



CANNON HILL ANGLICAN COLLEGE

WORKPLACE HEALTH AND SAFETY INDUCTION INFORMATION

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A WORK HEALTH AND SAFETY ACT 2011

1 RESPONSIBILITY OF WORKERS

In accordance with the *Work Health and Safety Act 2011*, workers are required to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any reasonable instruction given by the College and any reasonable policy or procedure of the College to comply with the WHS Act and WHS Regulation.

B WORKPLACE HEALTH AND SAFETY POLICY

It is the school's policy to conduct activities in a way that protects the health and safety and well being of all persons associated with the school.

To aid in the implementation of this policy, the School will endeavour to:

- Comply with all relevant statutory obligations, advisory standards and industry standards, making adequate provision of resources to meet these requirements;
- Provide information, instruction and training for all staff to increase personal understanding of workplace hazards and to ensure hazards can be identified;
- Involve the School Community on health and safety matters, and consult with them in ways to reduce workplace hazards and improve control systems;
- Provide support, assistance and resources to promote an integrated rehabilitation program for all workers who sustain an injury or illness.
- Set short and long term objectives in health and safety management as part of an ongoing action plan and regularly review its performance and that of management, against the objectives of this policy.

HEALTH and SAFETY is both an individual and shared responsibility of staff, students, visitors and other persons involved with the school. We all need to follow and adhere to safe practices at all times and to employ safety equipment where possible.

We need to develop a spirit of safety consciousness.

To this extent should any member of the school community, contractor or visiting member of the public perceive any hazard and/or problem regarding health and safety at the school, we request you to report this immediately to Reception or to the School's Workplace Health and Safety Advisor so that necessary steps may be taken.

Staff working on site outside normal hours must (for safety and security reasons) ensure that the College Security Officer (Facilities Manager or Maintenance, Grounds & Cleaning Supervisor) is advised in advance of the time and duration of the activity and of the area(s) in which the work is to be undertaken. The Workplace Health & Safety Advisor must be advised of the nature of the work to be undertaken so that adequate steps may be taken to ensure the personal safety of the worker and, where appropriate, this will include ensuring that no potentially dangerous activity is undertaken by a single employee.

C WORKPLACE HEALTH AND SAFETY COMMITTEE

The committee will comprise:

- Assistant Principal
- Facilities Manager
- Workplace Health & Safety Advisor
- One nominee from each of the following faculties:
- Technology
- Science
- HPE
- Art
- Music
- Primary

The committee shall meet at least once per term.

The committee has responsibility for:

- Overall supervision of Workplace Health & Safety in the College
- Implementation of Workplace Health & Safety guidelines
- Advising the Principal in the development of Workplace Health & Safety policies
- Implementation of evacuation procedures

Current staff represented on the Workplace Health and Safety Committee are:

- Dave Pavish (Assistant Principal and Chair of Workplace Health and Safety Committee)
- Robyn Bell (Principal)
- Justin Philip (Facilities Manager)
- Kerryn Campbell (Business Manager)
- Terry Levi (Workplace Health and Safety Advisor/Property Services)
- David Quinn (Ghostgum Audio and Arts Centre Manager)
- Leanne Stephens (Science)
- Brenton Schutz (ITD)
- Fiona McCreadie (Primary)
- Carmel Mungavin (Visual Arts)
- Justin Leegwater (Visual Arts)
- Russell Greer/Mark Spinkler (HPE/Sport)
- Les Fergus (Head of House)

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- Jim Stretton (Property Services)
- Thuan Bui (Research Centre)

D WORKPLACE HEALTH AND SAFETY OFFICER (WHSO)

The Workplace Health and Safety Advisor is **Terry Levi**. He is also one of the Property Services Team and can be contacted by phoning Mobile: **0404 849 047**.

Workplace Health and Safety Advisors are trained in areas of Workplace Health and Safety and have been appointed by the Principal of the college. Their main responsibility is to report on the overall health and safety at the College. If you identify any hazards at the workplace, please contact the WHSA or your Representative as soon as possible and complete a Hazard Report Form.

The Business Manager, Kerryn Campbell, supports the work of the WHSA and can also assist with Workplace Health and Safety issues. Kerryn can be contacted on 3896 0405 or 0400 955 012.

E HEALTH AND SAFETY POLICIES

- Workplace Health and Safety Policy
- Duty of Care Policy
- Health Care/First Aid Policy
- Allergy Management Policy
- Sun Safety Policy

F HEALTH AND SAFETY PROCEDURES

- Accident Report Procedure
- Emergency Procedures – Evacuation
- Emergency Procedures – Lockdown
- Critical Incident Management Plan

G OTHER HEALTH AND SAFETY MATTERS

1 SMOKE FREE

The College is a Smoke Free Zone.

2 GENERAL SAFETY

1. Use of Hot Water Urns is restricted to Canteen counter and Auditorium - Catering Centre Counter;
2. Speed Limit of 10kph on all internal roads and Car parking areas;
3. Switch Board Access to be kept clear (refer to notes on Electrical Switchboards);
4. Passage ways to be kept clear from obstruction;
5. Any personal electrical equipment brought to School must be provided to Terry Levi for tag and testing.

3 INCIDENT REPORTING

All Accidents and Incidents are recorded on an Accident and Incident Report form. Forms are available from the Staffroom and must be completed AS SOON AS POSSIBLE after the incident and contain as much information as possible.

Accident and Incident Report Forms are filed by Senior Secondary Reception.

Please refer to the Accident Report Procedure for further information.

4 HAZARD REPORTING

A hazard is a situation or thing that has the potential to cause harm to a person.

Upon identification of a hazard, complete a Hazard Report Form (available from the Staff room) and provide it to Terry Levi or Kerryn Campbell. The Hazard Report will be logged in the Hazard Register and allocated to the appropriate person for rectification.

5 ON SITE AND OFF SITE ACTIVITIES

All submissions for On Site and Off Site Activities must be completed on the relevant On Site or Off site Activity Request Form available from the Staffroom. All submissions must be accompanied with a risk assessment for the activity.

There are a number of standard risk assessments available for particular activities (eg guest speakers, excursions to the museum). Should you require any assistance with completing a risk assessment please do not hesitate to contact Kerryn Campbell, the Business Manager.

6 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) **MUST** be worn if it has been identified as a control in a risk assessment.

PPE is used as a last resort if the hazard cannot be completely eliminated by using alternate controls.

7 HAZARDOUS SUBSTANCES

Hazardous Substances are used throughout the College in areas such as Science, ITD, Visual Arts and Property Services.

All hazardous substances are to be recorded in the School's Hazardous Substances Register on the ChemWatch database and a Safety Data Sheet (SDS) is to be filed in the SDS folder for the relevant faculty or department. The SDS folder is available for all staff to view as required.

A risk assessment is to be completed for all hazardous substances using information available on the Safety Data Sheet (SDS).

Before using a substance, please refer to the SDS. A copy will be available in the SDS folder in the relevant faculty and in the Hazardous Substances Register on the ChemWatch Database. The SDS will list all possible health risks, precautions, PPE and first aid advice in the event of exposure.

Purchasing Substances must follow WHS procedures taking into account any hazards and risks.

8 PLANT AND EQUIPMENT

Before any plant and equipment is used, the following should be carried out:

- Risk Register on the operation or use must be completed
- Level of hazard and control measures recorded
- Safe Operating Procedure written up
- Training on safe use given
- Training Register Signed
- Maintenance records kept
- Correct PPE provided
- Review of procedures needs to be done in compliance with WH&S Regulations.

Purchase of any Plant must follow WHS procedure taking into account any hazards.

9 MANUAL HANDLING

To avoid over- exertion injuries assess the load, determine where it will be placed and decide how it will be handled. By first assessing the situation, you can decide if mechanical assistance/aids or another person is needed to move the object

- Plan the lift
- Determine the best technique

All factors should be taken into account when determining the best technique. The best handling technique involves suitable balance and avoidance of unnecessary bending, twisting and reaching.

- Lift efficiently and rhythmically, minimising bending of the lower back
- Knees should be bent, but preferably not at right angles
- Take a secure grip on the object being handled
- The grip helps to determine how safe the task will be
- Whenever possible, a comfortable grip (with the whole hand) should be used rather than a hook, or precision grip (with fingers only)
- Pull the load close to the body
- For lifting in particular, it is important to have the centre of gravity of the load close to the body to prevent excess stress on the back and to use the strongest muscles of the arms to hold the load
- Minimise the effects of acceleration by lifting slowly, smoothly and without jerking.

The job/task should be designed so as to provide alternative tasks that do not heavily stress the same muscles.

9.1 Team Lifting

To enable load sharing, lifting partners should be of similar height and build and should be trained in lifting techniques. There should be a person nominated as team leader to coordinate the lift. Team lifting should not be used as a first option in risk control.

10 STORING OF ITEMS IN FRONT OF ELECTRICAL SWITCHBOARDS

In the past, some Electrical Switchboards around the College have been obstructed so that access is prevented or inhibited. When this occurs it not only provides a hazard for maintenance staff but also places the people in the building at risk.

Australian/ New Zealand Standard 3000:2007 has specified in Section 2.9.2.2 Accessibility for Switchboards that : “adequate space shall be provided around a switchboard on all sides where persons are to pass to enable all electrical equipment to be safely and effectively operated and adjusted.”

This Standard is called up in Electrical Safety Regulation 2007 and therefore compliance is mandatory.

There are a number of switchboards around the College and many of them are obstructed and access is inhibited. Around most of the Switchboards is a yellow and black safety line. This is a minimum and all items stored need to be back from this line to allow clear access to the Switchboard. Please help us to comply with the requirements of Regulation.

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1. Placing of electrical cords across the floor creates two safety concerns:
 - a) Tripping that may result in an injury and or damage to equipment, and
 - b) walking on the power lead causes damage to the insulation and results in an Electrical hazard.
2. Electrical extension leads must be Current Tested and Tagged in good condition, no more than 25 meters in length and approved heavy duty leads only.
3. Electrical Switch boards that are located in a store room must be kept clear of obstacles. Access must be available at all times. This is a requirement by law. The door of the switch board must be able to open freely and with free access.

11 RISK ASSESSMENT AND RISK MANAGEMENT

Our College is committed to managing risks that are likely to impact on the effectiveness of the College in the achievement of its objectives. Risk management practices allow the College to take advantage of opportunities by ensuring risks are taken based on informed decision making and thorough analysis of possible outcomes.

It is not the intention to eliminate risk completely but to effectively manage risk in all areas and functions of the College.

Risk Assessments are required for a variety work practices including but not limited to:

- On Site and Off Site Activities
- Science Practicals
- Particular Equipment and Work practices

The Risk Management Policy contains information on how to complete a risk assessment and the Business Systems Manager, Kerryn Campbell is available to assist.

In general, the risk management process is five steps:

1. **Identify** the hazards
2. **Assess** risks that may result because of hazards
3. Decide on **control measures** to prevent or minimise the level of the risks
4. **Implement** control measures
5. **Monitor and review** the effectiveness of measures.

12 LIBRARY RESOURCES – DVDS AVAILABLE

Title	Description
Understanding Safety at Work	<p>The consequences of poor industrial safety practices can result in serious injury. An Organisation can minimise the risk of accidents occurring by implementing appropriate Safe Work Procedures.</p> <p>Topics covered include- Risk Assessment, Housekeeping, Slips, Trips & Falls, Work Equipment Safety, Personal Protective Equipment, Noise, Manual Handling, Fire, Outdoor Work and others</p>
Hazardous Substances Safety Essentials	<p>Topics covered include: Identifying Hazardous Substances, Common Hazards, The Hierarchy of Control, Personal Protective Equipment, Storage and Disposal, Emergency Response, Case Studies</p>
Voice Care for Teachers	
Electrical Safety Essentials	<p>Provides trainees with the fundamental concepts of Electrical power, and applies them to common workplace hazards. It is ideal for trainees employers, students at all levels, and reinforces safe work practices in dealing with an often unseen, yet deadly force that is all around us, everyday. 24 minutes. VOCAM</p>
Manual Tasks for Industry	<p>Unsafe manual tasks are the most common cause of work related injuries. These Injuries can cause personal suffering and loss of income.</p> <p>Topics include: Manual Task Injuries, Musculoskeletal Disorders, How your back works, It could happen to you! (interview with an injured worker), Risk Factors...Case Studies...Principles of Safe Manual Tasks.</p> <p>22 minutes. VOCAM</p>

H DOCUMENT INFORMATION

Document Name	Safety Induction
Approver	Business Systems Manager
Last Approved Date	June 2017
Review Date	June 2020
Audience	New Staff
Links	
Custodian	Business Systems Manager

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