



4.1.6

St Leonard's Primary School Occupation Health & Safety Policy

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issued within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- Occupational Health and Safety is a shared responsibility of all staff.
- A member of staff will be appointed in the workplace as the Occupational Health and Safety representative. This representative will receive the appropriate training and accreditation.
- The Occupational Health and Safety Representative will be given a designated time at each weekly staff meeting to raise and discuss safe work practices.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits using checklists contained on pages 38-50 of the 'OH&S Guidelines – Support Material for Schools' document and this information will be feed back to all staff.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents will be investigated and reported to the principal and other appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DE&T Occupational Health & Safety Unit.

St. Leonard's policy on Occupational Health and Safety is based on the following principles:

- | | | |
|-------------|---|--------------------------------------------------------------------------------------|
| Rights | - | Every person has the right to a safe and healthy work environment. |
| Obligations | - | Employers have an obligation to provide a work environment that is healthy and safe. |

- Approach - Improvements in worker' health and safety can predominantly be achieved by collective action to improve conditions, rather than by personal changes in "lifestyle"; hence health and safety is a legitimate issue.
- Improvements in workers' health and safety should be won through reducing hazards at their source, and modifying the workplace to fit the needs of people, rather than through modifying people's behaviour, or adapting them to fit the demands of a hazardous workplace.

A health and safety representative is elected by union members and has the following rights and powers:

- ◆ To inspect all or part of the workplace as required.
- ◆ To have access to health and safety information relating to the workplace.
- ◆ To be informed of any accident or hazardous event immediately it occurs, to inspect the site and to be given copies of any related reports to represent workers in safety disputes or internal enquiry's after accidents.
- ◆ To be consulted by the employer on anything in the workplace which may have implications for the health and safety of the workers and to call in advisors or inspectors if necessary.
- ◆ To stop work and order workers out of areas in which there is a suspected threat to health and safety.

The health and safety representative should take a responsibility to keep the union advised of all relevant matters and should act in consultation with the union's officials where it is reasonable to do so.

Health and safety representatives should not be victimised or discriminated against in any way in respect of the performance of the duties of the representative. Nor shall they incur any additional legal responsibilities because of their positions as job representatives.

Improvements in health and safety should be won through removing or reducing hazards at their source – thereby seeking to prevent injury and illness arising at the workplace – rather than expecting workers to adapt to hazardous situations. It is hoped that the health and safety representative will be constantly aware of safety in the workplace and will strive to make St. Leonard's a safe workplace.

Responsibility

- This policy recognises that the health and safety of all employees, students, contractors and visitors within St. Leonard's Primary School is the responsibility of the Principal. In fulfilling this responsibility, the Principal has a duty to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risk to health. This includes:
 - i. providing and maintaining safe plant and systems of work
 - ii. making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
 - iii. maintaining the work place that is safe and without risks to health
 - iv. providing adequate facilities for the welfare of all employees and students
 - v. providing such information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner

- The Principal (under delegated responsibility from the Parish Priest) is responsible for the implementation and monitoring of this policy.
- The health and welfare of all employees at St.Leonard's is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.
- In fulfilling the objectives of this policy, the Principal (under delegated responsibility from the Parish Priest), is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Duties

- St.Leonard's Primary School will take all reasonable practicable steps to provide and maintain a safe and healthy work environment for all employees, students, contractors volunteers and visitors.
- The Principal (under delegated responsibility from the Parish Priest) is responsible for the effective implementation of the school's health and safety policy and shall:
 - observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and regulations that apply within the state
 - ensure that the agreed procedures for regular consultation between the Principal through the Parish Priest and those with designated and elected health and safety functions are followed
 - ensure that all specific policies operating within St.Leonard's, are periodically revised and are consistent with school health and safety objectives
 - provide relevant information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school
 - ensure that all employees, students, contractors and visitors inform the school of incidents and accidents occurring on the school premises so that health and safety performance can be accurately gauged

All Employees

- have a duty to take reasonable care of which they are capable for their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between the Principal, employees and with the elected occupational health and safety representative
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- must act in accordance with agreed school procedures for accident and incident reporting and report potential hazards to the Principal

Contractors

- Outsourcing work to contractors does not remove an employer's occupational health & safety obligations.
- St.Leonard's School shall, as far as practicable, ensure that a contractor and its employees:
 - Carry out their work in safe premises using proper and safe plant and equipment
 - Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.
- For the purposes of this policy, contractors engaged to do work in the school also have obligations to ensure safe work practices and shall comply with the contractors' policy.

