

ST MARY'S SCHOOL MANSFIELD OCCUPATIONAL HEALTH AND SAFETY POLICY

St. Mary's Primary School Mansfield
Occupational Health and Safety Policy

Rationale

At St. Mary's School we believe everyone has a right to be safe and without risk to health.

Aims

At St. Mary's School we aim to-

- Provide a safe and healthy workplace for staff, students, parents, guardians, contractors and other parties.
- Follow a systematic approach to Occupational Health and Safety (OHS) risk management ensuring that our school can meet its OHS obligations.
- Provide OHS information, training and supervision to employees and other relevant parties.
- Consult with employees (and their representatives), school leaders and other stakeholders on OHS issues.
- Resolve any OHS issues by following the school's OHS Issue Resolution procedure.

Implementation

At St. Mary's School we will-

- Provide adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
- Provide and maintain safe plant and systems of work.
- Make and monitor arrangements for safe use, handling, storing and transport of plant and substances.
- Maintain, so far as is reasonably practicable, a school that is safe and without risks to physical and mental health.
- Provide adequate facilities for the welfare of all employees and students.
- Provide information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.
- Provide staff with a forum to report any OHS concerns, such as through timetabling OHS at staff meetings and providing access to the OHS / Maintenance – Hazard Alert Register (Appendix A) which may be accessed through the St Mary's Staff google site titled, 'OH & S Register'.

Employees, contractors and sub-contractors are responsible for-

- Fulfilling their duties under OHS legislation and acting in a safe manner.
- Employing systems of work that are safe and in which there has been adequate instruction, training and supervision.
- Taking reasonable care of their own health and safety and that of others affected by their actions or omissions.

- Complying with the safety procedures and directions as set out by the Principal.
- Using items or facilities correctly in the interests of health, safety and welfare of school employees and students.
- Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

Prior to the commencement of work the contractor or sub-contractor shall-

- Confirm with the Principal/Principal's nominee that they have all of the necessary information they require to complete the task.
- Complete the Contractor Management form. (Appendix B)
- Provide copies of all licences and permits relating to the Contractor Management form, which includes a copy of currency of WorkCover Certificate and public liability documentation.
- Be notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

St. Mary's has a list of contractors who regularly undertake maintenance or improvements.

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

Evaluation

This policy will be reviewed in accordance with the School Improvement Plan and policy timeline, and relevant legislative changes.

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

The Management of Occupational Health and Safety

Consultation with staff

All employees are involved in OHS at various stages. St Mary'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, and by direct involvement of effected employees.

Direct Involvement of Staff

OHS will be on the agenda at staff meetings so that the employer can provide information on general changes to the work place and inform staff if the OHS committee has recently met. Staff will have an opportunity to raise any concerns at this stage.

St Mary's encourages employees' participation in reporting health and safety risks to the employer, including the use of the OHS / Maintenance – Hazard Alert Register (Appendix A) which is can be accessed through the St Mary's Staff google site.

Induction of New Staff

All new staff at St Mary's will be informed of the OHS 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. St Mary's employer and employees have agreed on the election of a Deputy HSR in the event that HSR is unavailable. The elected person is:

Mary Dunstan HSR

The representative's role may include:

