


Western Treatment Plant (WTP)

Venue and Safety Information

Please follow these important actions in preparation for your tour:

- Read and pass on the below information to all WTP adult tour participants.**
- Ensure all visitors wear long pants and flat enclosed shoes on the day.**
- Visitors are strongly encouraged to maintain a current COVID-19 vaccination status or have a valid medical exemption.**
- Return a signed copy of the attached form upon arrival for your tour.**

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"> <input type="checkbox"/> Flat, enclosed footwear, long pants and long sleeves. Sandals or thongs are not permitted on-site. Shoes with heels are not recommended. <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"> <input type="checkbox"/> Clothing appropriate to protect against weather including sunscreen, hat and raincoat or rain jacket (as required). <input type="checkbox"/> First Aid Kit.
Fire Safety and Air Quality	<p>Western Treatment Plant tours will be cancelled on Total Fire Ban days and Extreme or Code Red Fire Danger Ratings. Tours to the wetlands will be cancelled in the event of a "Severe" forecast.</p> <p>If a day is declared very poor or hazardous air quality then all Western Treatment Plant tours 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>Melbourne Water Education Officers will evacuate the group in an emergency. In an emergency, visitors should adhere to the instructions given by designated fire wardens (identified by 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 paramount. 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</p> <p>Mailing address: PO Box 4342, Melbourne, VIC 3001</p> <p>Street address: 1 William Thwaites Dr, Cocoroc VIC 3030</p> <p>Phone number: 13 17 22 and ask to be connected to the Education Program</p> <p>Web address: Western Treatment Plant and sewage treatment Melbourne Water</p>

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

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Arrival and Departure	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 supervise students at all times.
	Site evacuation	Melbourne Water staff	<ul style="list-style-type: none"> Safety briefing by Melbourne Water staff to inform visitors of site emergency plan. Consult with bus drivers on arrival outlining the safety evacuation plan.
	Injuries caused by trips, slips and falls or bites and stings	Teachers / Accompanying adults	<ul style="list-style-type: none"> All visitors must wear flat, enclosed shoes, and long pants. Long sleeves are advisable. Use designated walking paths at a walking pace only. No running.
	Missing visitors	Teachers / Accompanying adults	<ul style="list-style-type: none"> A teacher representing the school, must report to the Education Facility and check in. Headcount on arrival and departure is the responsibility of the accompanying teachers.
Bus Tour: 1 and 2 hours	COVID Safety	Melbourne Water staff	<ul style="list-style-type: none"> Details of group numbers, time of arrival and departure, is to be provided on arrival by the school representative. This includes the bus driver.
		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 Visitors must maintain COVID safe practices. Visitors must adhere to current face mask requirements as outlined at Face masks - when to wear a face mask Coronavirus Victoria All visitors must practice physical distancing where possible maintain 1.5 metres. Avoid interactions in enclosed spaces. Interaction will occur outside where possible. Open windows and doors – if safe to do so - to enhance airflow.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
			<ul style="list-style-type: none"> No-one is to visit when unwell. You must stay at home if diagnosed with COVID-19 or are a close contact with a diagnosed person. Practise good hygiene - sanitise hands frequently, cover your mouth when coughing, avoid touching your eyes, nose and mouth. All visitors to the Western Treatment Plant will be recorded using a digital system. If visitors don't comply with these conditions then they will be asked to leave to ensure the safety of all.
		Melbourne Water staff	<ul style="list-style-type: none"> Provide a safety briefing by Melbourne Water staff at the start of the session. COVIDSafe training of staff to follow current public health directions. Practice good hygiene. COVIDSafe PPE including safety glasses when needed. Gloves to be worn when opening and closing gates.
	Site evacuation	Melbourne Water staff	<ul style="list-style-type: none"> Safety briefing by Melbourne Water staff at the start of the session. Consult with bus drivers on arrival outlining the safety evacuation plan.
	Injuries caused by tripping, bites and falls	Teachers / Accompanying adults	<ul style="list-style-type: none"> All visitors must wear flat, enclosed shoes, and long pants. Long sleeves are advisable. Use designated walking paths at a walking pace only.
	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. All visitors must wear flat, enclosed shoes, long pants and long sleeves. Follow the instructions of Melbourne Water staff at all times. Not eat or drink 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.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
		Melbourne Water staff	<ul style="list-style-type: none"> Tour may be cancelled in the case of extreme weather conditions.
	Injuries caused by road accidents	Melbourne Water staff	<ul style="list-style-type: none"> Brief the bus driver about the tour route Caution bus driver about road conditions on site. Supervise visitors near roads. Visitors to obey road rules, speed limits and other signs at WTP. Failure to comply with the above requirements can result in the full cancellation of the tour.
		Teachers / Accompanying adults	<ul style="list-style-type: none"> Licensed and competent bus driver. Passengers must wear seat belts if available. All bags must be on laps or underneath seats.
	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.
	Bus breakdown	Melbourne Water staff	<ul style="list-style-type: none"> Adherence to instructions from Melbourne Water staff. In the event that people need to exit the bus, make sure it is safe before proceeding.
	Bushfires	Melbourne Water staff	<ul style="list-style-type: none"> People will not be put in high risk environments during "Severe", "Extreme" or "Code Red" fire danger days. All tours will be cancelled in the event of a total fire ban day and "Extreme" or "Code Red" forecasts. Tours to the wetlands will be cancelled in the event of a "Severe" forecast. Emergency evacuation plans will be implemented.
	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).
Discovery Centre Guided Session,	Injuries caused by tripping, bites and falls	Melbourne Water staff	<ul style="list-style-type: none"> Safety briefing by Melbourne Water staff at the start of the session. Adherence to instructions from Melbourne Water staff.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Storm-water Story, Wetland Food Chain Game,		Teachers / Accompanying adults	<ul style="list-style-type: none"> All visitors must wear flat, enclosed shoes, and long pants. Long sleeves are advisable. Use designated walking paths at a walking pace only. No running.
What Goes Where?	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. Long sleeves are advisable.
	Injuries caused by road accidents	Teachers / Accompanying adults	<ul style="list-style-type: none"> Supervise /control students/visitors near roads.
Living in a Catchment	Injuries caused by heavy objects (puzzle pieces)	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"> Puzzle pieces are to be kept in their containers, unless in use. Supervision of students at all times.
Water Smart Cities	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 at all times.
	Injuries caused by tripping, bites, slipping and falls	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 at all times. Supervise /control students/visitors. All visitors must wear flat, enclosed shoes, long pants and long sleeves.
	Injuries caused by sharp 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 at all times. Supervise /control students/visitors.
	Injuries caused by climbing,	Melbourne Water staff	<ul style="list-style-type: none"> Brief teachers and accompanying adults to any potential hazards and risks.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Lunch and Break Facilities	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.
	Injuries caused by road accidents	Teachers / Accompanying adults	<ul style="list-style-type: none"> Supervise students near roads
	Site evacuation	Melbourne Water staff	<ul style="list-style-type: none"> Safety briefing by Melbourne Water staff to inform visitors of site emergency plan.

This form needs to be signed by each supervising teacher/group leader prior to activities commencing at the Western Treatment Plant.

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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