The contractor and the Principal or Principal's nominee will complete a Job Safety Analysis. See **Attachment No 1.**

At St.Leonard's Primary School, contractors need to be

1. Suitably experienced to perform tasks;
2. In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
3. Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

St.Leonard's Primary School has a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor shall.

- Confirm with the Principal/Principal's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the **completion of work** the Principal or Principal's nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

The Management of Occupational Health and Safety

Consultation with staff

All employees are involved in OHS at various stages. St.Leonard's has a process for involving employees in identifying hazards, reporting problems and providing possible solutions to OHS issues.

This, in part, shall be done by the involvement of the Health and Safety Representative, the OHS Committee and by direct involvement of effected employees.

Direct Involvement of Staff

All general staff meetings shall contain OHS as an agenda item in which the employer can provide information on general changes to the work place and inform staff if the OHS committee has recently meet. Staff will have an opportunity to raise any concerns at this stage.

St.Leonard's will instruct all level coordinators to ensure that should OHS issues arise that effect individual classes then those issues will be raised at staff meetings.

St.Leonard's encourages employees' participation in reporting health and safety risks.

Induction of new staff

All new staff at St.Leonard's will be informed of the Occupational Health and Safety policies of the school through the normal induction process. Staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the principal and staff of the school to safety and the prevention of accidents in the workplace.

Health and Safety Representative (HSR)

The Designated Work Group (DWG) shall be defined as the whole school unless staff and the Principal agree that there should be more than one DWG. Each DWG shall be entitled to be represented by one health and safety representative (HSR).

A HSR who is elected by staff, in accordance with the Occupational Health and Safety Act 2004, shall hold the position for a term of office of no more than three years. The elected person is:

LINDA BUICK

The representative's responsibilities include:

- inspecting the whole or any part of the work place:
 - at any time after giving reasonable notice to the Principal; or
 - immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person:
- accompany any inspector during an inspection of the workplace
- require the establishment of a health and safety committee with the consent of the employee
- to be present at any interview between any employee, an inspector or the employer, concerning a health and safety matter

The Principal will provide to the HSR any information the school possesses on the health and safety of the employees or any actual or potential hazards at the workplace.

St.Leonard's recognises that the HSR is permitted to take such time off work with pay as is necessary for performing his/her functions or duties or taking part in any course of training relating to health and safety which is approved by VWA. The Principal and HSR shall discuss a convenient time, having regard to the needs of the school to attend such course of training and carrying out the responsibilities.

Health and Safety Committee

St.Leonard's has established a health and safety committee. The names of the committee members are:

LINDA BUICK
KAREN FODEN
KATHRYN MURPHY

The role of the committee is:

