



# OCCUPATIONAL SAFETY AND HEALTH POLICY AND PROCEDURE

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St Mark's Anglican Community School would like to acknowledge information sourced from the Association of Independent Schools of Western Australia (AISWA), the Anglican Schools Commission (ASC) and Department of Education WA as guidelines in the production of this Policy and Procedure.

## 1 POLICY

The Anglican Schools Commission Inc (ASC) seeks to ensure the safety, health and welfare of its employees and any other people who may be affected by operations in its schools and to assist its schools in complying with legislation under the *Occupational Safety and Health Act 1984* (“the Act”) and *Occupational Safety and Health Regulations 1996* (“the Regulations”).

St Mark's Anglican Community School follows the policy and procedures provided in the the ASC Occupational Safety and Health Policy Framework, and adapts the process to suit its local setting.

The School is committed to providing and promoting a workplace that is safe and healthy and in which hazards are minimised and controlled. Safety at the workplace encompasses the safety of school employees, students, contractors, volunteers and visitors.

All employees of the School must take reasonable care at work. Managers and supervisors must familiarise themselves and employees under their control with relevant information about occupational safety and health, and induct new employees in accordance with the School's policy and procedures.

The resolution of safety and health issues will be prompt, consultative, follow legislative requirements and the School's procedures.

## 2 DEFINITIONS

**Agreed Relevant Procedure:** The Act specifies that an employer's attempts to resolve occupational safety and health issues shall follow an agreed relevant procedure. A flow chart of the agreed relevant procedure employed by the School appears at Appendix A and is discussed in section 5 of this document. In summary, the procedure specifies the resolution process to be followed by all staff of the School.

**Contract Staff:** Staff engaged on a contract for service fall within the scope of the Act. For the purposes of the Act they are considered to be employees of the person engaging them, in this case the School.

**Practicable** is defined in section 3(1) of the Act and means reasonably practicable having regards, where the context permits, to:

- (a) the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring;
- (b) the state of knowledge about:
  - (i) the injury or harm to health referred to in paragraph (a);
  - (ii) the risk of that injury or harm to health occurring; and
  - (iii) means of removing or mitigating the risk or mitigating the potential injury or harm to health; and
- (c) the availability, suitability, and the cost of the means referred to in paragraph (b) (iii).

**System of work** includes physical activity such as gardening as well as workload for teachers.

**Workplace:** The workplace encompasses places where employees are, or are likely to be during the course of their work. This includes places attended during activities sanctioned by the School.

### 3 LEGISLATION

*The Occupational Safety and Health Act 1984* is the principal legislation governing occupational safety and health in Western Australia. In particular, Parts III, IV, V and VI deal with the general provisions relating to occupational safety and health (including the duties of employers and employees); safety and health representatives and committees; inspectors and improvement and prohibition notices; and right of review.

The objects of the Act are to:

- Promote and secure the safety and health of persons at work;
- Protect persons at work against hazards;
- Assist in securing safe and hygienic work environments;
- Reduce, eliminate and control the hazards to which persons are exposed at work;
- Foster cooperation and consultation between and to provide for the participation of employers and employees and associations representing employers and employees in the formulation and implementation of safety and health standards to current levels of technical knowledge and development;
- Provide for formulation of policies and for the coordination of the administration of laws relating to occupational safety and health; and
- Promote education and community awareness on matters relating to occupational safety and health.

The *Occupational Safety and Health Regulations 1996* should also be consulted. The Regulations provide some more specific obligations in order to assist in carrying out the purposes of the Act. Amongst other things, the Regulations specify general workplace safety requirements (Part 3), and safety requirements for dealing with plant (Part 4), and hazardous substances (Part 5).

The *Disability Discrimination Act 1992* requires all employers to take account of the requirements of people with disabilities when reviewing work environments and practices, to prevent them from being exposed to hazards. The Department of Education and Training document *Employment of People with Disabilities* provides further advice about employing persons with a disability or managing employees who have acquired a disability.

Amendments to the Act in 2005 mean that the list of people owing a general duty of care is extensive. The list now extends beyond the traditional employer – employee relationship to take into account new types of work relationships. See Part III of the Act for a complete list of people with general duties of care.

The general duty of care imposed on employees, contractors, self-employed persons, workers in labour hire arrangements and workers in some other arrangements requires them to take reasonable care of their own safety.

#### 3.1 DUTY OF CARE

The Act aims to show that all parties have a responsibility for occupational health and safety. General duties of care are required of several groups of people, including:

- Employers;
- Employees;
- Self-employed persons; and
- People who have control of workplaces or the access to or egress from a workplace.

