

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	<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>ETP tours will be cancelled on days rated Extreme or Code Red Fire Danger.</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.
Student Supervision	<p>The Eastern Treatment Plant is a major hazard facility. Teachers are expected to supervise their students at all times during their visit. Any accompanying adults are assumed to have adequate authority and experience to supervise students under their care.</p> <p>The recommended adult to student ratio is one adult per 8 students.</p> <p>Melbourne Water Education Officers will conduct tours with teachers present. Tours will cease immediately if student behaviour and supervision are not appropriate.</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 Officers 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>
Child Related Employment	<p>Melbourne Water Education Officers have a current WWCC or VIT registration.</p>
Public liability	<p>Melbourne Water has the appropriate public liability cover.</p>
Contact details	<p>Organisation: Melbourne Water</p> <p>Mailing address: PO Box 4342, Melbourne, VIC 3001</p> <p>ETP street address: Alan Bird Drive, Bangholme VIC, 3175</p> <p>Phone numbers: Education team: 8734 4264 or 13 17 22</p> <p>Web address: https://www.melbournewater.com.au/community-and-education/visit-water-and-sewerage-plants-or-sites/eastern-treatment-plant-tours</p>

Eastern Treatment Plant - Venue and Safety Information (School groups)

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
Prepare for tour	Insufficient preparation by tour participants	Teaching staff Melbourne Water	<ul style="list-style-type: none"> Information provided to organising teachers by Melbourne Water prior to the tour. Organising teachers to ensure all group members aware of requirements and have staff read and sign the Venue & Safety document. Signed Venue & Safety document collected by Melbourne Water upon group arrival at ETP for each tour.
Arrival and departure	Injuries caused by road accidents at ETP	Teaching staff	<ul style="list-style-type: none"> Visitors must arrive as a group, and park in the designated bus parking area. (Map attached.) 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 inappropriate attired	Teaching staff	<ul style="list-style-type: none"> Visitors in inappropriate attire will be unable to participate in the tour and will have to wait in their vehicle or in the Education Office (students must be supervised). Recommended teaching ratio of 1 to 8 students.
Commence Tour	Errant group members	Melbourne Water Teaching staff	<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 school staff. School staff to supervise students at all times. 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 Teaching staff	<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. Teaching staff can carry first aid kits. Wear enclosed footwear, long sleeves and long trousers. Wear safety glasses and yellow 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 at the end of the tour.
Walking tour (1.5 hours)	Supervising staff member has to leave the tour	Melbourne Water	<ul style="list-style-type: none"> Tour will stop and group will return to ETP administration building.
	Injuries caused by inappropriate and unsafe	Teaching staff	<ul style="list-style-type: none"> Teachers to supervise students at all times. Adherence to instructions from Melbourne Water

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
	student behaviour and/or not adhering to staff instructions.	Melbourne Water	<ul style="list-style-type: none"> staff. If inappropriate and unsafe behaviour continues the tour will be terminated immediately.
	Triggering safety alarms	Teaching staff	<ul style="list-style-type: none"> All mobile phones must be turned to aeroplane mode. No flash photography allowed.
	Injuries caused by road accidents	Teaching staff	<ul style="list-style-type: none"> Remain on footpaths and use pedestrian crossings where available. Take care at road crossings.
	Close proximity to deep or fast flowing water	Teaching staff Melbourne Water	<ul style="list-style-type: none"> Teachers to supervise students at all times. Adherence to instructions from Melbourne Water staff. All visitors to stay 2 metres back from open water (excluding clarifier/BMF walkover route) Protective barriers are in place along tour route.
	Injuries caused by striking against plant objects or slips, trips and falls	Teaching staff Melbourne Water	<ul style="list-style-type: none"> Teacher supervision of students at all times. All 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. All visitors to wear flat enclosed shoes. Appropriate barriers and signs are installed near hazards.
	Injuries caused by bites or stings	Teaching staff Melbourne Water	<ul style="list-style-type: none"> Visitors must wear enclosed shoes, long sleeves and long trousers. First Aid kits carried during tour by Melbourne Water staff.
	Exposure to sun, wind and rain	Teaching staff Melbourne Water	<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.
	Bushfires	Melbourne Water	<ul style="list-style-type: none"> Tours will be cancelled in the event of extreme weather forecasts.
Emergency evacuation	Injuries during emergency requiring evacuation	Melbourne Water Teaching staff	<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.