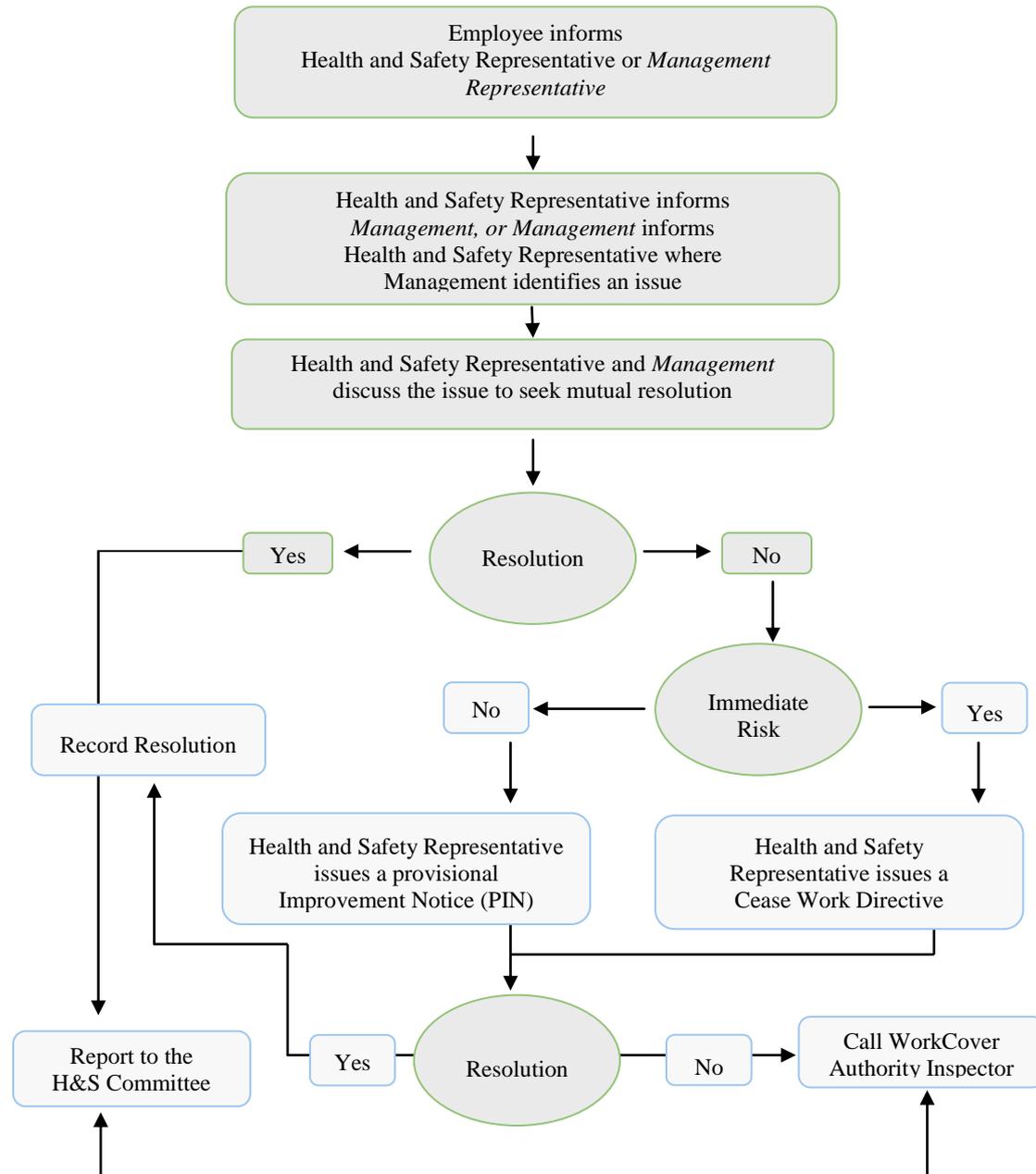
- to facilitate co-operation between the employer and employees with a view to ensuring the health and safety of the employees
- to provide employees with information including standards, rules and procedures relating to health and safety which are to be carried out or complied with at the workplace
- to deal with any other relevant matter as agreed
- to assist the OHS representative and the Principal to ensure the OHS responsibilities of management and staff are met on a regular basis
- to assist in the communication of staff of OHS practices and awareness
- minutes of meetings will be kept and distributed to all staff
- to provide advice to the Principal on the induction of new staff on Occupational Health and Safety matters.

The health and safety committee meets once a term. The activities and issues with which the Occupational Health and safety Committee deal are reported regularly at whole staff meetings.

ISSUE Resolution Procedures – see next page

Issue Resolution Procedures

These procedures are based on prescribed procedures in the Occupational Health and Safety (Issue Resolution) Regulations 1999.



OHS and Risk Management Policy

St.Leonard's actively works towards meeting the safety needs of its community as effectively as it can. A systematic process of evaluation is in place to provide information on which to base plans for improvement, by reducing the risk factors for accidents. It is the intention of the school that involvement in such a process raises the level of consciousness and sensitivity of all involved to issues of workplace health and safety.

