

Western Treatment Plant (WTP)


Venue and Safety Information

Please read and follow these important actions before your tour:

- All visitors must wear long pants, long sleeves and flat sturdy shoes.
- Share this information with all WTP adult participants.
- Visitor registration must be completed by all adults prior to their visit to the WTP.
- Make sure every adult must sign in using the QR code.
- On arrival, report to the Education Facility and check in with the Melbourne Water team.

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 sturdy 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 will result in participants remaining in the bus for the duration of the bus tour.</i></p> <p>Visitors should also bring:</p> <ul style="list-style-type: none"> • Clothing appropriate to protect against weather, including a hat, raincoat or rain jacket and bring sunscreen (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 rescheduled. A refund will apply under certain circumstances.</p>
Accessibility	<p>Tours of the Western Treatment Plant may include stops where participants exit the bus.</p> <p>Most roads are not sealed and some tour exit points are not flat. Please contact us if you have specific requirements.</p> <p>Important information for tour organisers:</p> <ul style="list-style-type: none"> • If you use a mobility aid such as a wheelchair or scooter, please check with your tour group organiser so they can

	<p>provide appropriate transport to and around the Western Treatment Plant.</p> <ul style="list-style-type: none"> • Ramps and toilets are accessible to wheelchair and/or other mobility aids. • Hearing loop is installed inside the Education Centre. • In the bus, your tour group organiser must request a public address system (microphone and speakers). <p>Assistance dogs are welcome at the Western Treatment Plant.</p> <p>Please note:</p> <ul style="list-style-type: none"> • handlers are required to carry evidence that the dog is an assistance dog i.e. an identification card issued for the animal by an accredited assistance dog training provider. • Dogs are to remain in vehicles as much as possible. • When outside the vehicle, dog(s) must always be on a leash and under strict control by the handler and the handler is responsible for the removal of any dog faeces from the Site. • If a dog frightens and/or endangers native wildlife or is aggressive towards other participants, it must immediately return into the vehicle.
Emergencies	<p>In the event of an emergency you will be directed by a warden to the evacuation point. Melbourne Water wardens will be easily identifiable by yellow/red/white hats and high visibility vests.</p> <p>Melbourne Water will call '000' in an emergency.</p>
Public liability cover	<p>Melbourne Water has the appropriate public liability cover.</p> <p>Melbourne Water will not accept any liability for any personal injury or property damage sustained by participants.</p> <p>You agree to indemnify and keep indemnified Melbourne Water and its Personnel from and against all claims, liabilities, losses, damages, costs or expenses arising from or in connection with accessing the Site or a breach of these conditions by participants.</p> <p>You release Melbourne Water from all claims of any kind (including claims for personal injury or damage to property) and from liability which may arise in connection with participants accessing the Site.</p>

Cancellation	<ul style="list-style-type: none"> • Melbourne Water may cancel a bus tour at any time without notice and without providing reasons. • A tour cancellation will be imposed if there is a health emergency. • Melbourne Water will also cancel tours during the visit if participants fail to comply with the conditions outlined in this document. • In the event you need to cancel your booking then a cancellation fee of \$200.00 will be applied with less than five business days' notice. 										
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 staff for more information.										
Contact details 	<table> <tr> <td>Organisation:</td><td>Melbourne Water</td></tr> <tr> <td>Mailing address:</td><td>PO Box 4342, Melbourne, VIC 3001</td></tr> <tr> <td>Street address:</td><td>1 William Thwaites Dr, Cocoroc VIC 3030</td></tr> <tr> <td>Phone:</td><td>13 17 22 and ask to be connected to the Water Literacy Team</td></tr> <tr> <td>Web:</td><td>Western Treatment Plant and sewage treatment Melbourne Water</td></tr> </table>	Organisation:	Melbourne Water	Mailing address:	PO Box 4342, Melbourne, VIC 3001	Street address:	1 William Thwaites Dr, Cocoroc VIC 3030	Phone:	13 17 22 and ask to be connected to the Water Literacy Team	Web:	Western Treatment Plant and sewage treatment Melbourne Water
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Western Treatment Plant - Venue and Safety Information

Potential Risks & Hazards	Responsibility	Control Strategies
Student Behaviour	Teachers/Adults	<p>Melbourne Water Educators will conduct activities with teachers present.</p> <ul style="list-style-type: none"> Teachers to always supervise students. Any accompanying adults must have adequate authority and experience to supervise students under their care. <p><i>Activities will cease immediately if student behaviour or supervision are not appropriate.</i></p>
Avian Influenza	All visitors	All visitors advised to avoid contact with wild birds or wildlife and maintain good hand hygiene.
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.
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.

Potential Risks & Hazards	Responsibility	Control Strategies
		<ul style="list-style-type: none"> 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 tour.
	Teachers / Accompanying adults	<ul style="list-style-type: none"> All visitors should: Ensure any open wounds are covered. No eating or drinking during the 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 wearing of hats and/or raincoats are recommended. Group will stay on bus during inclement weather and/or high wind.
	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.

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 Melbourne Water staff have been site inducted and are aware of chlorine leak procedures/ emergency plan. Direct bus away (see map of evacuation points).
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 climbing, touching electrical equipment, sharp objects, trips and falls	Melbourne Water staff	<ul style="list-style-type: none"> Brief teachers and adults to any potential hazards and risks.
	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.

OFFICIAL

VISITOR REGISTRATION SCAN & SIGN IN



It's quick and easy

1. SCAN QR CODE
2. OPEN FORM
3. ENTER YOUR DETAILS
4. SUBMIT

