

**- OCCUPATIONAL HEALTH AND SAFETY MANUAL**

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<b>Classification:</b> <b>OCCUPATIONAL HEALTH AND SAFETY MANUAL</b> <b>SECTION ONE</b>
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<b>Subject:</b> <b>INTRODUCTION TO THE MANUAL</b>
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<b>Approved By:</b>
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**1.      PURPOSE**

This Manual has been prepared to assist the management and staff of St Philomena's School, Moree to implement a system of continuous improvement in the management of Occupational Health, Safety and Welfare.

**2.      SCOPE**

The scope of this Manual covers all staff, students, contractors, visitors and members of the public who become involved with the School's activities.

The Occupational Health and Safety Manual lays out a framework for the management of issues that are known to contribute to injury and damage. The information contains both instructions and guidelines. If uncertainty exists individuals should consult with senior management within the school.

**3. DEFINITIONS**

For the purpose of this Manual Australian Standards definitions apply.

*From AS1470-196 Health and Safety at Work - Principle and Practices.*

**“Accident** - any occurrence arising out of and in the course of employment which results in personal damage or property damage, or the possibility of such damage”.

**From AS1885-1990 Workplace Injury and Disease Recording Standard**

**“Lost time injuries/diseases** - those occurrences that resulted in a fatality, permanent disability or time lost from work of one day/shift or more”.

**“No lost-time injuries/diseases** - those occurrences which are not time-lost injuries and for which first aid and/or medical treatment was administered”.

**“Near misses** - any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so”.

**“Standard Operating Procedures** - Specific instructions prepared for the purpose of providing for operations or processes to be carried out in a safe manner. Such procedures relate to a specific task and will include Safe Work Practices”.

**“Safe Work Practices** - Correct methods of work, which give consideration to unusual or specific hazards pertinent to the general processes in place. Such practices relate to general performance of duties rather than specific tasks”.

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<b>Classification:</b> <b>OCCUPATIONAL HEALTH AND SAFETY MANUAL</b> <b>SECTION TWO</b>
<b>Subject:</b> <b>HEALTH AND SAFETY POLICY OF THE SCHOOL</b>
<b>Approved By:</b>

#### **PHILOSOPHY**

As part of our business philosophy of establishing leading edge school management practices St Philomena's School, is committed to providing a safe and healthy environment for all occupants, employees and visitors to the School. To that end, the School has developed a Health and Safety Policy Statement that forms the basis of the St Philomena's School, Health and Safety Program. Copies of the signed policy will be placed on relevant staff notice boards throughout the School and distributed throughout key functional areas within the School so as to be readily accessed by all staff.

<b>Classification: OCCUPATIONAL HEALTH AND SAFETY MANUAL</b> <b>SECTION THREE</b>
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<b>Subject: RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH AND SAFETY</b>
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<b>Approved By:</b>
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**1. PURPOSE**

Management's primary Health and Safety responsibility is to demonstrate its commitment through **leadership, direction and example**. The purpose of this section is to set down core responsibilities for each level of the organisation.

**2. SCOPE**

**All levels of management** have responsibility for and will be held accountable for **establishing, maintaining and improving:**

- Systems and procedures for promoting the Health, Safety and Welfare of staff, students, contractors, visitors and the public.
- Systems and procedures to ensure a healthy and safe working environment for staff, students, contractors and the general public.
- Mechanisms to promote the St Philomena's School, Occupational Health and Safety Policy, through the provision of clearly defined responsibilities and accountabilities, adequate instruction, training, information and supervision.

**Every member of staff** has the responsibility of:

- Ensuring they comply with the St Philomena's School, policies and procedures to protect their own health and safety as well as that of others present at the School.

**RESPONSIBILITY AND ACCOUNTABILITY PROFILES**

**The School Board** is responsible for:

- Promoting and supporting the implementation of the St Philomena's School, Occupational Health and Safety Policy and Program Standards.
  
- Promoting and supporting Occupational Rehabilitation in the workplace.
  
- Ensuring the Principal reports on Occupational Health and Safety at appropriate Board Meetings.
  
- Complying at all times with established policies and standards.

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The **Principal** is responsible for ensuring the St Philomena's School, Occupational Health and Safety Policy objectives are met. As such he shall be responsible for:

- Promoting and supporting the implementation of the St Philomena's School, Occupational Health and Safety Policy and Program Standards.
- Ensuring legal compliance with State O H & S Legislation.
- Ensuring that Occupational Health and Safety principles are reviewed during any contract tender evaluation process.
- Monitoring contract personnel to ensure compliance with policies and standards established in the contract specification.
- Defining individual responsibilities and performance objectives for he direct reports.
- Ensuring that he direct reporting personnel have sufficient knowledge and training to achieve their set accountabilities.
- Ensuring that he has a sound understanding of Occupational Health and Safety issues.
- Ensuring prompt corrective action is taken to control workplace hazards.
- Ensuring that all records are maintained to comply with relevant Health and Safety Legislation and the requirements of the School.
- Ensuring adequate financial and human resources are available to implement the St Philomena's School, Occupational Health and Safety Program.
- Ensuring Occupational Health and Safety is an agenda item at appropriate Board Meetings.
- Ensuring Occupational Health and Safety is an agenda item at appropriate Executive, Principals of Department and General Staff Meetings.
- Complying at all times with established policies and standards.

**Assistant Principals and Co-ordinators, Finance and Administration Officer** are responsible and accountable for the Health and Safety of all persons under their direction. As such they are responsible for:

- Implementing relevant Occupational Health and Safety initiatives in their area of control.
- Complying at all times with St Philomena's School, established policies and standards.
- Ensuring that they personally comply at all times with St Philomena's School, Health and Safety Rules.
- Implementing prompt action to control any observed or reported hazard and reporting the hazard to management.
- Promptly reporting all accidents and incidents to management.
- Ensuring employees work within their capacity, experience and training.
- Communicating and enforcing St Philomena's School, Standard Work Procedures to all persons present in their area of control.
- Ensuring corrective action is taken to control workplace hazards.
- Conducting formal workplace inspections in accordance with the St Philomena's School, procedures.
- Participating in Occupational Rehabilitation Programs.

**Teaching Staff** are responsible for:

- Ensuring they comply with the St Philomena's School, policies and procedures to protect their own health and safety as well as that of others present at the School.
- Notifying their supervisor immediately of any situation they believe could pose a risk of personal injury or property damage.
- Participating in and contributing to the effectiveness of St Philomena's School, Health and Safety activities.
- Reporting immediately any injury or "near-miss" situation.
- Participating in Occupational Rehabilitation Programs.

<b>Classification:</b> <b>OCCUPATIONAL HEALTH AND SAFETY MANUAL</b> <b>SECTION FOUR</b>
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<b>Subject:</b> <b>SAFETY MANAGEMENT PROGRAM</b>
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<b>Approved By:</b>
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**1.      PURPOSE**

Effective leadership and program administration are vital to the success of the St Philomena's School, Safety Management Program. Management's leadership lays the foundation upon which a successful program is built.

**2.      SCOPE**

The St Philomena's School, Safety Management Program will involve employees at all levels within the organisation and all areas of the School.

Assistant Principals and Co-ordinators, Finance and Administration Officer will be accountable for implementing the relevant program initiatives within their area of control.

**3. RESPONSIBILITIES**

**The School Board** is responsible for:

- Promoting and supporting the implementation of the St Philomena's School, Occupational Health and Safety Policy.
- Reviewing annual Health and Safety Improvement Plans.
- Reviewing all major accident and incident investigation reports to ensure action has been taken to prevent a recurrence.

**The Principal** is responsible for:

- Promoting and supporting the implementation of the St Philomena's School, Health and Safety Policy.
- Monitoring Health and Safety Improvement Plans for all work groups.
- Ensuring Occupational Health and Safety is an agenda item at appropriate Board, Management and General Staff Meetings.
- Ensuring adequate financial and human resources are available to implement the St Philomena's School, Occupational Health and Safety Program.

**Assistant Principals and Co-ordinators, Finance and Administration Officer** are responsible for:

- Implementing relevant Occupational Health and Safety initiatives in their area of control.
- Ensuring they personally comply at all times with the St Philomena's School, Health and Safety Rules.
- Carrying out regular Health and Safety inspections.
- Implementing prompt action to control any observed or reported hazards.
- Reporting to management promptly all incidents and accidents.
- Ensuring staff are trained in appropriate Occupational Health and Safety issues.

**Staff** are responsible for:

- Following the St Philomena's School, Occupational Health and Safety Policies and Procedures.
- Participating in and contributing to the effectiveness of Health and Safety activities.
- Immediately reporting any serious injury to the Principal or Assistant Principals.
- Promptly reporting any other injury or near miss situation to the Finance and Administration Officer.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION FIVE</b>
<b>Subject:</b>	<b>MANAGEMENT REPORTS</b>
<b>Approved By:</b>	

**1. PURPOSE**

To provide useful and effective reporting procedures to keep management and employees informed of current Occupational Health and Safety matters. Such information will allow continuous improvement to occur in Occupational Health and Safety.

**2. SCOPE**

To ensure that reporting parameters are established and effective, the reporting focus will be on both preventative and reactive aspects of accident control.

**3. RESPONSIBILITIES**

**Principal** is responsible for:

- Ensuring that all relevant reporting is carried out in a timely and efficient manner.
  
- Preparing reports in line with required time frames.

**4. MANAGEMENT REPORTS**

Once a school term, St Philomena's School, Safety Committee will prepare a report for the Principal. The Principal will prepare a report for presentation to the School Board at intervals determined by the Principal and the Board. These reports will be as a result of the information gained from staff. It will include issues such as:

- Progress on the Occupational Health and Safety Improvement Plan and issues for staff and students.
  
- Corrective action for identified hazards.
  
- Injury statistics for staff and students.
  
- Rehabilitation case reports.

A summary of such information will be displayed on relevant noticeboards.

**5. RECORDS**

- Occupational Health and Safety Improvement Plan
- Hazard Report – Corrective Action Plan
- Injury Statistics

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**OCCPATONAL HEALTH & SAFETY Improvement Plan  
Form 5.1**

Year Beginning ...../...../.....

Element/Hazard for Improvement	Strategy	Target/ Desired Outcome	Target Completion Date	Person Responsible	Strategy Priority	Achievement of Target
					High 0-2 months	A Complete
					Medium 3-4 months	B Substantially completed
					Low 5 - 12 months	C Some progress preliminary
						D No progress

**Action plans should be developed for each strategy, listing specific actions to achieve the target/outcome.**



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#### TERM ACCIDENT SUMMARY SHEET

The following statistical data is to be recorded on a term basis. Where a particular section is not applicable, record the item as N/A. "Year-to-date" figures should be calculated on a calendar year.

Year		Term	
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ITEM	PERIOD		
	Current Term	Last Term	Year-to-date
• First Aid treatments			
• Doctor cases			
• Hospital cases			
• Incidents reported			
• Workers' Compensation claims			
• Rehabilitation cases			
• Working hours lost			
• Total Injuries			
• Staff Injuries			
• Student Injuries			
• Sprain/Strain injuries			
• Equipment incidents/accidents			
• Dangerous Occurrences			
• Government Notification reports			

Comments:

Name of person making report:

Date of report:

Position:

Signature:

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION SIX</b>
<b>Subject:</b>	<b>HEALTH AND SAFETY RULES OF THE SCHOOL</b>
<b>Approved By:</b>	

**1. PURPOSE**

An essential strategy in accident prevention is making sure that people are competent to undertake various activities. Competency is gained through:

- Education and Training
- Skills
- Experience

For any activities at work it is assumed that people will rely on common sense. As people have different experiences and different approaches to issues, there is no consistent approach. Over the years a range of issues has been addressed by defining the acceptable way to act, thereby reducing the risk of injury or property damage.

**2. SCOPE**

Rules and instructions have been developed to cover the general requirements of the School. They must be complemented by any additional requirements to meet the particular needs of staff and students in different areas and departments within the school. These rules should be documented, distributed and implemented effectively.

**3. THE SCHOOL'S HEALTH AND SAFETY RULES**

- You are required as a condition of your employment to know, understand and abide by all Health and Safety Rules.
- Behaviour that could reasonably be anticipated to lead to personal injury or damage to property will not be tolerated.
- All Health and Safety signs throughout the School must be obeyed. They are there for your protection and the protection of others at the School.
- If for any reason you have to leave the School notify the Assistant Principals, General Co-ordinator or Finance and Administration Officer of your intentions.
- You are required to immediately report any serious injury to the Principal or the Assistant Principals.
- You are required to promptly report any other injury or near miss situation to the Finance and Administration Officer.
- Every staff member has the right to cease working where an unsafe process/condition is recognised which poses an immediate threat to Health and Safety.
- You are not to perform any tasks that you are not trained to perform.

<b>Classification: OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION SEVEN</b>
<b>Subject: INDUCTION PROCEDURES</b>
<b>Approved By:</b>

## **1. PURPOSE**

Induction procedures form an important part of the Staff Health and Safety Program. Appropriate knowledge and skills are requirements for particular positions within St Philomena's.

St Philomena's School, also recognises its "duty of care" to provide staff with appropriate training and education to carry out their work tasks in a safe and healthy manner and to ensure contractors have appropriate training and education to carry out their work tasks in a safe and healthy manner.

## **2. SCOPE**

The scope of Occupational Health and Safety induction is to-

- Provide staff and contractors with information and training on Health and Safety issues relevant to their job.
- Assess staff and contractor knowledge of the information and training provided.

**The Health & Safety induction program is divided into two phases -**

- The first being conducted prior to the person commencing work.
- The second phase being completed at the end of the first term of employment.