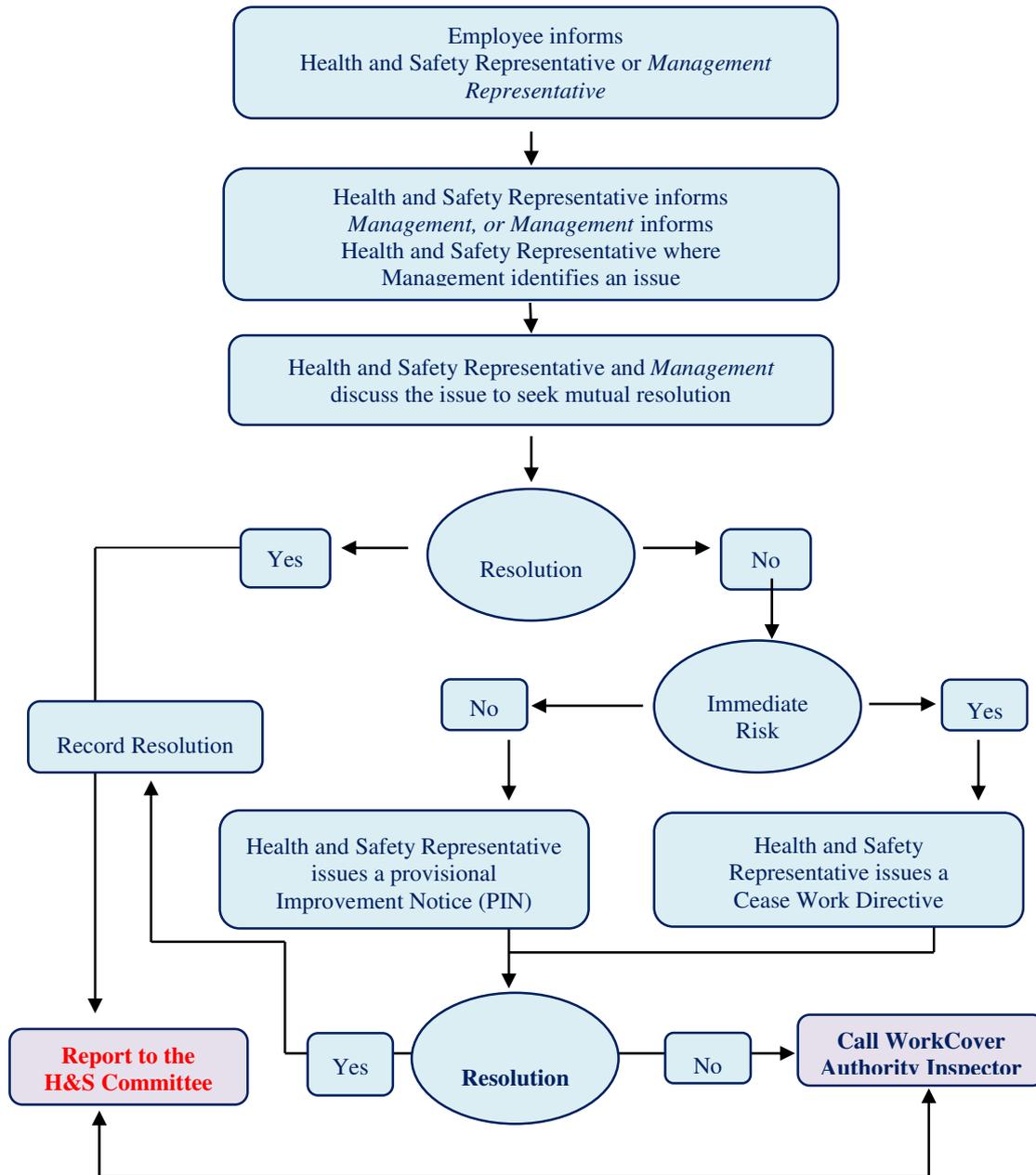
- **inspecting the whole or any part of the work place:**
 - **at any time after giving reasonable notice to the Principal; or**
 - **immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person;**
- accompanying any inspector during an inspection of the workplace;
- requiring the establishment of a health and safety committee with the consent of the employer.
- 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 Mary's recognises that the HSR is permitted to take such time off work with pay as is necessary for performing his/her function 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 role.

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 Mary'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 OHS / Maintenance – Hazard Alert Register (Appendix A)

Annual Audit

An annual audit is conducted by the Principal and the OHS representative during Term 3 each year. 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.

Appendix C sets out the areas that will comprise this annual audit.

Hazard Alert Register

In addition to the annual audit, St Mary's has instituted a process of identifying hazards and risks. This process involves keeping a school OHS / Maintenance – Hazard Alert Register (Appendix A) as a means of identifying and controlling hazards in St Mary's. This register contains:

- a. Date
- b. Hazard / Maintenance Item
- c. Reported by
- d. Reported to
- e. Rating
- f. Responsibility
- g. Action Taken

Slips, Trips and Falls

To reduce the incidents of slip hazards in the general environment St Mary's uses a checklist to identify slip hazards. See Appendix D.

St Mary'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 Mary'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. Appendix E sets out the areas that are closely monitored by our school.

Electrical

St Mary'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 Mary'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. Appendix F 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.

Faulty Equipment

St. Mary's conducts safety checks on equipment. Faulty equipment will be removed and provided to the Deputy Principal for assessment and/or safe disposal.

Health

First Aid Policy

The policy of St Mary's, in respect to first aid is as follows:

- There will be a trained staff member who holds first aid qualifications available to assist with first aid as required.
- A list of staff members who hold current first aid qualifications will be kept in the first aid room.
- That staff will be designated to be on duty during lunch breaks, recess etc.

Hepatitis B Policy and Guidelines

St Mary'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 Mary's.

Skin Cancer Prevention

St Mary'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. St Mary's provides sun cream for employees use during school hours. All students/staff members wear protective rash vests when participating in swimming classes/events.

Voice

St Mary'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. When a case presents itself the Principal shall seek expert advice.

Bullying and Harassment

St Mary's is aware of the risks to employees of workplace bullying. Refer to the Anti-Bullying and Harassment policy.

Airborne Contaminants

(Asbestos) Regulations 1992

St Mary's is mindful of the risks of asbestos. As such St Mary's keeps a record and results of inspections indicating the site and description of materials identified as possibly containing asbestos.

St Mary'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 Mary's has a smoke free policy. Smoking is not permitted in the school grounds or within 4 metres of school entrances. Signs have been erected at school entrances.

PHYSICAL HAZARDS

Manual Handling

St Mary'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). St Mary's Occupational Health and Safety Committee is responsible for the examination of the Manual Handling Code and for the manual handling training of employees. Appendix G is used to identify and address manual handling risks in our school

Noise Guidelines

St Mary'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 at St Mary's, details are entered in the Register of Injuries. This is a requirement of the Accident Compensation Act. Appendix H is a copy of a Register of Injuries.

Notice of serious injury

St Mary's is aware of its obligations to immediately notify the Victorian WorkCover Authority (VWA) by telephoning 132360, 96411444 or 1800136089 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:
 - a suspected fracture of a limb
 - 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 (Appendix H) 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 Mary'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 Mary's has put a system in place for the reporting and recording of accidents.

The Principal will advise the OHS representative when an injury occurs and the OHS 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 Mary'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:

Trish Etcell/Jason Parker

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.

We have also appointed a general practitioner as our medical services provider whose name, address and telephone number is below:

Mansfield Medical Clinic 57752166

Appendix B

ST. MARY'S PRIMARY SCHOOL
39 MALCOLM ST
MANSFIELD. VIC. 3722

Phone: 5775 2670
Fax: 5775 2671
Email: principal@smmansfield.catholic.edu.au



CONTRACTOR MANAGEMENT

After the criteria has been reviewed and is deemed acceptable by the organization, the contractor is required to undergo site induction to ensure the contractor is aware of the site rules, procedures, standards and requirements.

CONTRACTOR INFORMATION:

Name of Contractor			
Legal Business Name			
Structure of Business	Sole Proprietor	Partnership	Incorporated Company
Business Address			
Phone	Bus:	Mob:	
Fax			
CAN			
ABN			
Registered for GST	Yes	No	
Nature of work to be performed			
References/Referees (attach copies)			
Licences/Certificates/Qualifications (attach copies)			
Membership/Registration with relevant groups or associations.			
Staff/Subcontractors to be used during the contract.			
Documentation Required (attach if relevant)	Job Safety Analysis Plant Assessments Plant Maintenance Records Material Safety Data Sheets Other		
Induction	Required	Completed	Reviewed

CONTRACTOR CHECKS:
 The following outlines the checks necessary to be made before a Contractor commences work.

Criteria	Yes/No N/A	Comments /Notes
Service Criteria: The contractor has supplied clear information about the services/s intended to be provided.		
Licenses/Permits: The contractor has supplied evidence of currency if licenses and permits are required to perform any of the tasks eg. Confined space, hot work, electrical, forklift, plant etc.		
Insurance Information: The contractor has provided evidence for the following: <ul style="list-style-type: none"> • Workers Compensation Insurance • Motor Vehicle Third Party Property Insurance • Public Liability Insurance 		
Competency: The contractor is competent and trained to conduct the work safely and without risk to themselves and others.		
Policies: What policies or work practice procedures exist? eg. Waste disposal, chemical handling, safety signage, fire prevention etc.		
Hazard Analysis: The contractor has provided details of the hazards associated with the regular conduction of tasks/services.		
Hazard Control: The contractor has provided details of the control measures that are in place.		
Risk Management: The contractor has assessed the risk associated with performing their work-on-site.		
Risk Management: The contractor has implemented suitable risk control measures.		

St Mary's Health & Safety Policy Reviewed Term 1 2016

Appendix C

St Mary'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"/>

St Mary's Primary School

ANNUAL AUDIT

Office

	Yes	No	Action
--	-----	----	--------

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

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| ▪ 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"/> |

St Mary's Primary School

ANNUAL AUDIT

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"/>

Appendix D

St Mary'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"/>

Appendix E
St Mary'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"/>
▪ 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"/>

Appendix F**St Mary'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"/>

Appendix G**St Mary's Primary School****MANUAL HANDLING – HAZARD IDENTIFICATION WORKSHEET**

Management Rep: _____ Health & Safety Rep/Staff Member: _____ Date: _____

Does the task involve hazardous manual handling? (tick any of the following that apply to the task)

Task <i>Code of Practice Page No.</i>	Repetitive or sustained application of force <i>11</i>	Repetitive or sustained awkward posture <i>12</i>	Repetitive or sustained movement <i>13</i>	Application of high force <i>13</i>	Exposure to sustained vibration <i>13</i>	Handling live people or animals <i>14</i>	Handling loads that are unstable, unbalanced or difficult to move. <i>14</i>
Placing and removing displays from pin boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emptying of "wheelie" bins into industrial waste bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff carrying resources to class (class sets, audio-vis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff carrying sports equipment to class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office staff collecting heavy loads of mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing on blackboard/whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtaining resources from shelves on staff desks (Steps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing onto roof to collect balls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).

Appendix H**St Mary'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.Mary's 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: