



# Health & Safety Policy

The Wanpa-rda Matilda Outback Education Centre (WMOEC) is located in the grounds of the Australian Workers Heritage Centre, in Barcaldine. For your visit to this Centre, we would like you to be aware of the following Health and Safety Policy.

**The visiting teacher must:**

- Inform parents and supervising adults of transport details and itinerary.
  - Brief all supervising adults on their responsibilities during the excursion.
  - Carry a class list with relevant medical information for all students.
  - Provide the Education Officer with a completed list of student names, adults and staff attending and all relevant medical information prior to excursion or upon arrival.
  - Be aware that the Australian Workers Heritage Centre has an unfenced billabong. Please be aware when establishing the adult to student ratio and supervision arrangements while on site.
  - Carry ample water when programmes include travel away from the Centre.
  - Ensure students have adequate sun protection, including sunscreen and hat. Insect repellent is also recommended.
  - Notify WMOEC in advance of any students with special needs.
  - Ensure at least one adult, with a current First Aid Certificate and the knowledge and ability to perform First Aid, will be present on the excursion. The visiting group should carry a First Aid kit at all times.
  - Take responsibility for administering all medication to students.
- Record all injuries and treatments on the forms provided (located in dormitory). A copy will be retained by the Centre (in the Accident Register) and the visiting teacher will return with a copy to be recorded in the schools accident register.