**3. RESPONSIBILITIES**

**The Assistant Principals and Co-ordinators, Finance and Administration Officer** are responsible for:

- Ensuring the implementation of the Health and Safety induction procedure.
- Ensuring the appropriate Health and Safety induction checklists are completed and forwarded to the Finance and Administration Officer.

**Staff** are responsible for:

- Participating in the Health and Safety induction program.
- Co-operating with St Philomena's School, in acknowledging, receipting and understanding safety requirements relevant to their position.

**4. RECORDS**

Health and Safety induction checklist Form 7.1

Follow-up Health and Safety induction Form 7.2

Contractor's Health and Safety induction checklist Form 7.3

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### Initial Health and Safety Induction Checklist Form 7.1

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

POSITION \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_

DATE OF INDUCTION \_\_\_\_\_

START TIME \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

INDUCTION CONDUCTED BY \_\_\_\_\_

NOTE: Where any elements in this checklist are provided by others, please mark activity accordingly.

The items on this checklist are to be reviewed by the Immediate Supervisor. Sufficient time should be spent on this component of the induction program to ensure all issues are understood by the employee. On completion the form should be signed and forwarded to the Finance and Administration Officer to be retained on file.

	Date	Inductor	Employee
Safety Policy			
Hazard Reporting Procedure			
Reporting Injuries			
First Aid Provisions			
Workers' Compensation			
Rehabilitation Policy Coordinator			
Accident/Incident Investigation			
Safety Committee			
Manual Handling			
Safety Rules			
Housekeeping			
Specific Hazards			
Electricity/Power Outlets			
Screen Based Equipment			
Risk Control – managing the learning environment			
Evacuation Procedures			
Harassment Policy			
Smoking Policy			
Drug and Alcohol Policy			

Comments

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Appropriate written material should be handed out for further reading and later reference.

Detailed information on potential hazards of the work environment and work tasks should be included in task instruction.

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**I have provided the new employee with information on all the issues contained in the Health and Safety Induction Checklist.**

**INDUCTOR'S SIGNATURE:** .....

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**I have received and understood all the information contained in the Health and Safety Induction Checklist**

**EMPLOYEE'S SIGNATURE:** .....

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### Follow up Health and Safety Induction Checklist Form 7.2

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

POSITION \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_

FOLLOW UP COMPLETED \_\_\_\_\_

This phase of the induction program requires assessment of the employees knowledge of safety issues and skills demonstrated whilst carrying out their assigned tasks.

Questions on each safety issue should be addressed with clarification or correction as required.

	Date	Inductor	Employee
Safety Policy			
Hazard Reporting Procedure			
Reporting Injuries			
First Aid Provisions			
Workers' Compensation			
Rehabilitation Policy Coordinator			
Accident/Incident Investigation			
Safety Committee			
Emergency Equipment and Procedures			
Manual Handling			
Safety Rules			
Housekeeping			
Specific Hazards			
Electricity/Power Outlets			
Screen Based Equipment			
Risk control – managing the learning environment			
Evacuation Procedures			
Harassment Policy			
Smoking Policy			
Drug and Alcohol Policy			

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I have assessed the employee's knowledge and skills on each Health and Safety issue.  
Where relevant, clarification and/or correction has been made.

**INDUCTOR'S SIGNATURE:** .....

I have been provided with clarification as required on the issues contained in this document.

**EMPLOYEE'S SIGNATURE:** .....

**DATE:** .....

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### Contractor Health and Safety Checklist Form 7.3

Name:			
Contract Company:			
Task Being Undertaken:			
Commencement:			
Date of Induction:			
Start Time:	a.m.	p.m.	
Induction Conducted By:			
NOTE: Where any elements in this checklist are provided by other people, please mark activity accordingly.			
The items on this checklist are to be reviewed by the Finance and Administration Officer. Sufficient time should be spent on this component of the induction program to ensure all issues are understood by the contractor. On completion the form should be signed and forwarded to the Finance and Administration Officer to be retained on file.			
	Date	Inductor	Employee
Safety Policy			
Hazard Reporting Procedure			
Reporting Injuries			
First Aid Provisions			
Workers' Compensation			
Rehabilitation Policy Coordinator			
Accident/Incident Investigation			
Safety Committee			
Manual Handling			
Safety Rules			
Housekeeping			
Specific Hazards			
Electricity/Power Outlets			
Screen Based Equipment			
Evacuation Procedures			
Smoking Policy			
Drug and Alcohol Policy			
Comments:			
_____			
_____			
_____			

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Appropriate written material should be handed out for further reading and later reference.

Detailed information on potential hazards of the work environment and work tasks should be included in task instruction.

**I have provided the contractor with information on all the issues contained in the Health and Safety Induction Checklist.**

**INDUCTOR'S SIGNATURE:** \_\_\_\_\_

**I have received and understood all the information contained in the Health and Safety Induction Checklist.**

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION EIGHT</b>
<b>Subject:</b>	<b>HEALTH AND SAFETY TRAINING</b>
<b>Approved By:</b>	

**1. PURPOSE**

Training is an essential component required to meet the School's "duty of care" and compliance to Legislation. All training will be needs based and provided to all levels within St Philomena's School, to allow people to competently carry out their Health and Safety responsibilities.

**2. SCOPE**

People in all levels of the organisation will receive training to ensure all policies and procedures are fully implemented and understood.

Clear and measurable training objectives will be set with formal training records maintained for each employee.

**3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring appropriate resources are allocated to implement and co-ordinate the training program.
  
- Ensuring that appropriate training is provided for all staff in the school and that no person is allocated work tasks for which they have not received training.

**The Finance and Administration Officer** is responsible for:

- Ensuring individual training records are maintained.
- Ensuring that the Training Attendance Register is completed for all training programs.
- Maintaining a master file of all training records, conducted either internally or externally.

**Staff** are responsible for:

- Consulting with management and providing input into both work area and individual training needs.
- Actively participating in training programs as required.

#### **4. PROCEDURES**

- An organisational training needs analysis will be undertaken annually, or more frequently, if required. Analysis shall take into account:
  - Training requirements detailed under each procedure in this manual and associated manuals.
  - Any proposed changes to work organisation, roles and responsibilities.
  - Other risks or requirements that may be identified in consultation with managers and employees.
- A training program will be developed taking into account providers and training programs currently available. The program shall consider one-off training as well as refresher training.
- The development of the annual program will form part of the annual Occupational Health and Safety Improvement Program.

- Training records will be kept to demonstrate legal compliance and to enable monitoring of the training plan for both St Philomena's School, and where necessary, contractors (Forms 8.1 & 8.2). The records will include:
  - Persons attending.
  - Date and duration of the training program.
  - Aims, objectives and evaluation.
  - Name of trainer.
  
- The Safety Committee will annually review the effectiveness of the training program.
  
- Budgetary allowances will be made to enable achievement of training targets.
  
- Development of training programs and selection of provider(s) will take into account special needs of employees ie. Non English speaking backgrounds.



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**Training Record  
Form 8.2**

Employee _____			
Department _____			
_____			
_____			
<b>DATE</b>	<b>TRAINING PROGRAM</b>	<b>HOURS</b>	<b>SIGNATURE</b>

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION NINE</b>
<b>Subject:</b>	<b>SAFETY IN TEACHING PROCEDURES</b>
<b>Approved By:</b>	

### **1. PURPOSE**

As with any workplace activity, there is a requirement that teaching procedures be clearly documented and include relevant Health and Safety related considerations. The requirement will be further enforced by the new Occupational Health and Safety Act 2000, which places an increased emphasis on hazard identification, risk assessment and control.

### **2. MANAGING TEACHING PROCEDURES**

The School has access to procedures that will assist staff in applying appropriate Health and Safety principles. Staff should utilise these procedures at all times.

### **3. INFORMATION REGARDING SAFETY IN TEACHING PROCEDURES**

The teaching procedures can be found in the St Philomena's School, Staff Handbook and the DOEM Workplace Health & Safety Curriculum Modules. These modules cover a large range of teaching procedures and include the following concepts:

- Introduction
- Principal's Responsibilities
- Risk Levels
- Hazards
- Teacher Qualifications
- Teacher Responsibilities
- Risk Control - managing the learning environment

- Emergency Procedure.

#### **4. DEVELOPING A NEW PROCEDURE**

If staff wish to undertake an activity which is not listed in either the St Philomena's School, Staff Handbook or the DOEM modules, they should seek advice from their Principal of Department in the first instance.

#### **5. ASSOCIATED MANUALS**

The associated manuals are:

- St Philomena's School, Staff Handbook
- DOEM Workplace Health & Safety Curriculum Modules.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TEN</b>
<b>Subject:</b>	<b>OFFICE SAFETY</b>
<b>Approved By:</b>	

## **1. PURPOSE**

Office based work is one of the fastest growing forms of employment today. The introduction of new technology such as word-processing, data processing, communications and information transfer has enabled an enormous increase in the amount of information handled by one operator each day. These changes have provided many positive effects through greater job satisfaction and increased variety in the tasks performed, but also some negative effects such as decreased physical variation, repetition and monotony.

Occupational Health and Safety practices need to keep pace with the rapid changes in office based work.

## **2. MANAGING OFFICE HAZARDS**

The methods used to manage hazards elsewhere will also work in the office. A hazard management approach which uses risk identification, assessment and control to eliminate or reduce hazards should be followed.

## **3. HAZARD INSPECTIONS**

Specific office checklists should be developed and used on a regular basis to identify hazards in the workplace. Co-ordinators of Administrative departments should carry out an inspection on at least a quarterly basis.

The inspection checklist should include the following items:

- Floor surfaces and stairs, including handrails, trip hazards, etc.

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- Lighting.
- Office machinery and equipment *eg. safety of shredders and guillotines.*
- Filing cabinets *eg. is there more than one drawer open at a time.*
- Check for fumes or emissions from equipment.
- Ergonomics *eg. suitability of chairs, height of desks, access around furniture, condition of furniture, office layout.*
- Storage space.
- Emergency plans and procedures *eg. check date of last practice drill.*
- Fire equipment.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION ELEVEN</b>
<b>Subject:</b>	<b>KITCHEN SAFETY</b>
<b>Approved By:</b>	

### **1. PURPOSE**

Kitchens by their nature can prove to be very dangerous areas due to the use of equipment such as knives, deep fryers and the potential for slippery floors.

### **2. MANAGING KITCHEN HAZARDS**

The methods used to manage hazards elsewhere will also work in the kitchen. A hazard management approach which uses risk identification, assessment and control to eliminate or reduce hazards should be followed.

### **3. HAZARD INSPECTIONS**

Specific kitchen checklists should be developed and used on a regular basis to identify hazards in the workplace. Co-ordinators of Kitchen Services should carry out an inspection on at least a fortnightly basis.

The inspection checklist should include the following items:

- Floor surfaces, including trip hazards, liquid or food spills and slippery floors
- Lighting
- Cooking equipment *e.g. stoves etc...*
- Knives
- Cleanliness *e.g. bench tops, floors, overhead ducting*
- Electrical
- Hot environments *e.g. deep fryers*
- Refrigeration *e.g. floors, safety locks, emergency bells*
- Emergency plans including evacuation
- Access to first aid equipment

<b>Classification:</b>	<b>EMPLOYEE HEALTH AND SAFETY MANUAL SECTION THIRTEEN</b>
<b>Subject:</b>	<b>CONTRACTOR CONTROLS</b>
<b>Approved By:</b>	

## **1. PURPOSE**

The Law, including the Occupational Health and Safety Act 1983, requires employers to ensure the Health and Safety of all non-employees. This includes contractors, and labour hire personnel and visitors.

This responsibility cannot be removed or minimised by any contractual arrangement. In addition, the employer is responsible for ensuring non-employees carry out their work in safe premises, using proper and safe plant and substances and employing systems of work that are safe, and for which adequate instruction, training and supervision is provided.

## **2. SCOPE**

The risk identification, assessment and control aspects of any contract works should cover:

- Contract specifications.
- Tender evaluation.
- Contract management.
- Contractual arrangements of liability coverage.

**3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring that employee and third party Health and Safety issues are written into any contractual arrangement.

**The Finance and Administration Officer** is responsible for:

- Ensuring procedures are implemented to address Health and Safety issues relating to all contract personnel.
- Ensuring all contractors are provided with appropriate instruction and training prior to commencing work.
- Ensuring that procedures are implemented to adequately supervise contract personnel.
- Ensuring corrective action is immediately implemented for non-compliance with established standards.
- Ensuring contract documents are maintained and kept in a secure location.

**Contract Personnel** are responsible for:

- Obeying all the School's Safety Policies and Procedures.
- Complying with all instructions, work practices and risk control strategies implemented to protect the Health and Safety of all people on the St Philomena's School, site.
- Notifying the Finance and Administration Officer of any situation they believe poses a threat to the Health and Safety of any person who may be exposed to a risk as a result of the work being undertaken.

**4. PROCEDURES**

- Formal contracts are to be developed for all contract work, which broadly cover three stages:

- **CONTRACT SPECIFICATIONS**

- Ensuring that appropriate Health and Safety requirements are incorporated into specification documents, including insurance arrangements.

- **TENDER EVALUATION**

- Establishing a systematic approach to evaluating tenderer's Health and Safety capabilities and resources.

- **CONTRACT MANAGEMENT**

- Ensuring that contractor Health and Safety performance is adequately monitored, reviewed and supervised in a planned manner for the duration of the contract.

**5. COMPLIANCE WITH HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS**

As a minimum requirement, tenderers must comply with all applicable legislation relating to Health and Safety.

