

Eastern Treatment Plant (ETP)

Venue and Safety Information

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

- Read and pass on the below information to all ETP tour participants.
- Ensure all visitors wear long pants, long sleeves and flat enclosed shoes on the day.
- Return a signed copy of the attached form upon arrival for your tour.

Site clothing and safety and First Aid Requirements	<p>All students, teachers and other visitors to the Eastern Treatment Plant must wear the following essential clothing while on site:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Long sleeves and long pants / trousers (not leggings/skirts). <input type="checkbox"/> Flat, enclosed footwear. Sandals or thongs are not permitted on-site. Shoes with heels are not recommended. <input type="checkbox"/> Yellow high visibility vests and safety glasses as provided by Melbourne Water. Personal prescription safety glasses are permitted. <p><i>Failure to comply with the above clothing requirements can result in exclusion of participants from the tour or the full cancellation of the 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 (as required). <input type="checkbox"/> First Aid Kit. 	
Fire Safety & Air Quality	<p>ETP tours will be cancelled on days rated Extreme or Code Red Fire Danger. If the temperature is forecast to exceed 35°C the tour will be cancelled.</p> <p>If the EPA website declares a day of poor, very poor or hazardous air quality then all ETP visits will be cancelled.</p> <p>The EPA website provides an outlook at around 5:00PM for the following day.</p>	
Accessibility	<p>Unfortunately, tours of the Eastern Treatment Plant are not suitable for those with a walking disability (i.e. requiring a wheelchair, walking frame or similar aid).</p>	
Emergencies	<p>Melbourne Water Education Staff are trained to 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 hard hats and orange high visibility vests).</p>	
Public liability	<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 information	<p>Organisation:</p> <p>Mailing address:</p> <p>ETP street address:</p> <p>Phone numbers:</p> <p>Web address:</p>	<p>Melbourne Water</p> <p>PO Box 4342, Melbourne, VIC 3001</p> <p>Alan Bird Drive, Bangholme VIC, 3175</p> <p>Education team: 8734 4264 or 13 17 2</p> <p>https://www.melbournewater.com.au/communityandeducation/visit-water-and-sewerage-plants-or-sites/eastern-treatment-plant-tours</p>

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Prepare for tour	Insufficient preparation by tour participants	Melbourne Water All visitors	<ul style="list-style-type: none"> Information provided to group organiser by Melbourne Water prior to the tour. Group organiser to ensure all group members aware of requirements and have read and signed the Venue & Safety document. Signed Venue & Safety document collected by Melbourne Water upon group arrival at ETP.
Visitor arrival and departure	Injuries caused by road accidents at ETP	All visitors	<ul style="list-style-type: none"> Visitors must arrive as a group, and park in the designated bus parking area. Visitors must report as a group to the Education Office. Visitors to obey road rules, speed limits and other signs at ETP. Failure to comply with the above requirements can result in the full cancellation of the tour.
	Visitors arrive in inappropriate attire	All visitors	<ul style="list-style-type: none"> Visitors in inappropriate attire will be unable to participate in the tour.
Commence tour	Errant group members	Melbourne Water All visitors	<ul style="list-style-type: none"> Group signed in and out of site using Visitor Management System by Melbourne Water. Headcount on arrival and departure by group leader. Visitors to be accompanied by an inducted Melbourne Water staff member at all times. All visitors to wear yellow high-visibility vests and stay with the group at all times.
	Visitors unaware of hazards on site	Melbourne Water All visitors	<ul style="list-style-type: none"> Site safety briefing provided prior to tour. <p>All visitors should:</p> <ul style="list-style-type: none"> Follow the instructions of Melbourne Water staff at all times. Ensure any open wounds are covered. Leave bags in the Education Office. Wear enclosed footwear, long sleeves and long trousers. Wear safety glasses and high-visibility vests (provided). Stay at least 2 metres away from any open water surface (excluding clarifier/BMF walkover areas). Not eat or drink during the tour. Wash hands with soap and water at the end of the tour.
Walking tour	Any member of the group has to leave the tour	Melbourne Water	<ul style="list-style-type: none"> Tour will stop and group will return to ETP Education Office.
	Triggering safety alarms	All visitors	<ul style="list-style-type: none"> All mobile phones must be turned to aeroplane mode.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
			<ul style="list-style-type: none"> No flash photography allowed.
	Exposure to sun, wind and rain	Melbourne Water All visitors	<ul style="list-style-type: none"> Application of sunscreen and the wearing of hats and/or raincoats are recommended. Tour may be cancelled in the case of extreme weather conditions.
	Injuries caused by road accidents	All visitors	<ul style="list-style-type: none"> Remain on footpaths and use pedestrian crossings where available. Take care at road crossings.
	Injuries caused by striking against plant objects or slips, trips or falls	All visitors Melbourne Water	<ul style="list-style-type: none"> Adherence to instructions from Melbourne Water staff. Appropriate barriers and signs are installed near hazards. All visitors to wear flat, enclosed shoes. Visitors to refrain from running on site or climbing on equipment. If members of the group behave in an inappropriate or unsafe manner the tour will be terminated immediately.
	Injuries caused by bites or stings	Melbourne Water All Visitors	<ul style="list-style-type: none"> Visitors must wear enclosed shoes, long sleeves and long trousers. First Aid kits carried during tour.
	Bushfires	Melbourne Water	<ul style="list-style-type: none"> Tours will be cancelled in the event of extreme weather forecasts.
Mini-bus tours	Injuries caused by road accidents	Melbourne Water All Visitors	<ul style="list-style-type: none"> Bus driver to follow instruction of Melbourne Water staff. Bus driver must obey traffic laws and site speed limits. Bus to follow pre-determined route around site. Passengers will wear seatbelts if available. Failure to comply with the above points can result in the full cancellation of the tour.
	Injuries caused when entering/exiting the bus	Melbourne Water All Visitors	<ul style="list-style-type: none"> Bus will stop in pre-determined areas only on even ground. Visitors to use bus hand rails if available when entering/exiting the bus.
	Bus breakdown	Melbourne Water All Visitors	<ul style="list-style-type: none"> Melbourne Water staff will contact the ETP Control Room in the event of a bus breakdown. Bus driver to request assistance or replacement bus. Group and bus driver to wait in Education Office for further assistance.

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Emergency evacuation	Injuries during emergency requiring evacuation	Melbourne Water All Visitors	<ul style="list-style-type: none"> Melbourne Water staff are inducted and trained for emergency procedures. Visitors to follow Melbourne Water staff instructions in the event of alarms sounding and/or evacuation procedures being enacted.

ETP Weather Safety Guide

Weather event	Measure	Action
Heat	30° - 35° C	Drink plenty of fluids to keep hydrated. If the temperature exceeds your comfort level then the remainder of the Education Session will be cancelled.
	35° C+ <i>(Check BoM before visiting the ESWEC)</i>	Education Session will be cancelled.

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

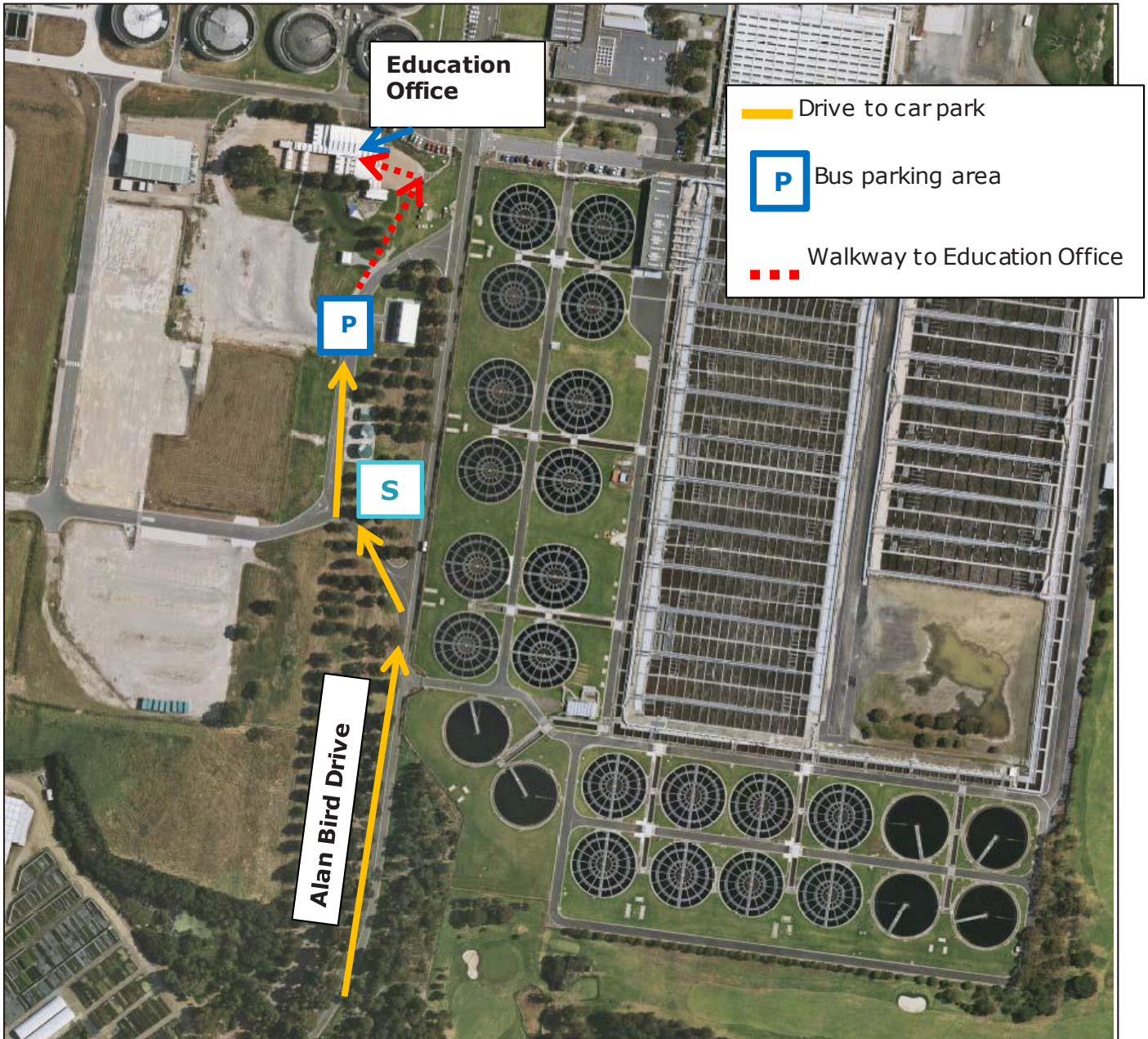
*I will be supervising the group from _____
(school/organisation) during the tour of the Eastern Treatment Plant on ___/___/___.*

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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	Name	Signature		Name	Signature
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Eastern Treatment Plant map and arrival information



Directions to the Eastern Treatment Plant

- The Eastern Treatment Plant is located at Alan Bird Drive, Bangholme.
- Access from Thompson Road, just off Eastlink.
- Look for the large blue Melbourne Water sign on Thompson Rd.

Site arrival information

- Turn into the site and drive through the security gates.
- Take the first left onto a service road.
- Bus parking area, indicated on the map with a "P".
- Follow walkway to the Education Office. Our Education staff will meet you at the office car park.
- You can also call the Education Office on arrival on 9700-8711.

Anyone entering the Eastern Treatment Plant sewage processing area must wear:

- Long pants (not leggings/skirts).
- Long sleeves.
- Flat, sturdy enclosed footwear - Sandals or thongs are not permitted on-site.
- Safety or safety prescription glasses and yellow high visibility vest - as provided by Melbourne Water.



- All mobile phones turned to aeroplane mode.
- No flash photography.
- No food or drink.
- No running or climbing on equipment.
- Cover open wounds.
- Wash hands before you leave.
- Remain on footpaths and use pedestrian crossings where available.
- Take care at road crossings.



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 Westport region.





Safety glasses or safety prescription glasses must be worn



A Melbourne Water educator should always stand closer to an uncovered tank than you in this area



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Stay at least 2 metres away from an uncovered tank in this area



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