The duty of care applies as long as it is 'practicable'. Schools, as employers, must ensure so far as is practicable that safety or health is not adversely affected by:

- work undertaken by them or those under their direction;

- any hazard arising from or increasing by that work or the school's system of work.

Generally, a school can discharge their responsibility by:

- taking an active approach to identifying potential dangers;
- assessing the chances of an adverse incident against the practicability of taking preventive measures.

If the danger is slight and implementing a particular preventive measure would be impossibly expensive or would render the work unduly difficult or time consuming, then it may be that the preventive measure is likely to be regarded as impracticable.

## 4 PROCEDURES

While the Act assigns the predominant duty of care to the employer, all employees are responsible for their own safety and health and must avoid harming the safety and health of others through any act or omission at work. The level of responsibility is dependent on the degree of control the employee has at the workplace. Managers and supervisors have delegated responsibility for the implementation of these procedures. The procedures are concerned with both prevention and resolution of accidents and incidents.

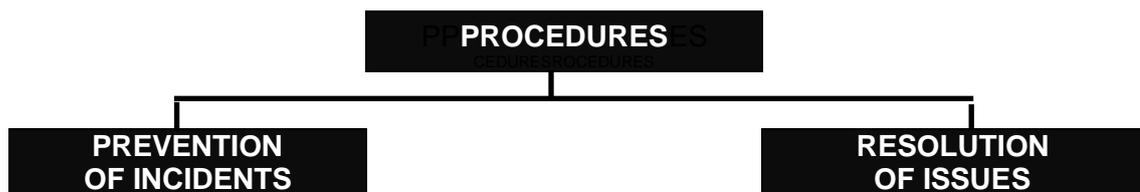


Table 1: The procedures are composed of two main elements.

Prevention encompasses matters such as planning, risk assessment and control, training, the dissemination of information, induction and contract management.

Resolution procedures set out a clear process that allows safety and health issues and disputes to be dealt with by the School in accordance with the Act, Regulations and School policy. This process promotes a consultative approach where the issues are discussed with all parties concerned and resolved at a local level where possible.

### 4.1 ROLES AND RESPONSIBILITIES

The Act specifies a number of responsibilities that fall upon employers and employees. Managers and supervisors must be familiar with their obligations. These are set out below. References to relevant sections of the Act have been supplied in the footnotes.

#### 4.1.1 SCHOOL COUNCIL

School Council promotes and encourages a safety culture throughout the School.

It is expected they will do this by integrating safety and health issues in all aspects of planning for the School and support the Principal, Managers and Supervisors in implementing safety and health strategies within their areas of control.

#### 4.1.2 PRINCIPAL

It is the responsibility of the Principal to ensure that this policy and other School policies and procedures relating to occupational safety and health are implemented effectively within their areas of control. In order to accomplish this, the Principal, must be familiar with, and have ready access to, the Act and Regulations.

This can be accomplished by accessing an electronic copy published on the web sites of either the State Law Publisher: <http://www.slp.wa.gov.au> or WorkSafe WA: <http://www.safetyline.wa.gov.au>. However, an official hard copy may be more practical in that it is readily available to members of staff, should they require one.

In general, the Principal must:

- provide and maintain workplaces, plant and systems of work such that staff are not exposed to hazards;
- provide adequate supervision, information and training such that staff, students and visitors are not exposed to hazards;
- provide personal protective equipment where required;
- ensure the provision of competent instruction to staff in the use of personal protective equipment and ensure workers maintain the equipment in good working condition
- ensure that where hazardous substances such as chemicals are present in the workplace, that their handling, labelling, processing, storage, transportation and disposal is carried out in such a manner as to avoid exposing students, staff or contractors to hazards
- ensure that new staff members are properly inducted into the workplace through completion of the Occupational Safety and Health Induction Checklist (Appendix C). The induction process includes discussion of the workplace's procedures for crisis management;
- consult with safety and health representatives and other employees at the workplace in order to resolve issues, where they arise;
- provide the necessary time for safety and health representatives to complete their designated functions. Time allocations are negotiated between the safety and health representative and the principal or manager;
- ensure that all reports of hazards, incidents or accidents at the workplace that have caused, or may cause injury, are investigated and recorded. The Accident/Incident Report and Investigation Form provided at Appendix D should be used for this purpose. The principal/manager is then to notify the person reporting the hazard, incident or accident of the outcome of the investigation and the intended action to be taken;
- ensure that when a manager leaves the School an adequate handover package (information and induction) is put in place for the new manager. This includes details about any known hazards
- advise School Council when Provisional Improvement Notices (PIN's) or WorkSafe Improvement and Prohibition notices are issued at the school; and
- advise visitors, where practicable, that they are required to comply with directions given by the employer for safety & health reasons and to report any hazards, incidents or accidents that come to their attention.

The School owes a duty to contractors and sub-contractors engaged to perform work on School premises just as it owes such a duty to employees. As a result, care must be taken to ensure contractors are appropriately licensed to carry out their functions, are aware of potential hazards and are able to comply with the School's policy and procedures.

For example if a contractor is considered to be working unsafely then concerns must be raised initially with the contractor. If this does not resolve the issue then the Principal, Business Manager or Facilities and Projects Manager may choose to ask the contractor to cease working and/or raise concerns with the Project Manager for major building works.

#### 4.1.3 OTHER SUPERVISORY STAFF

Staff with supervisory responsibilities, such as the Business Manager, Deputy Principals, Heads of School, Deputy Heads of School and Heads of Department must have sufficient knowledge that will allow them to discharge their duties as supervisors in accordance with the Act. They are expected to cooperate in the implementation of this policy and associated procedures. They must:

- conduct regular workplace safety inspections with safety and health representatives;
- investigate and report on accidents or near accidents and ensure that relevant action is taken to eliminate or minimise risks;
- make relevant training recommendations; and
- assist, where appropriate, with the rehabilitation of injured staff members.

#### 4.1.4 ALL STAFF MEMBERS

All School staff are required to:

- take all reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at work.
- follow all instructions and safe working procedures established to protect their safety and that of others;
- cooperate with the development of local safety and health policies and safe working procedures;
- ensure that plant and equipment is only used for the purpose for which it is intended and use all safeguards, safety devices, protective equipment and clothing and other appliances provided for safety purposes, as instructed;
- report all hazards or potential hazards of which they are aware and cannot correct themselves and assist with the implementation of strategies for the avoidance, elimination or minimisation of those hazards or potential hazards; and
- report all incidents, accidents, and near misses to their health and safety representative, supervisor or the Principal.

#### 4.1.5 OCCUPATIONAL SAFETY AND HEALTH (“OSH”) REPRESENTATIVES

OSH representatives are not mandatory but the School encourages their election. Staff can request the election of representatives, as may an employer.

The functions of representatives are to:

- inspect the workplace or any part of it:
  - at such times as agreed with the principal or OSH Committee or;
  - when the workplace has not been inspected for the previous 30 days and following reasonable notice given to the principal or OSH Committee;
- investigate accidents and other dangerous occurrences in a timely manner with a view to prevention of further incidents;
- familiarise themselves with safety and health information provided by Worksafe, and other approved bodies;
- report to the Principal or OSH Committee any workplace hazard or potential hazard which comes to their notice, to which any person is or might be exposed;
- refer to the OSH Committee, any matter they believe should be considered by the committee or remains unresolved;
- consult and cooperate with the principal or OSH Committee as required, on all matters relating to the safety or health of persons in the workplace; and
- liaise with all staff on matters relating to the safety or health of persons in the workplace.

#### 4.1.6 OCCUPATIONAL SAFETY AND HEALTH (“OSH”) COMMITTEE

Whilst committees are not required under the Act, the School mandates the formation of an OSH Committee.

The functions of the OSH Committee are to:

- facilitate consultation and cooperation between an employer and his/her employees in initiating, developing, and implementing measures designed to ensure the safety and health of employees at the workplace;
- keep itself informed as to standards relating to safety and health generally recommended or prevailing in workplaces of a comparable nature and to review, and make recommendations to the employer on rules and procedures at the workplace relating to the safety and health of the employees;
- recommend to the employer and employees the establishment, maintenance, and monitoring of programmes, measures and procedures at the workplace relating to the safety and health of the employees;
- keep in a readily accessible place and form such information as is provided under this Act by the employer regarding the hazards to persons that arise or may arise at the workplace;
- consider and make such recommendations to the employer as the committee sees fit in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace
- consider such matters as are referred to the committee by a safety and health representative; and
- perform such other functions as may be prescribed in the regulations or given to the committee, with its consent, by the employer.

#### 4.2 INDUCTION AND THE PROVISION OF INFORMATION

The Principal is responsible for inducting new staff, and where practicable visitors and contractors. Inductions are to occur as soon as possible after their arrival. The process of inductions may be delegated to other supervisory staff where applicable.