**6. UNDERTAKING A RISK ASSESSMENT**

The successful tenderer must prepare and submit a risk assessment prior to commencing the contract. The risk assessment requires the tenderer to identify the hazards associated with the contract, assess the risks and develop appropriate control measures. The risk assessment should be undertaken using a standard format for review by St Philomena's.

**7. DEVELOPMENT OF A HEALTH AND SAFETY PLAN (FORM 13.1)**

The successful tenderer must prepare and submit a Health and Safety Plan prior to commencing the contract. This should outline the structure and means by which Occupational Health and Safety will be managed by the contractor for the term of the contract. The Health and Safety Plan will consider the specific risk issues relevant to the contract works and will document the systems and methods implemented to effectively manage those risks.

**8. OCCUPATIONAL HEALTH AND SAFETY PERFORMANCE REPORTING (FORM 13.6)**

The successful tenderer is required to provide St Philomena's School, with regular reports on Health and Safety performance relating to the contract works or services.

**9. OCCUPATIONAL HEALTH AND SAFETY INCIDENT NOTIFICATION**

Contractors engaged by St Philomena's School, are required to notify St Philomena's School, of any accident, injury, property or environmental damage associated with the provision of contract work or services.

**10. NON-COMPLIANCE**

St Philomena's School, will have the right to suspend or terminate the contract works if in the opinion of St Philomena's School, the contractor fails to remedy breaches of health and safety and/or public safety.

**11. CONTRACT MANAGEMENT**

Contract management shall be undertaken by St Philomena's School, to independently monitor and supervise the contractors operations to ensure they are conducted in accordance with:

- Health and Safety Legislation and Standards and Codes of Practice.
- Occupational Health and Safety requirements outlined in the contract documents.
- Contract specific Occupational Health and Safety requirements as detailed in the risk assessment and the Health and Safety Plan prepared by the contractor.
- The extent to which St Philomena's School, will monitor and supervise contractors will be influenced by several factors, including:
  - The level of risk associated with contractor's activities.
  - The control St Philomena's School, has over the contractor's work site.
  - Interaction with other parties.
  - Duration of the contract.

**Guidelines for Review of Risk Assessments**

**Form 13.2**

These guidelines provide practical information to assist St Philomena's School, in the review of completed risk assessments. The risk assessment is designed to be completed by the contractor as part of the planning of the works. It may, however, be useful for St Philomena's School, to assist contractors to undertake this task at the time of implementing this system or as part of the contractor's induction process.

St Philomena's School, is responsible for reviewing risk assessments to ensure that:

- The contract has been separated into specific contractor activities.
- The contractor has identified hazards associated with the activities.
- The contractor has indicated control measures which have considered the degree of risk associated with the task.
- Control measures can be practically implemented during the contract.

**RISK ASSESSMENT**

**Identification of Tasks**

The contract works or services should be separated into significant tasks or activities. These tasks may be identified by the fundamental hazards associated with each task. Hazards may arise as a result of:

- The nature and type of work/services performed.
- The location of the work.
- Materials, chemicals or equipment used.
- The time of the work.
- Proximity to staff, students, the public or other contractors.
- The work environment.

**Identification of hazards**

Contractors should identify the range of hazards associated with each task. A hazard can be defined as the potential to cause injury or illness to one or more people.

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When determining hazards associated with the task the hazard types below should be considered:

- **Physical Hazards** eg. noise, plant related hazards, work at heights, manual handling, ergonomic, traffic hazards, collapse, falling objects etc
- **Chemical Hazards** eg. inhalation, skin contact with chemicals, ingestion of chemicals
- **Electrical Hazards** eg. direct electrocution, contact with overhead or underground cables
- **Biological Hazards** eg. infection, needle stick injury, handling of wastes
- **Radiation Hazards** eg. UV light, lasers
- **Psychological** eg. workplace conditions leading to stress

The attached Hazard Identification and Control Table lists a variety of hazards and the control measures which may be considered. This hazard list is not exhaustive and other controls may be considered for the hazards listed.

#### Assessment of Risk

Risk is defined as the probability of a hazard(s) causing injury or illness. Risk is a combination of the length and time of exposure to the hazard and the likelihood of the hazard(s) being realised. The hazards should be assigned as follows:

- Class 1** potential to cause death or permanent injury to one or more people.
- Class 2** potential to cause one or more lost time injuries.
- Class 3** potential to cause an injury treatable with first aid.

A primary goal shall be to eliminate Class 1 and 2 risks associated with the contract and this should be a major focus of the Risk Assessment. Contractors should detail risk control measures which adequately address all identified Class 1 and 2 risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered.

<b>Eliminate the Hazard</b>	Eg: Off site cutting of panelwork.
<b>Substitute the Hazard</b>	Eg: Replace ladder with scissor lift, substitute solvent based paint with water based paint.
<b>Engineering Controls</b>	Eg: Reverse alarms/lights fitted to plant. Exhaust ventilation to remove fumes.
<b>Administrative Controls</b>	Eg: Job rotation, work instructions, safety inspections.
<b>Personal Protective Equipment</b>	Eg: Hearing protective devices, respirators, hard hats.

The assignment of risk ratings may take into consideration:

- Past accident/incident reports
- Industry experience and data
- WorkCover claims data
- Personal experience and professional judgement

**Control Measures**

St Philomena's School, must ensure that the contractor has identified suitable control measures for each hazard. In certain cases the contractor will have a greater understanding of the technical requirements of the works and in these cases St Philomena's School, may not be expected to make a judgement as to whether the control strategy chosen by the contractor is the best available safe system of work. Where the specific task does not involve speciality technical expertise St Philomena's School, should provide feedback to the contractor if they feel the identified control measure is in any way inadequate.

In summary the selection of suitable control measures should take into consideration:

- Level of risk.
- Hierarchy of controls.
- Practicability of implementation.





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**Guidelines for Review of Health & Safety Plans  
Form 13.2 Document A**

This form can be used by St Philomena's School, when reviewing the elements of the Health and Safety Plan prepared by the contractor. Relevant requirements should be reviewed and approved prior to work commencing on the contract.

The contractor should provide documentation referenced in the Health and Safety Plan at the time of assessment. Upon the successful assessment of the plan, St Philomena's School, should confirm approval of the Contract OHS System Approval and Acceptance Form

Where the project OHS Plan does not satisfy the requirements of St Philomena's School, the contractor

shall be notified and the appropriate modifications should be made to the plan.

<b>Health and Safety Plan Review</b>	
Contract Name:.....	
Contract Description:.....	
Business Manager:.....	
Contractor:.....	

		<b>Requirement Fulfilled</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	<b>Contract Description</b>		
1.1	Brief description of the scope of work or services	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Summary of major activities and types of work	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Specialist tasks or procedures are documented and reference to safe work procedures and training documented	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Areas of contract requiring special consideration are documented and procedural requirements referenced, eg. presence of public, traffic management, work restrictions.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Contract OHS Structure and System</b>		
2.1	Company health and safety policy included	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Names and positions of personnel with specific health and safety responsibilities are documented and the organisation structure is clear	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Contractor employee responsibilities are documented	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Position and name of senior person who will liaise with St Philomena's School, on OHS issues is documented	<input type="checkbox"/>	<input type="checkbox"/>

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Health and Safety Plan Elements		Requirement Fulfilled	
		Yes	No
<b>3</b>	<b>Contract Induction and Safety Training</b>		
3.1	Outline of the contract induction procedures for employees and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Details of induction modules or induction course content	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Register of personnel completing the induction program	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Details of employee OHS training relevant to the contract	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Register of employees holding authorisations, permits, competency certificates, licences required for the contract	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Safe Work Practices and Procedures</b>		
4.1	List of company safe work procedures relevant to the contract	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Copies of safe work procedures or instructions	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Details of contract operations subject to work permits	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Work permit procedure documented	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Distribution list of employees and/or subcontractors issued with safe work procedures	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Contract safe work procedures (all contractors) are documented in a safe work procedure register	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Risk Assessment</b>		
5.1	Hazardous operations/significant tasks to be undertaken by contractor identified and documented on the Risk Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Each hazard classified by class as per the Risk Assessment Procedure, ie: Class 1, 2 or 3	<input type="checkbox"/>	<input type="checkbox"/>
5.3	The hierarchy of controls has been considered in the risk assessment and Class 1 and 2 risks have been eliminated where practicable	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Control measures are documented with clear procedures on how to achieve the control	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Evidence of employee training on control measures is included	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>Workplace Health &amp; Safety Inspections</b>		
6.1	Inspection team documented	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Frequency and type of inspection defined	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Checklists to be used in inspections are included	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Procedure for actioning inspection findings included	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Hazard reporting procedures documented and forms included	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Specific areas targeted for inspection documented	<input type="checkbox"/>	<input type="checkbox"/>

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Health and Safety Plan Elements		Requirement Fulfilled	
		Yes	No
<b>7</b>	<b>Health and Safety Consultation</b>		
7.1	List of current employer and employee health and safety representatives	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Details of the membership and operation of the safety committee	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Reference to company issue resolution procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Emergency Procedures</b>		
8.1	Overall emergency plan and structure for the contract	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Register of emergency equipment and locations	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Register of current qualified first aiders	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Arrangements/co-ordination with other building occupants in the event of an emergency	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<b>Incident Recording &amp; Investigation</b>		
9.1	Details of incident reporting and investigation system and procedures	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Details of how Class 1 and 2 incidents shall be notified to St Philomena's	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Details of how incident statistics are to be compiled and distributed	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Accident investigation procedure or details of how accidents will be investigated.	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	<b>Health &amp; Safety Performance Monitoring</b>		
10.1	Details of how health and safety performance statistics associated with the contract are reviewed	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Details of how monthly health and safety performance reports will be compiled for review by the St Philomena's School,	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Nature of health and safety performance information presented to employees on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Outline of auditing program to evaluate health and safety plan effectiveness	<input type="checkbox"/>	<input type="checkbox"/>

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**Contract OHS System Approval and Acceptance Form  
Form 13.3 Document B**

This document when completed is to be kept with the current version of the contractor's health and safety plan and risk Assessment and forms part of the contract documentation.

Contract Name:.....		
Contract Description:.....		
Finance and Administration Officer:.....		
Contractor:.....		
Element	Date Received	Satisfactory/ Unsatisfactory
Contractor OHS Management System Questionnaire		
Health and Safety Plan		
Risk Assessment		
Comments:..... ..... ..... ..... .....		
Authorisation	Signature	Date
Finance and Administration Officer		
Contractor Representative		





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**Contractor OHS Performance Report**

**Form 13.6**

Contract Name:..... Contract Number:..... Contractor:..... .....	Report for the month of..... Prepared by:..... Date:..... .....
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**Performance Indicators**

Indicator	Current Month	Mthly Average	Total
Number of lost time injuries			
Working days lost due to injury			
Number of hazard inspections conducted			

**Status of Injured Personnel, Public and Property Damage**

Name/Item	Injury/Damage	Date of Incident	Days Lost		Return to Work	
			Current Month	Total	Forecast	Actual
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

**OHS Corrective Actions**

Nature of Corrective Action	Risk Class	Status		Comments
		Open	Closed	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**Outcomes of OHS audits/inspections**

Comments/Outcomes:.....  
 .....  
 .....  
 .....

**Comments on OHS Performance**

Finance and Administration Officer:  
 .....  
 Contractor Representative:  
 .....

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION FOURTEEN</b>
<b>Subject:</b>	<b>HAZARD IDENTIFICATION ASSESSMENT AND CONTROL</b>
<b>Approved By:</b>	

### **1. PURPOSE**

Recognising the exposure, evaluating its origin and potential to cause loss and controlling potential loss exposure are three basic elements of any successful Preventative Occupational Health and Safety Program.

### **2. SCOPE**

This procedure covers both systematic and incidental identification, assessment and control of all work place hazards.

### **3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring that this procedure is effectively implemented in all areas of the school.
- Reviewing all inspection documents and taking appropriate action.
- Reviewing and signing off on all Hazard Reports.
- Preparing a written report to the Board for any hazard he is unable to control.

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**Principals of Teaching Department, Supervisors, Team Leaders and Co-ordinators** are responsible for:

- Ensuring regular inspections of their area(s) of control are conducted.
- Completing a Hazard Report Form (Form 14.2) and immediately giving the form to the Finance and Administration Officer.
- Participating in all inspections of their area(s) of control.

**The Safety Committee** is responsible for:

- Ensuring the inspections are conducted in accordance with the specified frequency.
- Establishing the Inspection Team.
- Maintaining a file of all Inspections and Hazard Reports.
- Preparing Hazard Report Forms (Form 14.2) for all reported hazards and giving them to the Finance and Administration Officer for attention.
- Ensuring a copy of the completed Workplace Inspection Checklist (Form 14.1) is forwarded to the Finance and Administration Officer after completion of the inspection.
- Reviewing and updating the Inspection Checklist as indicated by accident/incident reports and workplace changes.

**4. PROCEDURES**

- A program of planned inspections will be implemented in each area to identify, assess and control hazards in the workplace.
- Using the prepared Checklist (Form 14.1) as a guide only, inspections will be undertaken in:

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- Administration areas      Once a term
- All other areas              Once a term

- In addition where it has been identified that daily wear and tear on equipment could result in personal injury specific Hazard Identification, Assessment and Control Checklists will be developed.
- The checklists will be upgraded to reflect changes in equipment, processes and work practices or as indicated by an accident/incident investigation.
- The inspection team will comprise of a Management representative, a member of the Safety Committee and the Principal of Department or Supervisor from the work area being inspected.
- Hazards identified during day to day activities are to be recorded on the Hazard Report Form (Form 14.2) and handed to the Finance and Administration Officer.
- To establish priorities for the control of workplace hazards, a risk assessment will be undertaken using the Risk Prioritisation Model (Form 14.3) for all identified workplace hazards.