The risk management policy of the school requires:

- Annual Audit of the school; and
- Ad hoc audit by way of a Hazard Alert Register

Annual Audit

An annual audit is conducted by the Principal and the Occupational Health and safety representative.

This involves:

- collection of information to identify potential hazards
- analysis of potential risks
- prevention of future accidents through risk control
- audit of practices, equipment and facilities in the school.
- **Attachment No 2** sets out the areas that will comprise this **annual audit**

Hazard Alert Register

In addition to the annual audit, St.Leonard's has instituted a process of identifying hazards and risks. This process involves keeping a school Hazard Alert Register. (**Attachment 3**) as a means of identifying and controlling hazards in St.Leonard's. This register contains:

- a. date
- b. description of hazard or near miss
- c. reported by
- d. reported to
- e. action taken

Slips, Trips and Falls

To reduce the incidents of slip hazards in the general environment St.Leonard's uses a checklist to identify slip hazards. See **Attachment No 4**.

St.Leonard's is aware that accidents happening to employees by slipping, tripping and falling are common accidents in schools and as such, all employees, as a matter of policy, need to take special care in moving around the school. Special attention is drawn to:

- stairs
- tripping
- wet floor/ground
- falls from chairs/tables
- falls from ladders
- falls over mats and ramps
- removal of balls from school building roofs

Dangerous goods and equipment

St.Leonard's has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all persons are aware of any potential safety risks involving the goods and equipment. **Attachment No 5** sets out the areas that are closely monitored by our school.

Electrical

St.Leonard's conducts safety checks of all electrical equipment in the school. Our practices include as part of this policy:

- an annual inspection of leads if mobile and 5 yearly if location is permanent. The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor

Environmental issues

St.Leonard's has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues. **Attachment No 6** sets out the areas that are closely monitored by our school.

Fire, Explosion and Emergency Management.

The school has a separate policy on fire, explosion and emergency procedures and this policy covers evacuation procedures

Health

First Aid Policy

The policy of St.Leonard's in respect to first aid is as follows:

- all staff required to provide first aid are to be trained and hold first aid qualifications
- that a first aid officer will be designated to be on duty during lunch breaks, recess etc.
- Refer Medication & Sickbay Policy reference: 4.2.8

AIDS/HIV Policy

St. Leonard's Primary School:

- protects students, employees and members of school communities from infection with AIDS/HIV through appropriate hygiene and safety practices
- provides appropriate education, school organisation and practices that will protect students from discrimination on the grounds of actual or imputed AIDS/HIV infection
- provides a procedure for dealing with blood spills and communicates this procedure to all staff.

Hepatitis B Policy and Guidelines

St. Leonard's is aware of the CECV Policy 1.11 in regard to Hepatitis B. In certain circumstances, which are defined in Guidelines adopted by the Catholic Education Commission of Victoria, the provision of immunisation against Hepatitis B shall be offered to employees by St. Leonard's.

Skin cancer prevention

St. Leonard's protects staff and students from the harmful effects of the sun, especially at lunchtime, when sunshine is strongest. Employees and students are expected to wear a sun hat during outdoor activities during 1st & 4th terms. Reference: Sun Smart Policy 4.2.10

Voice

St. Leonard's is mindful of the risks to teachers of chronic dysphonia. There may be pain in the larynx together with huskiness. The Principal will keep a close check on teachers who report early problems with the method of voice production and seek expert advice.

Bullying and harassment

St. Leonard's is aware of the risks to employees of workplace bullying. The school defines workplace bullying as repeated, unreasonable behaviour directed toward an employee or group of employees, which creates a risk to health and safety. The Principal provides information to staff on a regular basis to assist in:

- recognising bullying in the workplace
- the possible effects of bullying
- steps to take in elimination of such behaviour

Airborne contaminants

(Asbestos) Regulations 1992

St. Leonard's is mindful of the risks of asbestos. As such St. Leonard's keeps a record and results of inspections indicating the site and description of materials identified as possibly containing asbestos. St. Leonard's holds a copy of the OHS (Asbestos) Regulations 1992. The Principal is aware of the responsibilities to assess and control any risk associated with asbestos in the school. Initially the Principal will determine, as far as is practicable, whether asbestos or asbestos containing materials are present in the school buildings, or in the contents of the buildings, and if necessary arrange for the control or removal of those materials.

