

Western Treatment Plant (WTP)

Venue and Safety Information

Please complete the following important actions in preparation for your tour:

- Read and pass on the below information to all WTP tour participants.**
- Ensure all visitors wear long pants and flat enclosed shoes on the day.**
- 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"/> Long pants / trousers. <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>WTP 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 WTP tours 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	<p>Melbourne Water Education Officers will evacuate the group in an emergency.</p> <p>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	Melbourne Water has the appropriate public liability cover.
Medical Support	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.
Contact details	<p>Organisation: Melbourne Water</p> <p>Mailing address: PO Box 4342, Melbourne, VIC 3001</p> <p>Street address: Discovery Centre, Exploration Avenue, Werribee (Melways 205 E12)</p> <p>Phone number: 13 17 22 and ask to be connected to the Education Program</p> <p>Web address: https://www.melbournewater.com.au/community-and-education/visit-water-and-sewage-treatment-plants-or-sites/western-treatment-plant</p>

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

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Arrival and Departure	Injuries caused by road accidents	All visitors	<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.
	Injuries caused by trips, slips and falls or bites and stings	All visitors	<ul style="list-style-type: none"> All visitors must wear flat, enclosed shoes, long pants and long sleeves. Use designated walking paths at a walking pace only.
	Missing visitors	All visitors	<ul style="list-style-type: none"> Visitors must report as a group to the Discovery Centre and check in.
Bus Tour: 1 and 2 hours	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.
		All visitors	<ul style="list-style-type: none"> All visitors must wear flat, enclosed shoes, long pants and long sleeves. 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.
		All visitors	<p>All visitors should:</p> <ul style="list-style-type: none"> Ensure any open wounds are covered. Wear enclosed footwear, long trousers 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.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
	Exposure to sun, wind and rain	All visitors	<ul style="list-style-type: none"> Application of sunscreen and the wearing of hats and/or raincoats are recommended. Long sleeves are advisable. 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.
	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.
		All visitors	<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 Bus breakdowns	All visitors	<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"> 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.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
	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 from the disinfection plant (map of evacuation points contained in staff 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.
		All visitors	<ul style="list-style-type: none"> All visitors must wear flat, enclosed shoes, long pants and long sleeves. Use designated walking paths at a walking pace only.

This form needs to be signed by all visitors prior to commencing sessions at the Western Treatment Plant.

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
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