#### 5. REPORTS

Records associated with this procedure are:

- Form 14.1      Workplace Inspection Checklist
- Form 14.2      Hazard Report
- Form 14.3      Risk Prioritisation Model
- Form 14.4      Corrective Action Report

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**Workplace Inspection Checklist**

**Form 14.1**

Date	
Time	
Area	
Inspector/s	

The Inspection team will not limit itself to only those items on the checklist. The entire work area should be reviewed for all health and safety hazards.

**Tick** box if situation controlled

**Cross** box if situation requires attention.

**Complete** Corrective Action Report for issues that cannot be corrected immediately.

<input type="checkbox"/>	Previous Corrective Action Report reviewed	YES	NO
--------------------------	--	-----	----

Categories	✓ x	Immediate Rectification Implemented
<b>Work Environment</b>		
Thermal Comfort	<input type="checkbox"/>	
Adequate Airflow	<input type="checkbox"/>	
Lighting - general	<input type="checkbox"/>	
Lighting - emergency	<input type="checkbox"/>	
<b>Floors</b>		
Floors even and in good condition	<input type="checkbox"/>	
No slips, trips or fall hazards	<input type="checkbox"/>	
Clear of stock/materials	<input type="checkbox"/>	

# ST PHILOMENA'S SCHOOL,

## Occupational Health and Safety Manual

Categories	✓ x	Immediate Rectification Implemented
<b>Doorways</b>		
Not obstructed		
Operate without excessive force		
Correctly signed		
Fire doors not propped open or blocked		
Need for viewing panel		
<b>Stairways</b>		
Adequate illumination		
Free of trip, slip and fall hazards		
Steps deep enough and anti-slip surface		
Handrails / toeboards		
No broken/chipped edges		
Landings clear of obstructions		
Handrails in good condition		
<b>Storage Areas</b>		
Floor anti-slip and free of objects		
Lighting suitable to see under shelves		
Adequate ventilation		
Shelving has adequate space		
Objects:		
Heaviest between shoulder and hip height		
Lightest above shoulder or below knee height		
Ease of accessing objects		
Appropriate step ladders(s) available		
<b>Toilets/Washrooms</b>		
Hygienic and tidy		
Lighting adequate		
Adequate ventilation		
Suitable hand washing and drying facilities		
<b>Fire Equipment</b>		
Not obstructed		
Correctly signed		
Locking devices/seal unbroken		
Inspection tags present and checked within 6 months		

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Categories	✓ x	Immediate Rectification Implemented
<b>Power Outlets, Cords and Boards</b>		
No piggy back plugs		
Covered if across floors, walkways, internal roads or paths (trip hazard)		
Good condition		
Earth Leakage Protection		
Free of obstruction		
<b>Ladder and Steps</b>		
Stored correctly		
Rubber safety feet fitted		
No broken or missing rungs or other defects		
<b>Work Benches/Desks</b>		
Clear and uncluttered		
Sufficient space		
Work height comfortable		
No sharp edges		
Drawers closed		
Broken pallets/loose boards		
<b>Machinery / Equipment</b>		
Securely placed (not able to fall)		
No sharp edges		
No exposed power/energy sources		
Staff and students trained in correct use		
Pre-operating instructions available		
Warnings and instructions displayed		
Chairs height and back adjustments - 5 star base		
Even weight distribution filing cabinets		
Compactors free of loose objects (on top)		
No damage to furniture/fittings		
<b>Hand Tools / Appliances</b>		
Regularly inspected		
Suitable for task		
No sharp edges		
P.P.E. requirements/ warning signs		
Correctly stored		
No damage to leads		

# ST PHILOMENA'S SCHOOL,

## Occupational Health and Safety Manual

Categories	✓ x	Immediate Rectification Implemented
<b>Work Practices</b>		
Correct use of P.P.E.		
Correct manual handling procedure		
Correct use and storage of equipment		
Adequate waste containers		
Isolation procedure developed and used		
Clear aisle access		
Evacuation procedure known		
First Aid attendant(s) known		
First Aid kit adequately stocked		
Hazard reporting procedure known		
Operators trained in SBE		
Ergonomic aspects addressed		
Task variation		
<b>Chemicals</b>		
MSDS available at point of use		
Correct labelling		
Stored correctly		
Hazards made aware to employees		
<b>Grounds</b>		
No pot holes/open drains		
Vegetation kept under control		
No pedestrian/vehicle blind spots		
Compliance with parking rules		
Correct storage of waste		
No free standing objects		
Comments: To include other hazards identified ..... ..... .....		



# ST PHILOMENA'S SCHOOL,

## Occupational Health and Safety Manual

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### Hazard Report Form – Form 14.2

- Section A To be completed by the person in charge of the area where hazard exists or the Safety Committee
- Section B To be completed by the person in charge of the area where hazard exists or the Safety Committee
- Section C To be completed by the Finance and Administration Officer
- Section D To be completed by the Finance and Administration Officer and Safety Committee

#### Section A

Date Hazard identified	Time hazard identified
Location of Hazard	
Hazard Classification	<input type="checkbox"/> Requires immediate attention (within 24 hours) <input type="checkbox"/> Requires action within 2-5 days <input type="checkbox"/> Long Term Project
Give a detailed description of the hazard (include task involved, any equipment, tools, people. Use sketch if necessary)	----- ----- ----- ----- ----- -----

#### Section B

Possible remedies (list any suggestions you have for reducing or eliminating the problem, e.g. re-design, mechanical devices, education, maintenance work, etc.)	
----- ----- ----- ----- -----	
Reported to:	Date:

# ST PHILOMENA'S SCHOOL,

## Occupational Health and Safety Manual

### Section C

Date	Controls/Action Required	By Whom	Completion Date	Action Status

### Section D

Business Manager	Signature	Date
Comments:..... ..... .....		
Name of Safety Committee Representative	Signature	Date
Comments:..... ..... .....		
Evaluation	<input type="checkbox"/>	Hazard Eliminated
	<input type="checkbox"/>	Hazard Controlled
Further Action Required	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
List further actions and person(s) responsible.		
..... ..... ..... ..... .....		

**Risk Prioritisation Model  
Form 14.3**

Consequences	Probability			
	<i>Very likely Could happen at any time</i>	<i>Likely could happen some time</i>	<i>Unlikely could happen but very rare</i>	<i>Very Unlikely could happen but probably never will</i>
<b>Kill or Cause Permanent Disability or Ill Health</b>	1	1	2	3
<b>Long Term Illness or Serious Injury</b>	1	2	3	4
<b>Medical Attention and Several Days Off Work</b>	2	3	4	5
<b>First Aid Required</b>	3	4	5	6

As the priority moves to a lower number, greater management intervention/control is required.

**Class 1** Extremely important to control the risk immediately through to

**Class 6** This risk may not need immediate attention but should have a control plan developed for progressive implementation.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION FIFTEEN</b>
<b>Subject:</b>	<b>MANUAL HANDLING GUIDELINES</b>
<b>Approved By:</b>	

## **1. PURPOSE**

Manual handling injuries in the workplace account for a significant proportion of workers' compensation claims experience. Due to the number and severity of these claims their control is of significant importance.

## **2. SCOPE**

Modern approaches have been to develop Codes of Practice which, through Legislation are aimed at identifying, assessing and controlling manual handling risks. It is the intention of St Philomena's School, to implement strategies based on this concept.

## **3. DEFINITION**

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move or hold or restrain any animate or inanimate object.

## **4. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring that adequate resources are made available on a priority basis to address the risks associated with manual handling tasks.

**The Assistant Principals and Co-ordinators, Finance and Administration Officer** are responsible for:

- Ensuring manual handling risks identified through accident/incident reporting, school inspections and incident reports are subject to assessment and control using the Manual Handling Hazard Identification Risk Assessment and Control Worksheet (Form 15.1)
- Ensuring a copy of completed Manual Handling Hazard Identification Risk Assessment and Control Worksheet is tabled at a Safety Committee Meeting.
- Ensuring implementation of appropriate control strategies.
- Ensuring staff receive training in the use of mechanical devices and standard work procedures.
- Monitoring the implementation of manual handling risk control strategies.

**Teaching Staff and APTS** are responsible for:

- Immediately reporting any serious injury to the Principal or Assistant Principals.
- Promptly reporting any other injury or near miss situation to the Finance and Administration Officer.
- Co-operating with their supervisors by providing positive input into the Hazard Identification, Risk Assessment and Control Worksheets.
- Complying with established work practices to minimise manual handling injuries.
- Not using any mechanical devices unless they have been trained.

## **5. PROCEDURES**

In order to minimise the risk of manual handling injuries, consideration will be given to ensuring all workable steps have been taken so that:

- Work practices undertaken are designed to eliminate or reduce the need for manual handling activities.
- The school environment is designed as far as possible to be conducive to good manual handling practices.
- In order to identify manual handling risks the following methods will be used:
  - Analysis of injury statistics.
  - Consultation with staff.
  - Direct observation or inspection of equipment, tasks and work areas.

**Occupational Health and Safety Manual**

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- Manual handling tasks identified as posing a current or potential risk of injury will be assessed and controlled utilising the Manual Handling Hazard Identification, Risk Assessment and Control Worksheet 15.1.
  
- Risk control strategies will be developed on a priority rating which will consist of:
  - Redesigning to eliminate or control the risk factors

or

  - Providing employees with appropriate training including safe manual handling techniques.

**6. RECORDS**

Records associated with this procedure are:

Form 15.1 Manual Handling Identification Risk Assessment and Control Worksheet.

**Manual Handling, Risk Assessment and Control Worksheet - Form 15.1**

To be completed in consultation with staff.

This check sheet is provided as a guide only to assist in assessing and controlling risks associated with manual handling tasks.

Task on this sheet identified from:      Details entered by .....  Accident Records <input type="checkbox"/> Consultation with Employees <input type="checkbox"/> Direct observation of Tasks <input type="checkbox"/> Date:.....	Task No.  Copy this number to assessment and control sheets.
---	--

**Task description and location**

.....  
 .....  
 .....

**Information**

How many injuries have been attributed to this task?.....

How many people have reported back pain with this task?.....

How many people have to do this task?.....

What basic risk categories appear to be the main problem(s) with this task?

Posture/Movements                                     Load/Force

Duration/Frequency                                     Management/Environment

**Priority for Assessment**

Circle a number from 1-6 to indicate the priority for assessing this task. Priority should be determined in consultation with workers and in comparison with other identified tasks.

High					Low	
1	2	3	4	5	6	

Identify all the manual handling tasks in each work area and prioritise them before proceeding to assess each of them in detail with the assessment worksheet. Assess the highest priority risks first.

**Manual Handling, Risk Assessment and Control Worksheet - Form 15.1**

Assessment conducted by .....Date: / / . in consultation with (names of staff consulted) .....	Task No.
--	----------

Use the checklist to assess the risks with this task. Tick the box following each statement if it is true for the identified task.