Smoke free workplaces

St. Leonard's has a smoke free policy. Smoking is not permitted in the school grounds

PHYSICAL HAZARDS

Manual handling

St. Leonard's complies with the Manual Handling Code of Practice which requires employers, in consultation with employees and health and safety representatives, to examine and assess manual handling tasks likely to be a risk to health and safety.. The Principal is aware of the need to protect employees from the risk of musculoskeletal disorder (MSD). The St. Leonard's Occupational Health and Safety Committee is responsible for the examination of the Manual Handling Code and for the manual handling training of employees. **Attachment 7** is used to identify and address manual handling risks in our school

Noise guidelines

St. Leonard's complies with its obligations as detailed in the Occupational Health and Safety (Noise) Regulations that describe the maximum allowable exposure to noise in a workplace.

ACCIDENTS

Collecting information about the accident

Notification - Register of Injuries

When an accident or an injury occurs in St.Leonard's, details are entered in the Register of Injuries. This is a requirement of the Accident Compensation Act. **Attachment No 8** is a copy of a Register of Injuries.

Notice of serious injury

St.Leonard's is aware of its obligations to immediately notify the Victorian WorkCover Authority (VWA) by telephoning 131 360 964 114 44 or 1800 136 089 in the event of:

- a. the death of any person
- b. a person requiring medical treatment within 48 hours of exposure to a substance
- c. a person requiring immediate treatment as an in-patient in a hospital.
- d. a person requiring immediate treatment for:
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - the separation of his or her skin from an underlying tissue (eg de-gloving or scalping)
 - electric shock
 - a spinal injury
 - the loss or partial loss of the use of any part of a person's body
 - the loss by any person of a bodily function
 - serious lacerations
- e. Any other serious bodily injury the loss or partial loss of the use of any part of a person's body

Written notification of the event (**Attachment No 9**) will also be sent to WorkCover within 48 hours of the incident. The incident notification form is to be sent to the nearest WorkCover office by facsimile as a written record of workplace deaths or serious injuries. St.Leonard's will keep a copy of this record for five years.

A copy of this notification will also be forwarded to the Director of Catholic Education Office

Accident Investigation

St. Leonard's has put a system in place for the reporting and recording of accidents.

The Principal will advise the OH&S representative when an injury occurs and the OH&S representative in conjunction with the return to work co-ordinator will ensure that steps are taken to reduce the risk of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured employee will be maintained at all times.

Gathering this type of information is important and involves a whole range of people within our school. Accident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety within the school. Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

Injured Employees

St. Leonard's recognises that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation. The school believes that providing a safe, early return to meaningful and productive work is in the best interest of all staff. Consequently, it encourages full and active participation from all levels of management and staff in creating a supportive environment conducive to the rehabilitation process and the speedy return of colleagues to the workplace.

To achieve this, we have the following objectives:

- return to work should be a normal expectation of all employees following a work related injury. The intention is to return the injured employee to work as soon as possible
- all employees are encouraged to report all work related illnesses and injuries immediately
- occupational rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties
- each employees' occupational rehabilitation program will be developed individually, and on a confidential basis, with the employee concerned

We have appointed a **return to work co-ordinator** who is:

BOB DAVIS

The role of the return to work co-ordinator is as follows:

- assist injured employees to remain at work wherever practicable or to return to suitable work as soon as possible after injury
- ensure that a return to work plan is established for each employee who has an injury that involves 20 or more days of total incapacity for work
- liaise with any parties involved in the treatment or occupational rehabilitation of injured employees or involved with the workplace to assist an injured employee to remain at or return to suitable work after injury
- ensure the confidentiality of personal information made available while co-ordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured employee's claim
- monitor the progress of the return to suitable work of an employee following injury and of any occupational rehabilitation services provided under a return to work plan
- ensure that, where appropriate, an injured employee is referred to an approved occupational rehabilitation provider for assistance to return to suitable work
- with more complex and serious injuries, the return to work co-ordinator will also be responsible for authorising on behalf of the school, expenditure of up to \$1,200 on the provision of occupational rehabilitation services

Occupational Providers

St. Leonard's has appointed JLT Workers Compensation Services Pty Ltd, 468 St Kilda Road, Melbourne, (telephone 03.9860.355) as the preferred WorkCover insurer.