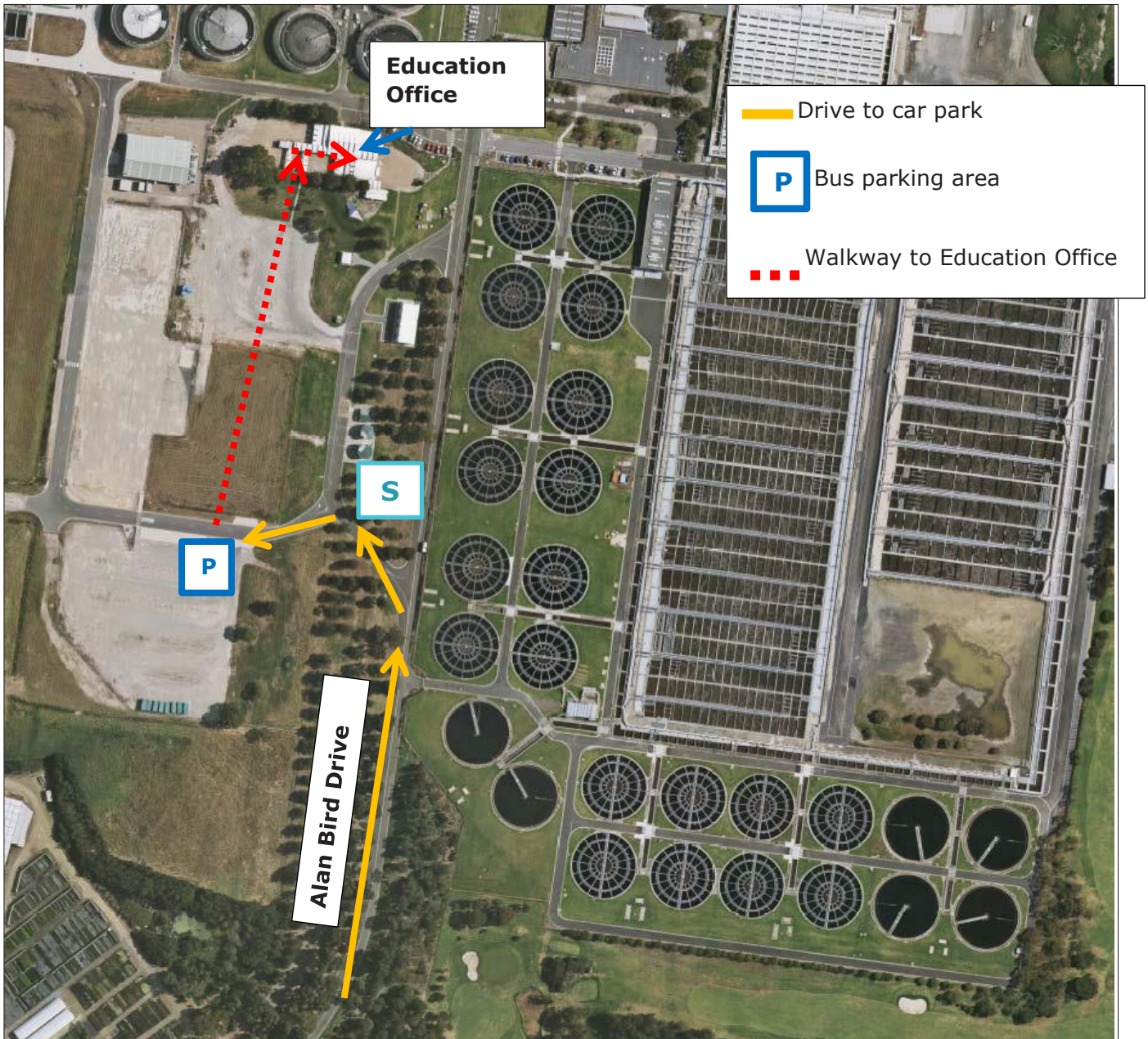
This form needs to be signed by each supervising teacher/group leader prior to activities commencing at the Eastern Treatment Plant.

*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.

1.		
Name	Signature	Date
2.		
Name	Signature	Date
3.		
Name	Signature	Date
4.		
Name	Signature	Date
5.		
Name	Signature	Date
6.		
Name	Signature	Date

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 Westernport 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



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 Westernport region.



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