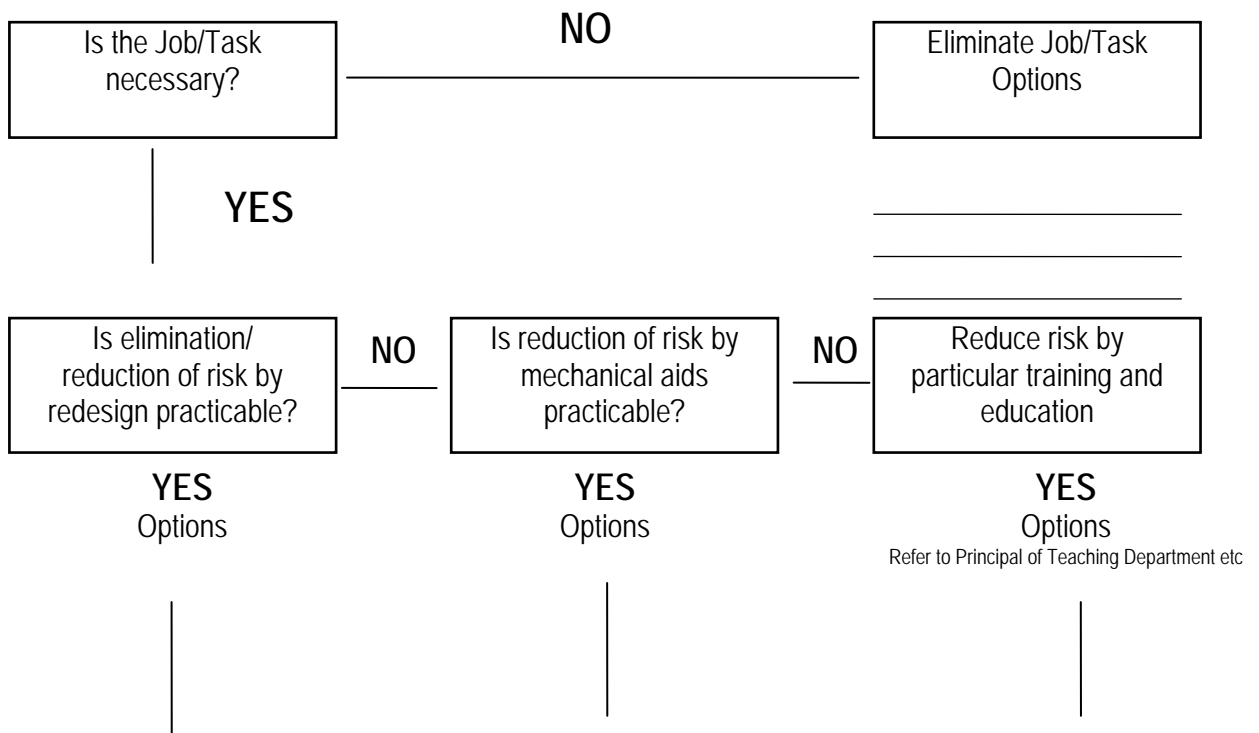
<p><b>Posture/actions</b></p> <p><b>Actions and movements</b></p> <p>Actions during the task involve bending or twisting. <input type="checkbox"/></p> <p>Loads are shared unevenly between the hands or lifted with one hand. <input type="checkbox"/></p> <p>Sudden or jerky movements are needed. <input type="checkbox"/></p> <p><b>Workplace and workstation layout</b></p> <p>The work layout makes it hard to reach things involved in the task. <input type="checkbox"/></p> <p>Work heights and/or seat heights are not suitable. <input type="checkbox"/></p> <p>There is not enough space for all the necessary movements. <input type="checkbox"/></p> <p>Objects get in the way of legs and feet. <input type="checkbox"/></p> <p>Mechanical handling aids are not easily accessible <input type="checkbox"/></p> <p><b>Working posture and position</b></p> <p>There is frequent or prolonged:</p> <p>Forward bending of the back <input type="checkbox"/></p> <p>Twisting or sideways bending <input type="checkbox"/></p> <p>Reaching above the shoulder <input type="checkbox"/></p> <p>Loads are handled below mid-thigh height or above shoulder height. <input type="checkbox"/></p>	<p><b>Characteristics of loads and equipment</b></p> <p>Live loads (such as animals or hospital patient(s) are being manually lifted. <input type="checkbox"/></p> <p>Objects being handled are large or have an awkward shape. <input type="checkbox"/></p> <p>Objects are hard to grasp or hold. <input type="checkbox"/></p> <p>Objects are wet, greasy or dirty and cannot be held close to the body. <input type="checkbox"/></p> <p>The object blocks the view when handled. <input type="checkbox"/></p> <p>The load is unstable or has contents that may move suddenly. <input type="checkbox"/></p> <p><b>Management/Environment</b></p> <p><b>Work Organisation</b></p> <p>There are busy periods when staff have difficulty keeping up. <input type="checkbox"/></p> <p>Staff for team lifting are not always available when required. <input type="checkbox"/></p> <p>Equipment used for manual handling is not regularly maintained. <input type="checkbox"/></p> <p><b>Work Environment</b></p> <p>Floors are slippery or uneven. <input type="checkbox"/></p> <p>There are different floor levels in the work area. <input type="checkbox"/></p> <p>The work area is cluttered or untidy. <input type="checkbox"/></p> <p>Work is done in very hot or cold conditions. <input type="checkbox"/></p>
--	--

Duration / Frequency	Age
<b>Duration and frequency of manual handling</b>	People under 18 are performing strenuous or repetitive tasks, or lifting objects weighing more than 16kg <input type="checkbox"/>
The task is done for a long time by one person. <input type="checkbox"/>	<b>Skills and Experience</b>
A repetitive action is done at high speed. <input type="checkbox"/>	Staff have not received appropriate training in manual handling. <input type="checkbox"/>
<b>Location of the loads and distances moved</b>	Staff have not been properly instructed in job practices. <input type="checkbox"/>
An object is carried, pushed or pulled over a long distance. <input type="checkbox"/>	Demands of the task exceed the physical capacity of the staff. <input type="checkbox"/>
<b>Load/force</b>	<b>Clothing</b>
<b>Weights and forces</b>	Clothing restricts movements or otherwise hinders manual handling. <input type="checkbox"/>
Loads in excess of:	Protective clothing or equipment is unsuitable. <input type="checkbox"/>
4.5kg* are lifted while sitting <input type="checkbox"/>	<b>Special Needs</b>
16kg* are lifted while standing <input type="checkbox"/>	There are employees at higher risk (due to pregnancy or recent illness, for example). <input type="checkbox"/>
* Lighter loads may be hazardous when combined with other risk categories. <input type="checkbox"/>	
It is necessary to pull, push or slide objects that are difficult to move. <input type="checkbox"/>	
Large force is applied while seated. <input type="checkbox"/>	
Are there other risk factors not covered by the checklist?..... ..... .....	

**RISK CONTROL WORKSHEET**

DATE: \_\_\_/\_\_\_/\_\_\_

List all factors assessed as a risk (from Risk Assessment Check sheet, previous page)



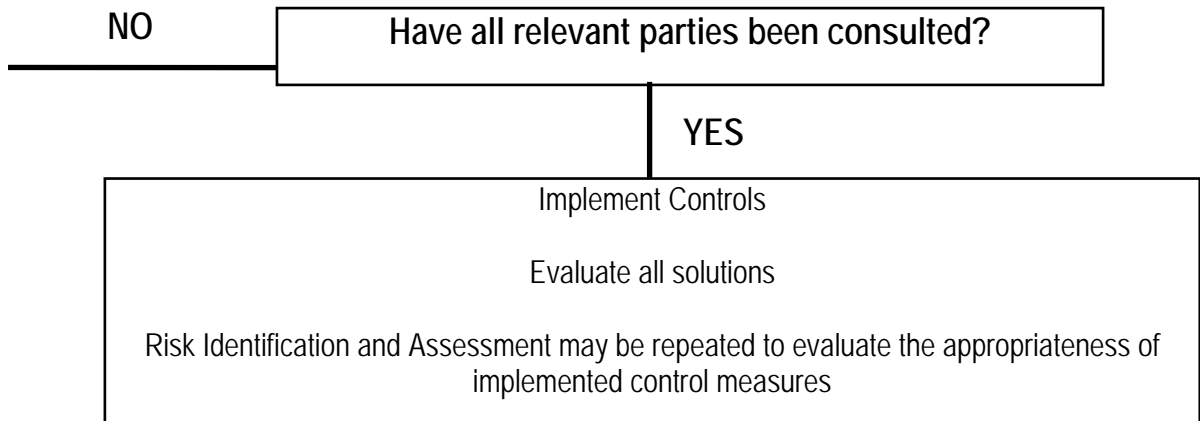
**Risk Control Plan**  
(To be developed in consultation with staff)  
Risk Control Plan is to be documented next page

**RISK CONTROL PLAN**  
(To be developed in consultation with staff)

SHORT TERM: (Specify Time Frame/s)

MEDIUM TERM: (Specify Time Frame/s)

LONG TERM: (Specify Time Frame/s)



<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION SIXTEEN</b>
<b>Subject:</b>	<b>HAZARDOUS SUBSTANCES</b>
<b>Approved By:</b>	

## **1. PURPOSE**

The object of these guidelines is to minimise the risk of adverse health and safety effects due to exposure to hazardous substances in the School by the:

- Provision of information through consultation and training and primarily in the form of MSDS, labels and the register.
- Assessment and control of identified hazardous substances within the School.

## **2. SCOPE**

It is the policy of St Philomena's School, that procedures will be put in place to ensure the safe use of any substance, liquid, solid or gas, that may be considered hazardous to people or the environment.

Such procedures will be designed to ensure compliance with NSW Legislation, Regulations and Codes of Practice relating to the use of hazardous substances.

Records will be kept of all maintenance work, accidents and reports relating to the use of such substances.

## **3. DEFINITIONS**

A hazardous substance is "*any material that can cause long or short term health effects*". Chemicals already identified as being hazardous are included in published lists:

- Worksafe Exposure Standards for Atmospheric Contaminants in the Occupational Environment.
- Australian Code for the Transport of Dangerous Goods.
- Standard for the Uniform Scheduling of Drugs and Poisons – National Health and Medical Research Council.
- Poisons Act.
- List of Designated Hazardous Substances – WorkSafe Australia.
- Chemical Safety in Schools – DEET.

#### **4. RESPONSIBILITIES**

**The Principal** is responsible for:

- The implementation of this Policy and the WorkSafe Code of Practice.
- Ensuring staff have received training in the identification, assessment and control of hazardous substances.
- Ensuring that the School is inspected to identify non-compliance and substandard work practices.

**Teaching Staff and APTS** are responsible for:

- Complying with instructions and safe work practices.
- Not endangering themselves or others by the inappropriate use of hazardous substances.
- Reporting to the Principal or Assistant Principals all major injuries, accidents, leaks and spills incidents involving hazardous substances.
- Reporting to the Finance and Administration Officer all other injuries, accidents, leaks and spills incidents involving hazardous substances.

#### **5. PROCEDURES**

■ **ALL HAZARDOUS SUBSTANCES**

Procedures for the use and handling of hazardous substances will be in accordance with the National Code of Practice (NOSHSC:2007 (1991)) as contained in the WorkSafe Booklet – Control of Workplace Hazardous Substances.

The steps to be taken include:

**Accessing Information**

- Information can be obtained on chemicals used in the workplace from a number of sources including manufacturers, MSDS and labels. This information should be freely available to all staff.
- Training should include (i) induction training; (ii) on the job-training; and (iii) periodical refresher training when there is a change in process or procedure.
- Extensive information on hazardous substances in schools can be found in the manual *Chemical Safety in Schools*.

**Assessment Process**

- The purpose of assessment is to evaluate the risks to health arising from work involving the use of hazardous substances and to determine appropriate action to protect the health and safety of staff, students and others.

**Control Measures**

- The objective of control measures is to reduce exposure to chemicals to levels at which the risk of adverse effects to health is acceptably low. There is a clear hierarchy of control measures which may be implemented to minimise exposure of staff, students and contractors to chemicals. The hierarchy applies to both design of new systems and assessment, and modifications of existing conditions.

**Monitoring**

## Occupational Health and Safety Manual

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- St Philomena's School, will where necessary, monitor the health of staff and students working with chemicals and the environment where they are used.
- St Philomena's School, will periodically conduct workplace inspections to identify non-compliance and substandard work practices.

### Disposal

- To reduce the effects of hazardous substances on the environment, the options for waste disposal of hazardous substances, including spills and leaks are:
  - Recycle or recover.
  - Waste treatment – it is possible to neutralise some chemical waste before disposal.
  - Specialised treatment – this usually requires pick-up by contractor and treatment elsewhere (The Finance and Administration Officer can provide information in this regard).

## ■ LEAKS AND SPILLS

### General

Hazardous substance leaks or spills can be categorised into two groups:

#### Major Leak or Spill

A major leak or spill is a quantity of hazardous substances that cannot be easily contained and has the potential to affect persons or the environment. St Philomena's School, is required to provide the Environmental Protection Authority with the following details:

- Name of the substance spilt.
- Date and time of the spillage.
- Place where the spillage occurred.

#### Minor Leak or Spill

A minor leak or spill is one that would not fit into the definition of a major leak or spill.

### **Dealing with Leaks and Spills**

#### **Major Leak or Spill**

Once a major hazardous substance leak or spill has been detected, the following requirements are to be implemented:

- Immediately notify the Principal, the Assistant Principals or the Finance and Administration Officer.
- Management will notify the Environmental Protection Authority and Emergency Services that a major leak or spill has occurred.
- Management will isolate the area from unauthorised personnel.
- Management will contain the leak or spill to prevent the hazardous substance from entering sewers, drains and waterways in accordance with the Material Safety Data Sheet guidelines.
- Management will dispose of any collected spilled material in a manner approved by the State and Local Authorities.

#### **Minor Leak or Spill**

Once a hazardous substance leak or spill has been detected, the following requirements are to be implemented:

- Clean leak or spill in the manner referred to in the MSDS that is relevant to the hazardous leak or spill.
- Notify the Assistant Principals, General Co-ordinator or Finance and Administration Officer that a leak or spill has occurred.

**Occupational Health and Safety Manual**

<b>Classification: OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION SEVENTEEN</b>	
<b>Subject:</b>	<b>ISOLATION PROCEDURES</b>
<b>Approved By:</b>	

**1. PURPOSE**

Plant and equipment presents additional risk when being cleaned, repaired or maintained. To reduce this risk St Philomena's School, recognises and requires the development and use of effective isolation procedures.

**2. SCOPE**

This instruction is designed to protect staff, students and contractors from injury during repairs, maintenance and certain cleaning functions on machinery or equipment or to prevent use of machinery or equipment which may be faulty and/or dangerous.

**3. RESPONSIBILITIES**

**Principals of Departments or the Finance and Administration Officer, where appropriate, will be responsible for:**

- Ensuring that an effective Isolation Procedure is developed and introduced in such a way that: -
  - All people understand the intent of the procedure.
  - All people adhere to the instructions.
  - The procedure is used whenever necessary.
  
- Ensuring that the procedure is regularly monitored and reviewed for compliance and effectiveness.
  
- Ensuring that contractors know and use an Isolation Procedure when necessary.

**Staff** are responsible for:

- Complying with the requirements of the procedures.
- Encouraging other staff to comply with the procedures.
- Ensuring students comply with the procedures.

#### **4. PROCEDURES**

St Philomena's School, encourages the introduction of three specific isolation procedures: -

- Lock out Systems.
- Danger Tags.
- Out of Service Tags.

The most effective isolation is provided by the "Lock out System" and every effort should be made to encourage the introduction and use of this type of system.

##### **Lock Out System**

- A lock out system provides physical isolation through either the removal of a key or the securing of a padlock – key removed.
- The person in charge must inspect the work to be performed and if there is a possibility of injury – follow this procedure:
  - Lock the switch or isolation in the off position and remove the key.
  - Retain the key until the work is completed. If it is necessary for that person to leave the site then the key and relevant instructions must be passed onto the next person in charge.
  - Personally check, prior to removal/unlocking – that all staff, students and contractors are in a safe position.