The school co-operates with the WorkCover insurer to ensure that appropriate occupational providers are appointed to assist in the rehabilitation of injured employees.

Occupational Health and Safety Resources

St. Leonard's keeps itself up to date with resources to assist it in understanding its obligation regarding issues by discussing the following:

- Consolidated acts and regulations
www.austlii.edu.au
- Department of Education and Training (DET) Guidelines:

www.education.vic.gov.au
- WorkSafe Victoria:
www.worksafe.vic.gov.au
- Victorian Catholic Schools Association
www.vcsa.vic.edu.au
- Catholic Church Insurance (CCI)
www.ccinsurances.com.au

Review of policy

The Principal will seek cooperation from all employees in realising these health and safety objectives and creating a safe work environment. Consequently the policy will be reviewed regularly in the light of legislative and school changes.

All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and School Leadership Team or after any serious incident.

This policy will be reviewed each year.

This policy was reviewed by Leadership Team in 2016. It will be reviewed again in 2019

St.Leonard's Primary School

ANNUAL AUDIT

Checklist for Housekeeping in Offices, Staff Rooms and Class Rooms

	Yes	No	Action
Class rooms			
▪ Is the no-smoking policy observed throughout the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there enough space for staff to carry out their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there enough cupboards, shelving, in room for class requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are all exits and entry free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers readily accessible and their location known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are different types of fire extinguishers marked and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are class room tables and chairs at appropriate heights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff have access to and training in use of ladders to reach elevated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff have seating appropriately designed to maximise comfort and minimise poor posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office

All the above may be checked. Other areas that may need inspecting include:

	Yes	No	Action
▪ Is the non-smoking policy observed throughout the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are computer screens placed so that there is no glare on the screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are monitors fully adjustable for height, tilt and distance from front of desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are adjustable chairs provided and correctly adjusted for the person using it, eg back support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are desks at the right height for the work being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are keyboards/books/files/paper within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the operator have an adjustable document holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency numbers attached to phones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are first aid kits fully equipped, and available, and their location known to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers correctly marked with identifying markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there staff trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have you considered the Manual handling (Occupational Overuse Syndrome) Code of Practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff rooms

	Yes	No	Action
<i>Eating area</i>			
▪ Is the non smoking policy observed throughout the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is crockery chip and crack free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are the facilities hygienically clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are waste bins available and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do all electrical/leads/cables/sockets fit properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is all electrical equipment safely maintained, eg if an urn is well balanced and secured to the bench? Does the outside get hot to the touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is rubbish left lying around?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Work area</i>			
▪ Do work areas have sufficient space around desks, tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there sufficient storage for teacher requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the access to this area good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there any manual handling problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are chairs adjustable for a variety of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is lighting sufficient for any work being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is ventilation sufficient for the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

St.Leonard's Primary School

Check list for slip hazards

	Yes	No	Action
Are outdoor surfaces kept free of leaves, mud, clippings, paper, gravel and moss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable mats present at entrance of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant strips applied to walking or working surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, walkways, entrances and exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpet, tiles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there folders, brief cases, bags on the floor or in passageways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths smooth and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other tripping or slipping hazards in the grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of steps clearly marked and well lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