In summary, induction is to cover:

- discussion of safety issues, OSH issue resolution process, including protective clothing, fire and evacuation procedures, grounds and maintenance duties, security, manual handling and safe work practices, and dealing with contractors;
- communicable disease procedures, provision of Material Safety Data Sheets for on-site chemicals, sun (UV) protection, administration of student medication, Smoking in the Workplace policy, hearing protection, first aid facilities, emergency procedures, and the employee assistance program; and
- summary of the work area orientation.

A list of safety issues is provided at Appendix B.

#### 4.3 OCCUPATIONAL SAFETY AND HEALTH ISSUE RESOLUTION PROCEDURES

A flow-chart of the procedures and relevant stages is provided at Appendix A.

##### 4.3.1 RESOLUTION AT THE WORKPLACE

If a staff member identifies or has been informed of a potential health or safety problem they must either:

- report the issue to an OSH representative if one exists; or
- report the matter directly to the Principal or Business Manager.

If the matter is reported to an OSH representative, they must promptly report the issue to the Principal or Business Manager. Following this, the Principal or Business Manager together with the OSH representative must investigate the issue and endeavour to arrive at a mutually agreed resolution. The Principal, Business Manager or OSH representative must report back to the staff member(s) concerned.

If there is no agreed resolution following this action, the safety and health representative shall refer non-urgent issues to the OSH Committee for the committee to attempt resolution.

If there is no OSH representative, the Principal or Business Manager must investigate the matter and endeavour to resolve the issue through consultation with staff.

If an agreed resolution cannot be reached between the OSH Committee and employees, then the matter is to proceed to the next stage.

In attempting to resolve the issue at the workplace, informal advice and assistance may be sought by informal discussion with Worksafe WA

**All attempts to resolve the issue must be made before proceeding to the next stage.**

#### 4.3.2 RESOLUTION THROUGH SCHOOL COUNCIL

It is the intention of this policy that, as far as possible, all issues are to be resolved at the lowest management level within the School. Should a matter not be resolved at the work site, the matter may be referred by the OSH representative, Principal or Business Manager to the Chair of the School Council.

If the issue cannot be resolved at this level, the matter must be referred to the Council of the Anglican Schools Commission.

#### 4.3.3 PROVISIONAL IMPROVEMENT NOTICE (PIN)

A PIN is similar to an improvement notice issued by a WorkSafe inspector, except for its 'provisional' nature. PINs can only be issued by OSH representatives who have completed the relevant training.

After completing the accredited training course, an elected and qualified OSH representative is able to issue a PIN only when:

- they are of the opinion that the person to whom they are issuing the PIN is breaching a provision of the Act or Regulations; or
- the person has contravened a provision of the Act or the Regulations in circumstances that make it likely that the breach will continue to be repeated.

Before issuing a PIN, the safety and health representative must consult with the person to whom they are issuing the PIN about the matter that needs remedying. The consultation provides an opportunity for the alleged breach to be addressed without the need to issue the PIN. If applicable, the safety and health representative must also consult with another safety representative at the workplace.

More than seven days must be given to rectify the problem set out in the PIN. Failure to comply with a PIN within the given time is an offence under OSH legislation. However, before the PIN expires, a request may be lodged with WorkSafe to review the PIN.

The Principal or Business Manager must advise the School Council when a PIN has been issued in the School.

More information on PINS is available at <http://www.commerce.wa.gov.au/worksafe/provisional-improvement-notice>

#### 4.3.4 INTERVENTION OF WORKSAFE WA

Where attempts to resolve the issue through the Occupational Safety and Health issue resolution procedures have not been successful, and where there is a risk of imminent and serious injury or harm to the safety and health of persons, the staff member concerned, the Principal, Business Manager or OSH representative may notify WorkSafe WA.

The Act requires an inspector from WorkSafe to attend the workplace and take such action he or she considers appropriate. After attending a workplace, an inspector may take one of three possible courses of action allowable under the Act. He or she may:

- issue an improvement notice specifying the remedial action to be taken by the School within a specific time;
- issue a prohibition notice if in his or her opinion the activity involved will involve a risk of imminent and serious injury to, or imminent and serious harm to the health of any person (once a prohibition notice has been issued, all activities identified by the notice will cease until the conditions of the notice are complied with); or
- take no action if he or she is of the opinion that no section of the Act has been breached or there is no risk to the safety and health of staff, students or other persons.

#### 4.3.5 REFUSAL TO WORK

If an employee considers that there are reasonable grounds to believe that to continue work would result in exposure to a risk of imminent and serious injury or imminent and serious harm to health, the employee is entitled to refuse to work. Should an employee take such action the employee must notify the employer and, if one exists, the safety and health representative.

In the event of this action being taken, the Principal or Business Manager will endeavour to provide the employee with reasonable alternative work, until the issue is resolved in accordance with the approved procedure.

#### 4.3.6 DISPUTED WORKSAFE NOTICES

In the event of a WorkSafe improvement notice being issued on the School that is disputed by either a member of staff or the School, the School is entitled to have the notice reviewed by the WorkSafe WA Commissioner who will affirm, make modifications or cancel the notice.

Requests for review of WorkSafe Notices must be made prior to the requested date of compliance stated on the notice. Should the Commissioner's findings be disputed, they are subject to review by a safety and health magistrate.

#### 4.3.7 PROCEDURE FOR REPORTING AND INVESTIGATING INCIDENTS

The Principal or Business Manager must immediately advise the OSH representative of any accident or dangerous occurrence at the workplace. It is one of the functions of the OSH representatives to investigate incidents and arrangements need to be made to allow them to do so.

The Accident/Incident Report and Investigation Form (Appendix D) should be used to investigate reported accidents and incidents. All workplace accidents should be recorded on the above form, and the form retained at the workplace.

It is important to learn about how, when and why injuries occur by recording accident/incident information. This information can provide a factual record in the event of further enquires or litigation. It can also be used to identify hazards, determine causative factors and assist in the development of preventative strategies. Assistance in completing the form may be obtained from the Business Manager.

## **5 GUIDELINES**

### **5.1 IDENTIFYING ISSUES**

Given the complexity of relationships in the school environment it is sometimes difficult to determine what matters may constitute occupational safety and health issues or risks. For example health issues can also encompass physical health and mental wellbeing. Assessing the extent of those risks and their likely impact is a matter of professional judgement that must take into account the particular circumstances and, given the requirements of the legislation, what action is reasonable in those circumstances.

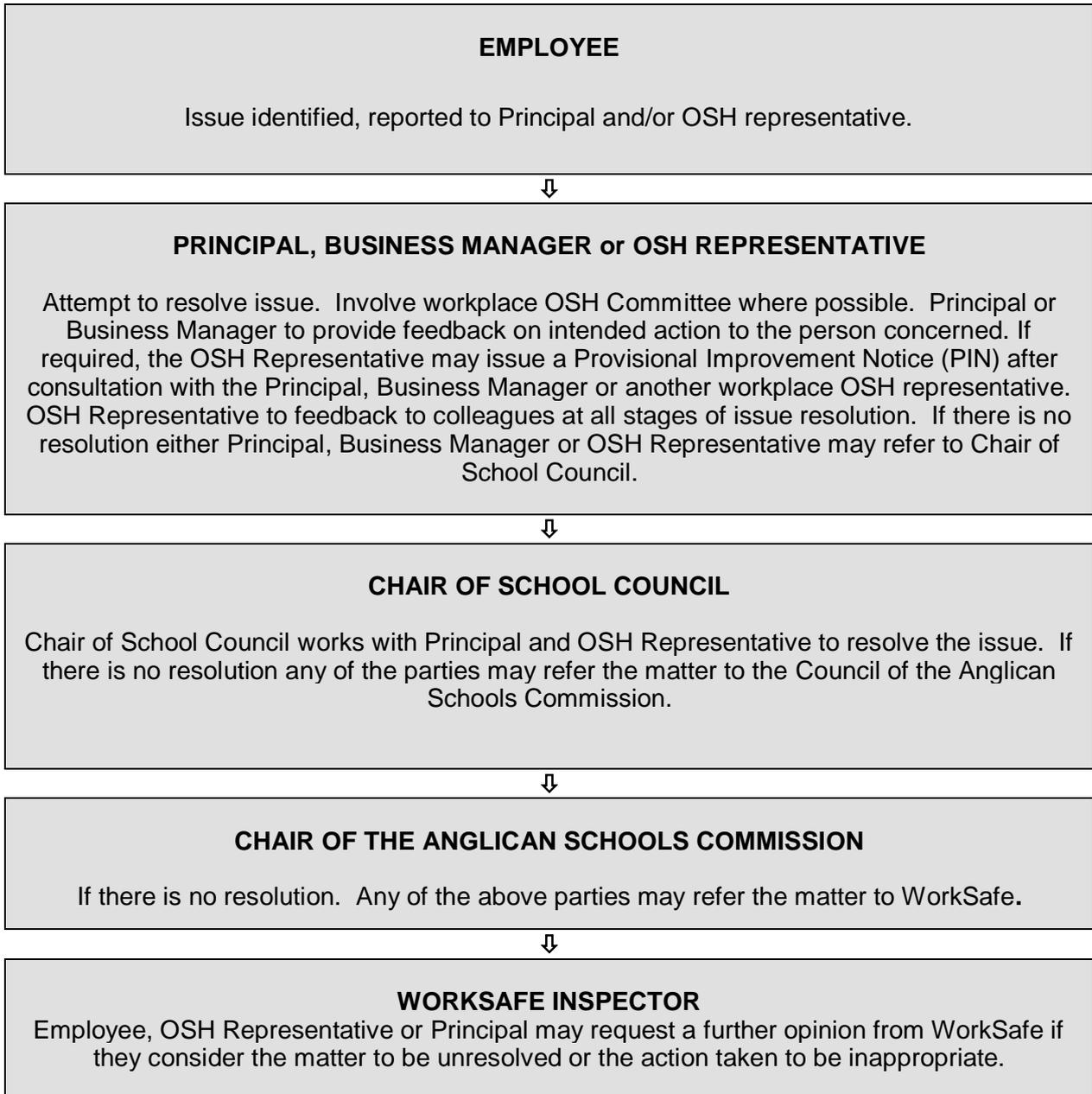
### **5.2 RECORD KEEPING**

Good record keeping is an essential part of the management of occupational safety and health issues in the workplace. It is important to keep records of all issues and incidents that may become the subject of a claim, complaint, grievance or resolution procedure. The Accident/Incident Report and Investigation Form (Appendix D) should be used to record incidents, accidents and the outcomes of investigations. If a student is injured it is advisable to place a copy of the investigation report on the student's file.

Should this form be unavailable copies can be obtained from the Business Manager. Where a witness or third party offers evidence or information, records should be kept. It is important that such records are specific, and the dates of events and receipt of any information are recorded.

## APPENDIX A OSH ISSUE RESOLUTION PROCEDURES

Section 24 of the Act requires that there be a process agreed between employer and employees.



## APPENDIX B INDUCTION

### SAFETY ISSUES

#### Protective clothing and/or allowance for staff

The Act provides that protective clothing must be provided where it is not practicable to avoid the presence of hazards in the workplace. The issue, use, storage and maintenance of protective clothing should be discussed with staff requiring personal protective equipment.

#### Emergency Management procedures

Staff members must be informed of fire, evacuation, and any other relevant emergency procedures that have been developed for the School and in particular the role they must undertake in the event of an emergency.

#### Grounds and Building Maintenance and cleaner duties

Information and adequate training must be provided to all maintenance staff and cleaners in chemical and equipment safety and general safe work practices. For example, Material Safety Data Sheets must be provided, and kept up to date for chemicals; handbooks should be provided for equipment; and attention should be drawn to protected electrical outlets and the use of residual current devices (RCD).

#### Security

Staff and student safety is the primary concern of the School. Staff should be aware of the school procedure for dealing with breaches of security and with working after hours.

#### Manual handling and safe work practices

Where manual handling activities are a substantial part of a staff member's duties, advice and training are available from Worksafe guidelines. Staff should be informed of school policies and procedures concerning the use of ladders and the movement of furniture.

#### Contractors

The Principal, Business Manager or Facilities and Projects Manager should bring any perceived risks in the workplace to the attention of all contractors. Contractors should be made aware of the relevant school policies and procedures. A designated staff member should liaise with contractor representatives to ensure a coordinated approach to safety issues.

#### Issue Resolution Process

Staff should be informed of the School's issue resolution process

### HEALTH ISSUES

#### Communicable disease procedures

The new staff member should be provided with information on all school developed policies and procedures on communicable diseases. The staff member should also be made aware of the perceived risks in the school and what procedures are in place to minimise any risks. Discussion with the staff member should include:

- Hepatitis A & B Immunisation (in accordance with Department of Health advice);
- direction for the control of measles;
- head lice;
- procedures for dealing with students who may have contracted an infectious illness; and
- standard precautions for minimising the risk of acquiring blood borne infections as outlined in the Department of Education and Training's policy on Hepatitis and HIV/AIDS.

Consideration should be given to the confidentiality of any information obtained in regard to the Hepatitis and/or the HIV/AIDS status of any staff member or student. Further information is available from the Department of Health WA and in the booklet on *Communicable diseases – Guidelines for teachers and local authorities (2005)* available on <http://www.population.health.wa.gov.au/directory/> or from the National Health and Medical Research Council in the publication *Staying Healthy in Childcare (2001)* available on <http://www.health.gov.au/nhmrc/publications/chhome.htm> .

#### **Provision of Material Safety Data Sheets for all on-site chemicals**

Inform the new staff member of what chemicals are kept on site and where up to date Material Safety Data Sheets are kept. Provide information, training and instruction on the use of chemicals in the workplace including handling and storage and disposal procedures.