### **Danger Tags**

- Danger tags should be freely available. The tags are to be red and white with provision for the operator's name, date of placement, department and type of isolation.
- Danger tags must be attached to the isolating switch, or valve whenever danger to a person could arise from the operation of the plant or equipment.
- The danger tag must be attached before work is commenced. The name of the person carrying out the work, date and department must be printed on the tag.
- The equipment must not be operated while the danger tag is in place.
- Only the person placing the danger tag is responsible for its removal. If that person will not be available to remove the tag then a hand over and preferably re-tagging would be appropriate.
- If the signatory has to leave the equipment in an unserviceable condition the danger tag should be removed and an Out of Service tag attached.

### **Out of Service Tag**

- When the use or operation of a facility, unserviceable equipment or machinery could cause further damage to the equipment or other plant, or could cause harm to people – an Out of Service tag must be attached by The Principal of Department or Finance and Administration Officer.
- The person identifying the problem must inform the Principal of Department or Finance and Administration Officer as soon as possible and must not leave the site until this has been achieved.
- Out of Service tags will be attached to the isolation switch or valve in a position readily visible and shall be correctly completed to show:
  - The name of the person placing the tag.
  - Date and time of placement.
  - Reason for placing the tag.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION EIGHTEEN</b>
<b>Subject:</b>	<b>HOT WORK PERMITS</b>
<b>Approved By:</b>	

### **1. PURPOSE**

Operations generating heat, such as welding, cutting and grinding, can create adverse conditions which can place people and facilities at risk. St Philomena's School, wishes to ensure the highest level of protection by requiring the development and implementation of hot work permit procedures.

### **2. SCOPE**

Hot work permits ensure that safety and fire prevention requirements are in place before any work is commenced which generates a source of heat in an environment where the risk of fire or explosion is increased.

### **3. RESPONSIBILITIES**

**Principals of Departments or the Finance and Administration Officer, where appropriate, are responsible for:**

- Ensuring that a hot work permit system is developed and introduced in such a way that:
  - All people understand the intent of the system.
  - The system is adhered to.
  
- Ensuring staff and students know and use a hot work permit system as necessary.

- Ensuring that contractors know and use a hot work permit system when on site.

**Staff / Contractors** are responsible for:

- Adhering to the hot work permit system.

#### **4. PROCEDURES**

- The hot work permit should give a detailed description of the work involved and any special precautions necessary for staff, students or contractors take before or during the work.
- In the event that certain tests or checks for explosive, toxic, or other health hazards are necessary, the permit should spell out the checks necessary and the employees responsible for providing such checks.
- The permit must be signed off by an authorised/nominated person.

# ST PHILOMENA'S SCHOOL,

## Occupational Health and Safety Manual

<b>Classification:</b> OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION NINETEEN
<b>Subject:</b> SAFETY COMMITTEE
<b>Approved By:</b>

### 1. PURPOSE

The aim of St Philomena's School, Safety Committee is to facilitate co-operation between management and staff in developing and implementing systems to protect staff, student, contractor and visitor health and safety at the workplace.

### 2. SCOPE

- To keep under review the measures taken to ensure the health and safety of all persons at the workplace.
- To investigate and attempt to resolve any matters which:
  - A member of the Committee or any other staff member considers is a health and safety risk.
  - Have been brought to the attention of the Committee.
- Assist in the development of a safe working environment and safe systems of work.
- Recommend to management, training and education programs for particular groups in order to overcome employee health and safety issues.
- Obtain from management prior to implementation, details of proposed changes to the place of work which could affect the health and safety of persons at work.

- Assist in the development of an appropriate recording system for accidents and hazardous situations.
  
- Have access to information kept by the employer:
  - Relating to accident and occupational disease occurring at work.
  
  - Relating to any research, testing or examination of any plant or substance for use at work.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TWENTY</b>
<b>Subject:</b>	<b>HEALTH AND SAFETY PUBLICITY AND PROMOTION</b>
<b>Approved By:</b>	

### **1. PURPOSE**

To ensure that the School's commitment to the health, safety and welfare of its employees, students, contractors and the public is effectively communicated, a range of strategic activities will be undertaken.

### **2. SCOPE**

Efforts will be directed towards ensuring that all personnel are kept informed of health and safety activities and where appropriate, the injury performance of their individual department. This will include the use of meetings, statistics, signs, notices and other imaginative measures to heighten awareness.

### **3. RESPONSIBILITIES**

**Assistant Principals & Co-ordinators** are responsible for:

- Including Occupational Health and Safety issues regularly in Department meetings.
- Providing a forum for staff to raise and discuss Occupational Health and Safety issues.
- Taking action on Occupational Health and Safety issues swiftly and providing feedback.

**Staff** are responsible for:

- Participating in discussions regarding Occupational Health and Safety issues.
- Immediately informing their supervisor of any Occupational Health and Safety issue of which they become aware.

#### **4. MANAGEMENT MEETINGS**

Within appropriate management meetings, Occupational Health and Safety issues will be addressed through the inclusion and minuting of discussions on topics including -

- Progress on Safety Management Programs.
- Accidents.
- Rehabilitation progress.
- Planning issues.

#### **5. HEALTH AND SAFETY NOTICEBOARDS**

Appropriate notice boards will include displays and promotion of safety related information.

Notice boards should contain information on:

- The School's Health and Safety Policy.
- The name of the Safety Committee representatives.
- List of First Aiders.
- Injury, compensation and rehabilitation procedures.

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- Emergency plans, procedures and telephone numbers.
  
- The current Health and Safety Management Plan.
  
- The minutes of the last Safety Committee meeting.
  
- Information on how to access additional health and safety information.
  
- Any approved health and safety promotional materials.

**6. HEALTH AND SAFETY PROMOTIONAL ACTIVITIES**

- The Safety Committee will devise an annual schedule of promotional topics and activities for the approval of the Principal. This will address issues pertinent to education generally and the School's Health and Safety Management Plan. It will involve both active and passive promotions.
  
- As deemed appropriate, items may be prepared for inclusion in the School's publications.

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TWENTY ONE</b>
<b>Subject:</b>	<b>STATUTORY REQUIREMENTS</b>
<b>Approved By:</b>	

**1. PURPOSE**

The School and its Management have a responsibility to be aware of the relevant legislation applicable to New South Wales. Management is responsible for ensuring that these legislative requirements are complied with by St Philomena's.

**2. SCOPE**

To provide the mechanisms for establishing and maintaining relevant information to enable staff to familiarise themselves with requirements under Federal, State and Local Government legislation.

**3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring that up-to-date copies of relevant legislation are available and understood.
- Providing a system to monitor compliance with relevant Health and Safety legislation.
- Ensuring that all legislative reporting procedures are in place, and knowingly complied with.

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- Where a method of work has been prescribed under legislation, ensuring that procedures are known, understood and adhered to.
- Maintaining a list of relevant contact points and reference names pertinent to statutory authorities.

**Assistant Principals & Co-ordinators** are responsible for:

- Keeping up-to-date with legislative requirements.
- Developing necessary procedures, in consultation with staff, for such work as is prescribed by legislation.
- Ensuring that staff and contractors are aware of and adhere to their responsibilities and the provisions of this Section.

**Staff** are responsible for:

- Complying with legislative requirements as prescribed.
- Participating in the development and improvement of standard operating procedures for prescribed work tasks.
- Adhering to procedures.

**4. PRIMARY LEGISLATION**

The primary legislation related to health and safety in New South Wales is as listed below:

Occupational Health & Safety Act 1983

- Regulations under this Act
- Codes of Practice as developed.
- Australian Standards

Workers Compensation Act/Injury Management Act 1998

Factories Shops and Factories Act 1912

- Regulations under this Act

Construction Safety Act 1912

- Regulations under this Act

Dangerous Goods Act 1975

- Regulations under this Act

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TWENTY TWO</b>
<b>Subject:</b>	<b>SPECIALIST RESOURCES</b>
<b>Approved By:</b>	

## **1. PURPOSE**

In all organisations there are times when local knowledge is insufficient to solve a particular problem. During these times an external specialist can be valuable in supplementing local knowledge.

## **2. SCOPE**

The provision of internal and external specialist resources shall be available to provide both technical and practical expertise to effectively control identified hazards.

## **3. RESPONSIBILITIES**

**The School Board** is responsible for:

- Supporting the provision of specialist input to resolve occupational health and safety issues.

**The Principal** is responsible for:

- Ensuring appropriate expertise is provided to effectively control identified risks.

**The Finance and Administration Officer** is responsible for:

- Liaising with relevant personnel to establish specialist resources.

**4. PROCEDURES**

Approval for engaging specialist resources for health and safety issues shall only be obtained through the Principal.

**5. RECORDS**

Records associated with this procedure include but are not limited to:

Proposals and reports from external specialists.

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<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TWENTY THREE</b>
<b>Subject:</b>	<b>FIRST AID PROVISIONS</b>
<b>Approved By:</b>	

**1. PURPOSE**

The successful management of Occupational Health and Safety requires the anticipation that, in spite of the best efforts to prevent accidents, some injuries may occur.

Legislation outlines a minimum standard of first aid services to be provided in the workplace.

**2. SCOPE**

Comprehensive services will be established and maintained to effectively deal with potential injury or illness.

**3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring that first aid personnel and equipment are provided in accordance with the Regulation.
- Ensuring the release of employees to attend first aid training courses.

**The Assistant Principals** is responsible for:

- Organising training in relation to first aid requirements of personnel.
- Maintaining a central register of trained first aid personnel.

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**The Finance and Administration Officer** is responsible for:

- Co-ordinating the assessment of first aid requirements in relation to equipment.
- Providing information to first aid attendants, and other relevant personnel on legislative changes relating to first aid.
- Maintaining copies of completed Registers of Injuries (7 years minimum).

**First Aid Attendants** are responsible for:

- Providing prompt and appropriate first aid to injured/ill persons.
- Ensuring that first aid kits in their area of control are fully serviceable and stocked.
- Conducting quarterly checks of stock levels, or as required and ensuring no unauthorised stock (i.e. no medications, including headache preparations, antiseptic creams, lotions or other products whose sterility cannot be maintained) is stored in the kits.
- Recording and completing all details on the Register of Injuries (Available in General Office).
- Notifying the Principal or Assistant Principals in relation to any serious injury.
- Notifying the Finance and Administration Officer of any other injury.

**Contents of First Aid Kits  
as per Schedule 1**

**Occupational Health and Safety (First Aid) Regulation 1989 – Attachment 1**

	<b>A</b>	<b>B</b>	<b>C</b>
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5 cm x 5 cm	1	1	-
Bags, plastic, for amputated parts:			
Small	2	1	1
Medium	2	1	1
Large	2	1	-
Dressing, non-adherent, sterile 7.5cm x 7.5cm	5	2	-
Eye pads, sterile	5	2	-
Gauze bandages			
5cm	3	1	1
10 cm	3	1	-
Gloves, disposable, single	10	4	2
Rescue blanket, silver space	1	1	-
Safety pins, packets	1	1	-
Scissors, blunt/short nosed, minimum length 12.5 cm	1	1	-
Splinter forceps, stainless steel	1	1	-
Sterile eyewash solution, 10 ml single use ampoules or sachets	12	6	-
Swabs, prepacked, antiseptic, packs of 10	1	1	-
Triangular bandages, minimum 90 cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First-aid pamphlets (as issued by the St. John Ambulance or the Australian Red Cross Society, or any other first aid pamphlet approved by the Authority)	1	1	1

**First Aid Kit A** For factories and construction sites at which 25 or more persons work and for other places of work at which 100 or more persons work.

**First Aid Kit B** For factories and construction sites at which less than 25 persons work and for other places at work at which less than 100 and more than 10 persons work

**First Aid Kit C** For any place of work, other than a factory or construction site, at which 10 or fewer persons work (includes trucks, utilities and cars used for company business)

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY MANUAL SECTION TWENTY FOUR</b>
<b>Subject:</b>	<b>ACCIDENT/INCIDENT REPORTING AND INVESTIGATION AND WORK INJURY REGISTER</b>
<b>Approved By:</b>	

## **1. PURPOSE**

To help to achieve a safe and healthy working environment, all accident/incidents and near misses must be investigated to identify their root cause(s) and to implement preventative action.

## **2. SCOPE**

This procedure covers all events or situations which have or could have caused property damage, personal injury or ill health. It also details the reporting requirements to meet both St Philomena's School, and State Legislative requirements.

## **3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring that accident/incident reporting systems are fully implemented.
- Ensuring that accidents/incidents are investigated as required.
- Notifying the WorkCover Authority and completing the appropriate statutory notification of injury form when an accident/incident results in death or serious injury to any person present at St Philomena's.

**The Finance and Administration Officer** is responsible for:

- Recording and completing all details on the Register of Injuries (Form 24.1 for staff or Form 24.2 for students).
- Notifying the WorkCover Authority of any notifiable accident/incident (apart from those completed by the Principal).

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Note: Under the Occupational Health and Safety (Notification of Accidents) Regulation, the School must inform the WorkCover Authority of any Accident, work related illness or dangerous occurrence which:

- Results in the death or serious injury of a worker, or
  - Requires the worker to have more than 7 consecutive days off work, or more than 7 consecutive days on alternate duties
- 
- Maintaining copies of all completed Registers of Injuries (7 years minimum).
  - Randomly reviewing the Register of Injuries to ensure all entries are complete.
  - Maintaining a file of all Accident/Incident Report Forms.
  - Ensuring all forms are completed.
  - Assisting in the provision of guidance and providing assistance as required to prevent a recurrence of the same or similar accident/incident.

**Assistant Principals and Co-ordinators, Finance and Administration Officer of Administration Departments** are responsible for:

- Reviewing all Hazard Reports and Accident/Incident Report Forms relevant to their Department.
- Providing guidance and assistance to staff as required to prevent a recurrence of the same or similar accident/incident.

**The Health and Safety Committee** is responsible for:

- Assisting in the accident/incident investigation, when required.
- Reviewing reports and implemented corrective actions.
- Recommending further corrective action, if necessary.

**Staff** are responsible for:

- Immediately reporting to the Principal or Assistant Principals any serious accident/incident they become aware of.

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- Reporting to the Finance and Administration Officer any other accident/incident or near miss they become aware of.
- Recording and completing all details on the Register of Injuries (Form 24.1 for staff or Form 24.2 for students).
- Co-operating in the investigation process.

**4. RECORDS**

Records associated with this procedure include but are not limited to:

Statutory Notification

- |           |                                      |
|-----------|--------------------------------------|
| Form 24.1 | Register of Injuries for Staff       |
| Form 24.2 | Register of Injuries for Students    |
| Form 24.3 | Accident/Incident Report Form        |
| Form 24.4 | Statutory Accident Notification form |

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### Register of Injuries for Staff Form 24.1

WorkCover Workers' Compensation Act 1987  
(Section 90)

<b>Particulars</b>	
Name of injured worker	
Address	
Age	
Occupation	
Industry in which worker was engaged	
Activity in which worker was engaged at time of injury	
Date of Injury	
Time of Injury (Hour)	am pm
Nature of Injury	
Cause of Injury	
Remarks	
Signed Address Date	

***Entries in this book shall be made in ink***

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### Accident/Incident Report Form

#### Form 24.3

**Tick Appropriate Boxes**

<b>Accident/Incident Number</b>							
<input type="checkbox"/>	Personal Injury	<input type="checkbox"/>	Property Damage	<input type="checkbox"/>	Hazardous Substance Discharge	<input type="checkbox"/>	Other Incident (Near Miss)
<b>Person</b>			<b>Department</b>				
<b>Address</b>			<b>Location of Accident/Incident</b>				
<b>Occupation</b>			<b>Date</b>				
<b>Student</b>							
<b>Substance</b>			<b>Time</b>				

**Tick Appropriate Boxes**

ACTIVITY INVOLVED	PART OF BODY INJURED	NATURE OF INJURY	TREATMENT
<input type="checkbox"/> Machinery In Motion	<input type="checkbox"/> Principal	<input type="checkbox"/> Sharp Injury	<input type="checkbox"/> First Aid
<input type="checkbox"/> Hand tool	<input type="checkbox"/> Eye	<input type="checkbox"/> Laceration	<input type="checkbox"/> Return to Work
<input type="checkbox"/> Portable Power Tool	<input type="checkbox"/> Finger	<input type="checkbox"/> Concussion	<input type="checkbox"/> Sent to Company Doctor
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Back	<input type="checkbox"/> Bruising	<input type="checkbox"/> Sent own Doctor
<input type="checkbox"/> Harmful Contacts	<input type="checkbox"/> Arm	<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Ambulance
<input type="checkbox"/> Fall, Slip, Trip	<input type="checkbox"/> Hand	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sent Hospital
<input type="checkbox"/> Struck by/against Objects flying/falling	<input type="checkbox"/> Leg	<input type="checkbox"/> Foreign Body	
<input type="checkbox"/> Vehicle(s)	<input type="checkbox"/> Foot	<input type="checkbox"/> Burn/Scald	
<input type="checkbox"/>	<input type="checkbox"/> General or Systemic	<input type="checkbox"/> Exposure to body fluid	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	

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EMPLOYEES EXPERIENCE OR STUDENT ATTENDANCE		CONDITIONS AT TIME OF INCIDENT		HOW OFTEN TASK DONE	APPROXIMATE INJURY DAMAGE COSTS
	First Week		Wet	Once every day	(For Office Use)
	First Month		Slippery	More than once a day	
	1- 6 Months		Noisy	Once every week	Personal \$
	6-12 Months		Dusty	More than once every week	
	1 - 5 Years		Hot	Once every month	Plant &
	5 Years +		Cold	More than once every month	Equipment
			Confined	Other (Give details)	
			Poor Light		
			Other (give details)		
					TOTAL

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<b>Describe the Accident/Incident</b>	
What was the person doing?	
What happened unexpectedly?	
How exactly did the accident/incident occur?	
Witness(s) Name	Address
<i>Attach statement if insufficient space available</i>	

<b>Analysis of the facts – describe what actions, and or condition contributed to the event</b>
People and Procedures:
Machine and Equipment:
Environment:

<b>Corrective Action (consider design changes, training inspection procedures etc. – What has been done or is planned to prevent recurrence. Please specify steps required to minimise/eliminate a recurrence</b>		
Corrective Action	Person Responsible	Date Completed
<b>Investigators Name :</b>	<b>Date:</b>	

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Review by the Principal	
Name	Date:
Person Responsible for Corrective Action	Name: Date Completed:
Person Verifying Action Completed	Name Date of Verification

Office Use Only	
Register of Injuries	Name: Date:
Workers Compensation Claim	Name: Date:
Statutory Authority Notified	Name: Date:
Signature of Person Confirming Information:	
Document Path	
Initiator :	Name: Date:
	Name: Date:
	Name: Date:

**The investigation process is not completed until all corrective action is fully implemented**

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TWENTY FIVE</b>
<b>Subject:</b>	<b>REHABILITATION</b>
<b>Approved By:</b>	

### **1. PURPOSE**

To provide guidelines for the management of injuries or illnesses, to assist the employee to return to pre-injury duties as soon as possible and to minimise time lost.

### **2. SCOPE**

St Philomena's School, is committed to preventing injury and illness by providing a safe and healthy work environment. Sometimes in spite of the best efforts to prevent accidents, some injuries may occur. Rehabilitation of employees is a shared responsibility and we provide an Occupational Rehabilitation Program for any employee who sustains a work related injury or illness.

### **3. POLICY**

In the event of injury or illness it is our policy to:

- Ensure that the rehabilitation process begins with an early, accurate medical assessment and involvement of rehabilitation providers to support the role of the treating doctor.
- Establish rehabilitation as the usual course of action, following treatment doctor/rehabilitation providers' direction.
- Provide meaningful and productive duties following illness or injury.
- Consult with the employee or people representing him or her, to ensure that our rehabilitation program is effective.

- Ensure no employee is prejudiced by participation in a rehabilitation program.
- Integrate the employee back into the workforce as soon as practicable.

#### **4. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring a site Rehabilitation Co-ordinator is appointed and trained in accordance with state legislative requirements.
- Ensuring the policy and procedures are communicated to all staff.
- Ensuring that relevant staff are involved in the development of the rehabilitation policy and procedures.

**The Assistant Principals or Finance and Administration Officer**, as appropriate, is responsible for:

- Ensuring the employee receives first aid treatment and is accompanied to medical treatment centre if appropriate.
- Ensuring the letter of rehabilitation intent accompanies the employee to the doctor or hospital (Form 25.2).
- Contacting the Rehabilitation Co-ordinator as soon as possible after:
  - Any notification of injury.
  - The doctor certifies the employee unfit for work.
  - An employee is placed on restricted duties or alternative duties.
- Ensuring contact with the employee is maintained throughout the rehabilitation process.

**Staff** are responsible for:

- Taking care in the performance of work to prevent work related injury/illness.
- Co-operating with St Philomena's School, on rehabilitation obligations.
- Co-operating in workplace changes to assist rehabilitation of fellow employees.
- Notifying the Principal or Assistant Principals of any serious injury/illness as soon as possible.

**The Rehabilitation Co-ordinator** is responsible for:

- Acting as a link between doctors, rehabilitation professionals and the employee.
- Assisting Management in deciding suitable work options.

Specifically, this involves:

- Ensuring that there is no delay in the availability of return-to-work (RTW) duties.
- Ensuring contact is maintained with the injured worker.
- Ensuring that return to work duties are consistent with medical advice.
- Being responsible for developing the return to work plan.

## **5. CONFIDENTIALITY**

Medical information regarding an employee's injury/illness can only be obtained with the employee's written consent. A sample authorisation form follows - "Authorisation for the disclosure of Medical Information" - (Form 25.1)

Such information must be kept confidential. Access to these records will be limited to specific personnel and only relevant information can be provided to those who have genuine need to know.

## **6. RECORDS**

- 25.1 Medical Disclosure Form
- 25.2 Referral for treatment
- 25.3 Return to Work Plan
- 25.4 Post Injury Rehabilitation Flowchart

**FORM 25.1**

**Authorisation for the disclosure  
of Medical Information**

I, \_\_\_\_\_, hereby authorise St Philomena's School, to obtain or exchange medical information with any treating Doctor, Insurance Company, Rehabilitation Provider, about a medical condition and/or rehabilitation program in relation to my disability/injury which occurred on or about (date of accident).

I understand this consent is required to assist with my return to work/rehabilitation and that all information obtained is treated in confidence.

This authority is valid until the file is closed.

I agree that a photocopy of this authorisation may be treated with the same validity as its original.

Signed \_\_\_\_\_

Name: \_\_\_\_\_

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

**DOCTOR'S REFERRAL  
FORM 25.2**

Date

Dear Doctor

Re Employee Name

Presented with (injury/symptoms)

We have undertaken the following (treatment - First Aid)


The employee's work entails:


St Philomena's School, recognises that early return to work is an essential part of the injury management process. We are committed to the provision of suitable duties to facilitate the early and safe return to work of our employees.

Would you please assess/manage this problem as you consider necessary and complete a WorkCover Medical Certificate outlining any restrictions.

We look forward to working with you and request that you contact \_\_\_\_\_  
\_\_\_\_\_(School Rehabilitation Co-ordinator) on the above  
number to discuss rehabilitation and suitable duties in further detail.

Yours sincerely,

Rehabilitation Co-ordinator

Supervisor

**Return to Work Plan**

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**Form 25.3**

The following Return to Work (RTW) plan has been developed for:

1	Job Title		
2	Work Location		
3	Supervisor		
4	Duties/Consideration/ Restrictions	Duties	Consideration/ Restriction
		( )	( )
		( )	( )
		( )	( )
		( )	( )
	Specific Duties to be avoided		
5	Hours/Days of work		
6	Wages		
7	Commencement Date		
8	Length of Program		
9	Review Dates		
10	General Comments		
	The following parties have agreed to the program		
	Injured Worker		
	Supervisor		
	Rehabilitation Co-ordinator		
	Treating Doctor		
	Date		

<b>Classification:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY MANUAL SECTION TWENTY SEVEN</b>
<b>Subject:</b>	<b>EMERGENCY PROCEDURES</b>
<b>Approved By:</b>	

**1. PURPOSE**

Emergency procedures are plans of action to be taken in an emergency.

The following procedures are designed to ensure that adequate planning is undertaken to minimise the impact of foreseeable threats to life and the well being of students, employees, contractors, visitors and public, disruption to school activities and damage to property and the environment.

**2. SCOPE**

Processes should be developed for all foreseeable types of emergency.

**3. RESPONSIBILITIES**

**The Principal** is responsible for:

- Ensuring emergency procedures are developed, implemented and appraised regularly. (Note: including practice drills)
- Ensuring resources are allocated to enable installation of essential services.
- Ensuring all aspects of this system are fully implemented.
- Reviewing all Fire Reports.

- Ensuring procedures (Attachment 1) are known and complied with by all persons.
- Appointing an Emergency Response Team to co-ordinate emergency response (Assistant Principals, General Co-ordinator, Finance and Administration Officer, Principal of Primary, Maintenance Manager).

**The Emergency Response Team is responsible for:**

- Maintaining a file for all Fire Reports and summary of feedback post evacuation exercises.

**Assistant Principals & Co-ordinators** are responsible for:

- Carrying out inspections, implementing procedures and training to enable all persons to work as a team to minimise disruption should an emergency occur.
- Completing the Emergency Response Assessment Report.
- Ensuring the completion of Fire Reports and forwarding the completed reports to the Assistant Principals of the Finance and Administration Officer.

The **OHS Committee** is responsible for:

- Reviewing the effectiveness of the emergency procedures and training on a regular basis.

**Staff** are responsible for:

- Familiarising themselves with all aspects of emergency procedure as set out in the Staff Handbook and in any other published information.
- Complying with fire prevention and emergency procedures.

#### **4. PROCEDURES**

- Health & Safety procedures and work practices must be designed and implemented to minimise the risk of fire.
- Emergency lighting, power and other equipment shall be provided and, where appropriate, must comply with the relevant Australian Standard.
- Fire fighting equipment shall be provided on the basis of exposure, applicable standards and/or statutory requirements.
- Emergency procedures shall be developed to meet the specific needs of the St Philomena's School, premises. The procedures must cover:
  - Fire
  - Security
  - Internal Emergencies (building damage interruption) to supplies i.e. water, gas, chemicals etc.
  - Evacuation
- Copies of procedures shall be located in readily accessible places throughout the school. In addition, evacuation procedures shall be displayed in prominent places throughout the buildings.
- All staff & students shall receive training, including practical training based on "desktop" exercises and simulated evacuation.
- The effectiveness of emergency procedures shall be evaluated following each emergency or drill and corrective action taken as appropriate.

**5. RECORDS**

Records associated with this procedure include:

- Form 27.1 Fire Report
- Form 27.2 Emergency Response Assessment Report
- Form 27.3 Emergency Procedures

**Fire Report**

**Form 27.1**

Date_____
Time of day_____ AM/PM
AREA_____
DESCRIBE WHAT HAPPENED: _____ _____ _____ _____ _____ _____ _____
WHAT OTHER STAFF ASSISTED: _____ _____ _____ _____
WHAT WAS USED TO EXTINGUISH THE FIRE: <input type="checkbox"/> EXTINGUISHER _____ <input type="checkbox"/> FIRE BLANKET _____ <input type="checkbox"/> OTHER (Specify) _____

**Emergency Response Assessment Report  
Form 27.2**

Type of Emergency	
Date	
Time	
Evacuation Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Personnel Involved ( <i>list</i> )	
External Services Involved ( <i>list</i> )	
Detailed Description of Events	
Corrective Action Required	
Corrective Action Taken	
By Whom	
Date	
Name	
Signature	

**Emergency Procedures**

**Form 27.3**

**Emergency Notification**

The following procedure shall be followed when an emergency situation occurs:

Should you become aware of a fire or any other emergency situation immediately notify a member of the Emergency Response Team.

The **Staff member** will notify a **Member of the Emergency Response Team** of the:

- Type of emergency
- Nature of emergency
- Exact location
- Extent of emergency

The **Member of the Emergency Response Team** will:

- Assess the situation to determine if evacuation is required
- Raise the appropriate alarm
- Advise Emergency Response Personnel.
- Advise the switchboard operator to notify emergency services relaying the following information.
  - Type of emergency
  - Nature of emergency
  - Exact location
  - Extent of emergency

**After Normal Business Hours**

In the event of an emergency occurring after normal school hours a telephone call out list is available (Appendix E).

**APPENDIX A**

**SITE PLANS AND EVACUATION ASSEMBLY AREAS**

To feature.

- Alarm Points
- First Aid Room
- Fire Fighting Equipment
- Exit Points
- Evacuation Assembly Areas
- Utility connections and shutdown points
- Drainage points

NOTE: To be posted on appropriate noticeboards and included in Occupational Health and Safety Management Systems Manual.

**APPENDIX B**

**RESPONSIBILITIES OF EMERGENCY PERSONNEL**

**The Assistant Principals (or in her absence another member of the Emergency Response Team) will be responsible for:**

- When notified of a possible emergency, assessing the situation and determine if evacuation is required.
- If evacuation is necessary initiating announcement and direct Emergency Response Team Members to report to the General Office or Scene of Emergency.
- Advising switchboard operator to contact other key areas in the school and appropriate emergency service.
- Ensuring the Principal has been notified.
- Determining and supervising what action, if any, is required prior to the arrival of emergency service.
- Advising Emergency Response Team Members of the emergency and what action is required of them.
- Liaising with Emergency Response Team Members to ensure evacuation has been effected.
- Arranging for neighbouring properties to be advised should this be necessary.
- Notifying Police and WorkCover Authority if a death or serious personal injury has occurred.
- Taking overall charge at the incident site.
- Meeting with Emergency Services and directing them to the incident site.
- Liaising with Emergency Services.

**The receptionist** will be responsible for:

- When notified of a possible emergency immediately informing the Assistant Principals or if unavailable, another member of the Emergency Response Team.
- As directed by the Assistant Principals notifying Wilkinson House, Nelson House, the Tuckshop and Primary School.
- Informing Emergency Services as directed.
- Standing by to assist in emergency communication.

**The Finance and Administration Officer** will be responsible for:

- Contacting and informing office areas, the kitchen, domestic and maintenance staff.

**The Maintenance Manager** will be responsible for:

- Organising turning off the gas at the main.
- Removing the padlock from the main car park gate.

**The Emergency Response Team** will be responsible for:

- When notified of an emergency proceeding to the designated area near the General Office as per the evacuation procedure.
- IF INSTRUCTED to do so by the Assistant Principals inspecting the designated area to ensure all personnel have left the area. Where it is safe to do so ensuring that equipment has been switched off.
- Checking with the Co-ordinator of Student Welfare to ensure that all personnel (including visitors/contractors) are accounted for.
- Advising the Assistant Principals of evacuation results (i.e. all persons accounted for, or that certain personnel are missing).
- Follow instructions given by the Assistant Principals.

**The First Aid Attendants from the General Office** will be responsible for:

- When notified of an emergency collecting the First Aid Kit and taking it with them to the designated assembly area.
- Rendering first aid as required.

*NOTE: It must be recognised that the Emergency Service have legal authority to take command in some instances and St Philomena's School, will ensure full information is available to Emergency Service Personnel on which informed decisions can be made at that time.*

**BOMB THREAT CHECKLIST**

**Appendix C**

**REMEMBER KEEP CALM - DON'T HANG UP**

**Questions to Ask**

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What does the bomb look like?
5. What kind of bomb is it?
6. What will make the bomb explode?
7. Did you place the bomb?
8. Why did you place the bomb?
9. What is your name?
10. Where are you?
11. What is your address?

**EXACT WORDING OF THREAT**

.....  
.....  
.....  
.....  
.....

**ACTION**

Report call immediately to the Principal, the Assistant Principals or a member of the Emergency Response team as is available.

.....

**BOMB THREAT**

<b>Callers Voice</b>	Accent (specify) Any impediment (specify) Voice (loud, soft, etc) Speech (fast, slow, etc) Manner (calm, emotional, etc) Did you recognise the voice If so, who do you think it was? Was the caller familiar with the area?
<b>Threat Language</b>	Well spoken Incoherent Irrational Taped Message read by caller Abusive Other
<b>Background Noise</b>	Street Noises House Noise Aircraft Voices Music Machinery Other
<b>Other</b>	Sex of Caller Estimated Age
<b>Call Taken</b>	Date : / / Time Duration of call: Number called

Recipient's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**BOMB THREAT MESSAGE**

There is a caller on the line who says a BOMB is planted on the site.

**Appendix D**

**EMERGENCY PERSONNEL**

**Emergency Response Team Members:**

Assistant Principals

General Co-ordinator

Finance and Administration Officer

Principal of Primary

Maintenance Manager

**Other key staff to assist**

Co-ordinator of Student Welfare

**Appendix E**

**EMERGENCY TELEPHONE NUMBERS**

<b>Emergencies</b>	Fire Brigade	Telephone 000
	Ambulance Service	Telephone 000
	Police Service	Telephone 000
	Nominate Company Location	SCEGGS 215 Forbes Street Darlinghurst NSW
	Nature of Emergency	
<b>Other Agencies</b>	Environment Protection Authority	Telephone: 131555
	Poisons Information Centre	Telephone: 131126
	Energy Australia	Telephone: 131388
	Gas	Telephone: 131909
	WorkCover Authority	Telephone: 93705000
	Sydney Water	Telephone: 132090

**EMERGENCY CALLOUT LIST**

NOTE: If the first person is unavailable, work through the list

<b>Name</b>	<b>Position</b>	<b>Telephone Number</b>
	<b>Principal</b>	<b>420</b>
	<b>Assistant Principals</b>	<b>424</b>
	<b>General Co-ordinator</b>	<b>426,471 0418 116812</b>
	<b>Finance and Administration Officer</b>	<b>457</b>
	<b>Maintenance Manager</b>	<b>0418 116815</b>

<b>Classification: OCCUPATIONAL HEALTH &amp; SAFETY MANUAL SECTION TWENTY SIX</b>
<b>Subject: CLAIMS ADMINISTRATION AND INJURY MANAGEMENT</b>
<b>Approved By:</b>

## 1. PURPOSE

To define claims management procedures and to ensure compliance with statutory requirements and promote effective claims control.

## 2. SCOPE

This procedure covers a general approach to claims management. However, as these are constantly subjected to change, information regarding entitlements to payments should be directed to the licensed Workers Compensation Insurer.

## 3. DEFINITIONS

- **Significant Injury** means a workplace injury that is likely to result in the worker being incapacitated for a continuous period of more than 7 days, whether or not any of those days are work days and whether or not the incapacity is total or partial or a combination of both.
- **Injury Management** means the process that comprises activities and procedures that are undertaken or established for the purpose of achieving a timely, safe and durable return to work for workers following workplace injuries.
- **Injury Management Plan** means a plan for co-ordinating and managing those aspects of injury management that concern the treatment, rehabilitation and retraining of injured worker, for the purpose of achieving a timely, safe and durable return to work for the worker.
- **Injury Management Program** means a co-ordinated and managed program that integrates all aspects of injury management (including treatment,

rehabilitation, retraining, claims management and employment management practices) for the purpose of achieving optimum results in terms of timely, safe and durable return to work for injured workers.

#### **4 RESPONSIBILITIES**

**The Principal** is responsible for:

- Appointing a trained Rehabilitation Co-ordinator to co-ordinate the Workers Compensation claims handling process.
- Ensuring the implementation and maintenance of a claims management process which is consistent with legislative requirements.
- Ensuring the establishment of a Return To Work Program which is consistent with the Insurers Injury Management Program.
- Ensuring relevant staff consultation in the development of the Return to Work Program.
- Ensuring all staff are aware of their obligations under the appropriate State Workers Compensation legislation.
- Ensuring the Return To Work Program and a summary of the Workers Compensation Act is promoted and displayed at the workplace.

**The Finance and Administration Officer** is responsible for:

- Ensuring notification to the Insurer within 48 hours for significant injuries in accordance with legislative reporting requirements.
- Ensuring notification to the Insurer within 7 days for workers compensation claims in accordance with legislative reporting requirements.
- Liaising with the employee and other relevant personnel on the progress of each claim.
- Ensuring staff who are referred for treatment by St Philomena's School, are provided with a copy of correspondence to treating doctor.
- Reviewing claims status with the Workers Compensation insurer on a quarterly basis or as appropriate.
- Maintaining appropriate training and procedures.

## **5. CLAIMS MANAGEMENT**

- The insurer shall be notified of all "significant injuries" on an insurer early notification form within 48 hours.
- All claims for workers compensation must be processed through the Finance and Administration Officer.
- A claim form is required if any employee is absent from work, and/or medical and other expenses are incurred as a result of a work related injury/illness.
- When an injury/illness results in an absence from work a WorkCover medical certificate must accompany the claim form.

- The employee is required to complete all aspects of their claim form, and provide all relevant documentation ie. medical certificates, receipts for expenses incurred etc.
- The employer's section of the claim form is to be completed by the Finance and Administration Officer.
- Where possible witness statements shall be obtained and forwarded to the Insurer.
- A workers compensation claim file shall be established for each claim and contain a copy of the Workers Compensation File Notes (Form 16.2)
- Current compensation files shall be reviewed internally at least monthly.
- Quarterly or as necessary claim review meeting with cost estimates being completed shall be undertaken with the Insurer.

## **6. RECORDS**

Records associated with this procedure include but are not limited to:

- Accident/Incident Report Form
- Insurer Notification Significant Injury
- Return to Work Plan (see Section 13)
- Workers Compensation File Notes (Form 26.2)
- Workers Compensation Claim Forms
- Expense Forms

**Insurer Notification Significant Injury  
Form 26.1**

St Philomena's School, to Provide



**Classification: OCCUPATIONAL HEALTH & SAFETY MANUAL**

**Subject: DOCUMENT CONTROL**

**Approved By:**

## **APPENDICES**

### **1. PURPOSES**

- To define the system for the control of documents in the Occupational Health and Safety Manual.
- All documents and data are reviewed and approved prior to issue
- Locations of all control documents are recorded.
- All superseded documents are controlled and/or removed from use.

### **2. SCOPE**

- All documents and data used in the Occupational Health and Safety Manual

### **3. DOCUMENT FORMAT**

Policy and Procedures in the Occupational Health and Safety Manual will all conform to a general form. The terms:-

- Scope
- Procedure
- Record

will always appear.

General headings such as:-

- Definitions
- References
- Responsibilities

### **4. MATERIAL IN COMPUTER SYSTEMS**

Policy and Procedure Documents, which are freely available on St Philomena's School, computer system will be protected from change by password protection.

The decision of access by any employee in the School is at the discretion of the management.

#### **CHANGES TO DOCUMENTS**

Changes to documents will occur as a result of:-

- Personal injury, property damage to near miss incidents
- Current practice being changed as a result of Legislative change.
- An audit either internal or external

- A system improvement
  
- Management's discretion

### **SUPERSEDED DOCUMENTS**

The Finance and Administration Officer will keep the last superseded copy of the "Occupational Health and Safety Manual and associated forms. This can be maintained as a computer file or a hard copy.

### **DOCUMENT REVIEW**

Documents and forms shall be continuously reviewed for improvement and effectiveness. Management review meetings, audits and injury/incidents are opportunities to review documentation. Managers/supervisors are responsible for reviewing documents in their department for suitability and effectiveness. The Finance and Administration Officer is responsible for ensuring that all documents entered on a register are reviewed once a year.

All new policy and procedure documents are to be approved by the Principal of St Philomena's.

Once the document is approved it is to be processed for distribution by the nominated Supervisor.

### **FORM CONTROL**

All forms associated with the Occupational Health and Safety Manual will be listed on the "Forms Master List".

Forms are numbered to represent a section within the Occupational Health and Safety Manual e.g. Section 15 (Accident Investigation).

## **DISTRIBUTION**

Distribution of the manual and associated forms will be at the discretion of the School Board.

The Finance and Administration Officer will notify holders of the Occupational Health and Safety Manual when a change of form occurs.

## **5. RECORDS**

Records associated with document control are:-

Employee Health & Safety Manual Register  
Register of Updates  
Forms Master List.









**COMPUTER REGISTER**

**FORM 002.4**

**Last Review – Nov 07      Next review Nov 08.**