St.Leonard's Primary School

Dangerous Goods and Equipment

	Yes	No	Action
▪ Does the school have all general safety/warning signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has the school implemented the provisions of the Dangerous Goods code of practice. In the case of Science facilities have the "Guidelines for the Storage of Science Chemicals" been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the school require a HAZCHEM sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so are there ways of reducing chemicals to eliminate this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has an audit of dangerous goods been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a chemical register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have material safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these data sheets in an accessible place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fume cabinets installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage for the area adequate, well laid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has chemical segregation/storage been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have procedures for the disposal of chemicals been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does any work process generate dust, smoke, fumes, gases or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so what options are there to deal with this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Action
▪ Is there an effective system of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are tests of air conditioning systems conducted regularly and reports obtained and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there adequate circulation of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff in this area suffer from eye, nose, throat or skin irritations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is protective apparel available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these checked for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do teachers and students use protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have accident reports been checked to identify any chemical hazards needing further action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are work areas, equipment and machines kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

St.Leonard's Primary School

Checklist on Environmental Issues

	Yes	No	Action
Outside ground layout			
▪ Are fences and gates all in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are sports and physical education areas designed to accommodate activities safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Could they be causes of accidents, eg can the gate rebound if a child pushes it hard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the fence have broken wire, holes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are handrails in good repair and free from splinters, breaks in the wood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there any blind corners or posts, which can cause accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are entrances and exits clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are playground equipment areas kept covered with appropriate layers of tanbark and is this raked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency exits clear and accessible from inside the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are people aware of when doors are going to be opened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ventilation, heating and cooling

	Yes	No	Action
▪ Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there draughts in rooms, corridors, etc., that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is heating ample for all rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have passive insulation measures been fully assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storage

▪ Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is capacity adequate in each area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff been trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have manual handling tasks been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office staff collecting heavy loads of mail

<input type="checkbox"/>							
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Writing on blackboard/whiteboard

<input type="checkbox"/>							
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Obtaining resources from shelves on staff desks (Steps)

<input type="checkbox"/>							
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Climbing onto roof to collect balls

<input type="checkbox"/>							
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If you ticked one or more of the boxes for a particular task, you must do a risk assessment of that task.

Hazardous manual handling must be identified for all existing and proposed tasks in your workplace. You must also identify hazardous manual handling whenever changes occur in the workplace, or new information or reports of MSD are brought to your attention (See Section 11 of the Code of Practice).

Attachment No 8

St.Leonard's Register of Injuries

No

1.	Worker's name: Surname: Given:
2.	Worker's occupation or job title:
3.	Date and Time of Injury: Date: Time:
4.	Worker's exact location at time of injury:
5.	Describe in detail how the injury was sustained:
6.	Describe the harm (nature) and body parts affected by injury: Harm: Body Parts :
7.	Witnesses, if any to the injury: Surname: Given: Surname: Given:
8.	St.xxx person making entry. Date of entry and declaration: I declare that all particulars given are a true and accurate account of details of the injury as know by me. Signature: Date:
9.	St.xxx management representative acknowledging receipt of advice of injury. Date of entry and declaration: Surname: Given: Job Title: I acknowledge receipt of advice of injury and confirm that written acknowledgement of injury advice has been given to the injured worker. Signature:Date:

COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY MANAGEMENT REPRESENTATIVE AS ACKNOWLEDGEMENT OF NOTIFICATION OF INJURY

WORKSAFE VICTORIA
Incident Notification Form

Person submitting details

Name: Telephone:

Date: Date and Time of Incident:

Employer: **St.xxx Primary School**

Place/location where incident occurred:

Business Address:

Name of employer of deceased/injured person(s), if any, different from above:

.....

Brief description of incident (Give details of type of injury, if any, caused by incident):

.....

.....

.....

.....

Details of injured person(s)

Name: Male Female

Residential Address:

Date of Birth: Telephone No

Occupation/job title/description:

Employee/contractor/member of public:

Work activity being undertaken at time of incident (identify any plant, substance, equipment involved):

.....

.....

Person(s) who saw incident or first came to scene:

.....

Action taken/intended, if any, to prevent recurrence of incident:

.....

Declaration

I declare that where I provide personal or health information to the Victorian WorkCover Authority (VWA) about any other individual, I am authorised to provide that information. The information has been collected in accordance with the applicable

privacy legislation and the individual has been or will be made aware of the VWA’s identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature:

Name:

Date: