


Western Treatment Plant

Venue and Safety Information

Please follow these important actions for your visit:

- Ensure all visitors wear long pants, long sleeves and flat enclosed shoes.
- 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	Tours of the Western Treatment Plant are suitable for those with a walking disability (i.e. requiring a wheelchair, walking frame or similar aid).
Emergencies	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).
Public liability cover	Melbourne Water has the appropriate public liability cover.
Medical Support	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 Melbourne Water staff for more information.
Contact details	<p>Organisation: Melbourne Water</p> <p>Mailing address: PO Box 4342, Melbourne, VIC 3001</p> <p>Street address: 1 William Thwaites Drive, Cocoroc VIC 3030</p> <p>Phone: 13 17 22 and ask to be connected to the Water Literacy Team</p> <p>Web: Western Treatment Plant and sewage treatment Melbourne Water</p> 

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Potential Risks & Hazards	Responsibility	Control Strategies
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.
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.
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 / 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 / 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.

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 bus tour.
	Teachers / Adults	<ul style="list-style-type: none"> • All visitors should: • Ensure any open wounds are covered. • No eating or drinking during the bus tour. • Wash hands with soap and water at the end of the tour.
Exposure to sun, wind and rain	Teachers / Adults	<ul style="list-style-type: none"> • Application of sunscreen and the wearing of hats and/or raincoats are recommended. • Group will stay in 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 Melbourne Water staff have been site inducted and are aware of chlorine leak procedures/ emergency plan. • Direct bus away (map of evacuation points attached).
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 / 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 adults to any potential hazards and risks.

climbing, touching electrical equipment, sharp objects, trips and falls	Teachers / 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.
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This form needs to be signed by each supervising teacher/group leader and all adults prior to activities commencing at the Western Treatment Plant.

Ensure all visitors wear long pants, long sleeves and flat enclosed shoes.

I, the undersigned of _____ (organisation) on ____/____/- ____ acknowledge that I have read, understood and agree to the above conditions for participation in a tour of the Western Treatment Plant. I will be held responsible for my own actions.

Name	Signature	Name	Signature

