avian Influenza	All visitors	<ul style="list-style-type: none"> All visitors advised to avoid contact with wild birds or wildlife and maintain good hand hygiene.
Bushfires	Melbourne Water staff	<ul style="list-style-type: none"> Visits will be cancelled in the event of an "Extreme" or "Catastrophic" fire danger rating or a total fire ban weather forecast. Emergency evacuation plans will be implemented.
COVID Safety	All visitors	<ul style="list-style-type: none"> Everyone is to adhere to the Stay Safe Directions (Victoria) currently in force Pandemic Order Register health.vic.gov.au No-one is to visit when unwell. You must stay at home if diagnosed with COVID-19 Practise good hygiene - sanitise hands frequently, cover your mouth when coughing, avoid touching your eyes, nose and mouth. If visitors don't comply with these conditions, then they will be asked to leave to ensure the safety of all.
Injuries caused by road accidents	Teachers / Accompanying adults	<ul style="list-style-type: none"> Licensed and competent driver. Failure to comply can result in the full cancellation of the tour. Passengers must wear seat belts if available. All bags must be on laps or underneath seats. Buses must park in the appropriate parking area. Use designated walking paths at a walking pace only. Teachers must always supervise students.
Injuries caused by trips, slips and falls or bites and stings	Teachers / Accompanying adults	<ul style="list-style-type: none"> All visitors must only wear flat, enclosed shoes, long pants and long sleeves. Use designated walking paths at a walking pace only. No running. Accompanied by First Aid trained teacher/adult.

Potential Risks & Hazards	Responsibility	Control Strategies
Site evacuation	Melbourne Water staff	<ul style="list-style-type: none"> Safety briefing by trained Melbourne Water staff informing visitors of site emergency plan. Consult with bus drivers on arrival outlining the safety evacuations plan.
Potential for microbial infection	Melbourne Water staff	<ul style="list-style-type: none"> Site safety briefing prior to tour.
	Teachers / Accompanying adults	<p>All visitors should:</p> <ul style="list-style-type: none"> Ensure any open wounds are covered. No eating or drinking during the tour. Wash hands with soap and water at the end of the tour.
Exposure to sun, wind and rain	Teachers / Accompanying adults	<ul style="list-style-type: none"> Application of sunscreen and the wearing of hats and/or raincoats are recommended. Group will stay on bus during inclement weather.
	Melbourne Water staff	<ul style="list-style-type: none"> Tour may be cancelled in the case of extreme weather conditions.
Bus breakdown	Melbourne Water staff	<ul style="list-style-type: none"> Adherence to instructions from Melbourne Water staff. If people need to exit the bus, make sure it is safe before proceeding.
Chlorine Leak	Melbourne Water staff	<ul style="list-style-type: none"> An alarm will sound in the event of a chlorine leak. All Interpretation Officers have been site inducted and are aware of chlorine leak procedures/emergency plan. Direct bus away (map of evacuation points contained in backpack).
Injuries caused by heavy objects	Melbourne Water staff	<ul style="list-style-type: none"> Safety briefing by Melbourne Water staff at the start of the activity.
	Teachers / Accompanying adults	<ul style="list-style-type: none"> Supervision of students always.
During lunch and breaks - injuries caused by	Melbourne Water staff	<ul style="list-style-type: none"> Brief teachers and accompanying adults to any potential hazards and risks.

Potential Risks & Hazards	Responsibility	Control Strategies
climbing, touching electrical equipment, sharp objects, trips and falls	Teachers / Accompanying adults	<ul style="list-style-type: none"> • Supervision of students at all times. • Adherence to verbal and written instructions, as given by Melbourne Water staff. • All visitors must wear flat, enclosed shoes, long pants and long sleeves.

This form needs to be signed by all supervising teachers/group leaders and individuals over 18 years, prior to commencing sessions.

I will be supervising the group from _____ (school/organisation) during the tour of the Western Treatment Plant on ____/____/____. I acknowledge that I have read, understood and agree to the above conditions of entry. I will be held responsible for the actions and safety of the associated parties.

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Melbourne Water is owned by the Victorian Government. We manage Melbourne’s water supply catchments, remove and treat most of Melbourne’s sewage, and manage rivers and creeks and major drainage systems throughout the Port Phillip and Westernport region.