#### **Sun (UV rays) protection**

Provide information on school policy and personal protective equipment for protection from UV light.

#### **Administration of student medication**

Provide information on school procedures.

#### **Smoking in the Workplace policy**

St Mark's Anglican Community School, including any site for a School excursion, is a non smoking environment.

#### **Hearing protection**

If a staff member may be exposed to noise consistently above the Action Level (85dB(A)) in the workplace, they may be required to have their hearing tested prior to commencing work. It is also recommended that they have a test within 6 months of leaving employment with the School.

#### **First aid facilities**

Indicate where the school first aid facilities are and who is responsible for the function.

#### **Emergency actions**

Procedures and actions for dealing with emergency situations including first aid and sickness should be discussed with the staff member. This should include how to summon assistance.

#### **Employee assistance program**

Staff members should be made aware that free personal counselling services are available to all staff. Enquiries can be made through Administration.

#### **Work area orientation**

The orientation should include:

- identification of occupational safety and health representatives, first aid officers and evacuation leaders;
- any known hazards in the work area and how they are controlled;
- location of emergency exits;
- evacuation procedures and assembly points;
- location of first aid facilities; and
- crisis management procedures.

## APPENDIX C OCCUPATIONAL HEALTH AND SAFETY INDUCTION CHECKLIST

*The OSH Checklist below is included in the Induction Policy and Procedure booklet for all new staff. The checklist must be completed and placed on the staff member's personal file.*

*Tick all boxes as appropriate*

### General Safety Information

- a. Staff member informed of the Occupational Safety and Health policy.
- b. Staff member provided copies of any work site developed policies related to safety and health (for example, evacuation, excursions, administration of medication, critical incident response, management of student behaviour, risk management plans).
- c. Procedures for reporting hazards or incidents in the workplace discussed and the approved procedure for the resolution of issues agreed upon.
- d. Staff member informed of the School's grievance procedure.
- e. Staff member informed of the identity and role of the safety and health representative.
- f. Staff member advised of the existence of the Employee Counselling Service and how to access it.

### Safety issues

- a. Fire and evacuation procedures discussed (exits and assembly locations identified as part of workplace orientation).
- b. Methods used for communication during an emergency in their workplace or whilst on duty, discussed. (Including the methods used to advise all staff, e.g. sirens, bells etc.)
- c. School policies and procedures related to manual handling practices discussed (e.g. use of ladders, movement of furniture).
- d. School procedure for working after hours and dealing with intruders, explained.
- e. Staff member informed of procedures for addressing playground hazards.
- f. Staff member informed of protective clothing requirements and allowances.
- g. Staff member advised on suitable attire for their particular occupation.
- h. Duties with new maintenance staff and identify training requirements discussed.
- i. Staff member informed on the use of equipment used in their role.

### Health Issues

- a. Staff member provided with information on all policies and procedures related to communicable diseases.
- b. Staff member informed of all chemicals held on site and location of material safety data sheets.
- c. Staff member informed about School policy and protective clothing for protection from sunlight (UV ray protection).
- d. Student Health Care policy and procedures discussed.
- e. Staff member informed of School's Smoking policy.
- f. Location of first aid facilities explained, who is responsible for their maintenance, and the presence of any staff members trained in first aid.
- g. Procedures and actions for dealing with emergencies discussed.

APPENDIX D ACCIDENT/INCIDENT REPORT AND INVESTIGATION FORM



**St Mark's Anglican Community School**  
**Accident/Incident Report**

Office Use Only		
Report No.	Rec'd Date	Recorded

For School Employees, Students and Visitors.

**Part 1** of this form should be completed for all incidents/accidents where injury requiring treatment has or could have occurred. This must be completed by the person on duty or the first person on the scene. Completion of this form may also involve other Staff members assisting.

**Part 2** (overleaf) is to be completed by the Safety & Health Representative in your area.

**Part 1**

**PLEASE RECORD ONLY FACTS, NOT OPINIONS**

Name and Position of Person Reporting: \_\_\_\_\_

Area:  ELC  Primary  Middle School  Secondary  Other - Please advise \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident/ Accident: \_\_\_\_\_

Person/s injured:  Staff  Student  Visitor

Name of Person Injured: \_\_\_\_\_  Male  Female (please tick)

If Student - Form Group: \_\_\_\_\_

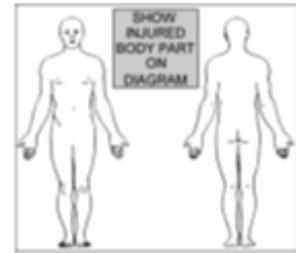
If Visitor - Address: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_

Type of Accident:  Injury  Illness  Dangerous Event / Near Miss (please tick)

Type of Injury: \_\_\_\_\_

How did injury occur?  
\_\_\_\_\_  
\_\_\_\_\_



Is the incident likely due to the nature of the activity?

Yes  No (Please tick)

Type of activity where injury occurred: \_\_\_\_\_

**First Aid**

Basic First Aid was provided at the site or at the relevant learning area and no further action was taken.

Name of person providing the First Aid: \_\_\_\_\_

**and/or**

The injured person was sent to Reception. Time sent: \_\_\_\_\_ am/pm

Name of person attending at Reception: \_\_\_\_\_

Treatment:  First Aid  Sickbay  Phoned Parent/Guardian to collect  Ambulance Phoned

Other - please state: \_\_\_\_\_

Parent / Guardian notification?  Yes  No

Comments regarding action taken: \_\_\_\_\_  
\_\_\_\_\_

Reporter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**On completion of this form, please forward it to your Safety & Health Representative. Thank you.**

**Safety & Health Representative to complete:**

Risk Rating: \_\_\_\_\_ (Please refer to Appendix E - Risk Assessment Matrix at the end of this form)

Part 2 Required?  Yes  No

Did this incident result in absence from work/school?  Yes  No If yes, days absent: \_\_\_\_\_

Safety and Health Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## St Mark's Anglican Community School Incident Investigation Form

### Part 2

Date of Investigation: \_\_\_\_\_ Time of investigation: \_\_\_\_\_

Investigation conducted by: \_\_\_\_\_

Description of Investigation: \_\_\_\_\_

\_\_\_\_\_

Details of items or equipment involved in incident: \_\_\_\_\_

\_\_\_\_\_

Photographs taken?  Yes  No

Was protective equipment required?  Yes  No

Was it worn? ?  Yes  No

#### Environmental Conditions

Lighting \_\_\_\_\_ Confined space \_\_\_\_\_

Ventilation \_\_\_\_\_ Floor surface \_\_\_\_\_

Wind/rain \_\_\_\_\_ Temperature \_\_\_\_\_

Other conditions \_\_\_\_\_

#### Skills and Supervision

Skill level of person/s performing the activity \_\_\_\_\_

Was the activity being supervised?  Yes  No Should the activity be supervised?  Yes  No

Is formal training required for the activity?  Yes  No If yes, was it provided?  Yes  No

Has a similar event occurred in the School previously?  Yes  No  Unsure

If yes, please comment on control measures taken to correct this reoccurring problem.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What immediate control measures have been taken to correct this particular incident?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Reporting

Has a Medical Certificate been supplied?  Yes  No

Has Rehabilitation been recommended?  Yes  No

Safety and Health Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX E RISK ASSESSMENT MATRIX**

RISK FACTOR MATRIX		LIKELIHOOD				
		RARE 1	UNLIKELY 2	MODERATE 3	LIKELY 4	ALMOST CERTAIN 5
CONSEQUENCE	CATASTROPHIC 5	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
	MAJOR 4	MEDIUM 4	HIGH 8	HIGH 12	EXTREME 16	EXTREME 20
	MODERATE 3	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
	MINOR 2	LOW 2	MEDIUM 4	MEDIUM 6	HIGH 8	HIGH 10
	INSIGNIFICANT 1	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

**CONSEQUENCE & LIKELIHOOD INTERPRETATION**

**CONSEQUENCE CATEGORIES**

Description	Rating	Level
First Aid	Insignificant	1
Medical Treatment	Minor	2
Lost time injury	Medium	3
Extensive injuries, permanent disability/impairment	Major	4
Fatalities	Catastrophic	5

**LIKELIHOOD CATEGORIES**

Description	Rating	Level
The event may occur only in exceptional circumstances <i>May happen, but would be a shock</i>	Rare	1
The event could occur at some time <i>Surprised if it happens</i>	Unlikely	2
The event might occur at some time <i>Would not be surprised either way; happen or not</i>	Moderate	3
The event will probably occur in most circumstances <i>Not surprised if it happens</i>	Likely	4
The event is expected to occur in most circumstances <i>Almost expect it to happen</i>	Almost Certain	5

**RISK PRIORITISATION**

Suggested Actions	Risk Level
Manage by routine procedures	YELLOW Low
Responsibility & action dates must be specified	GREEN Medium
Reduce as soon as possible	BLUE High
Stop work and address risk	RED Extreme