Staff WHS Update
WHS is Law

Current WHS legislation

非遗 WH&S Act 2011
非遗 WH&S Regulation 2011
非遗 Codes of Practice

Rockhampton Catholic Education is committed to providing a safe working and learning environment for all employees and students.
Primary duty of care
(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of—
(a) workers engaged, or caused to be engaged by the person; and
(b) workers whose activities in carrying out work are influenced or directed by the person;
while the workers are at work in the business or undertaking.
(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Reference: s19 of WH&S ACT 2011
Duties of Workers

28 Duties of workers
While at work, a worker must—
(a) take reasonable care for his or her own health and safety; and
(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
(d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Reference: s28 WH&S Act 2011
Penalties

• If a person (including a worker) fails to meet a WHS duty there are penalties involved.

• In serious cases a breach of duty has resulted in large fines and individuals being jailed.
DCEO has developed a WHS Policy – this policy is available on the WHS Google Sites Page and is displayed in the staff room or staff handbook at each school and college.

Policy Statement: - The Catholic Diocese of Rockhampton is committed to providing a safe and healthy working and learning environment for employees and non-employees.
Accident or Injury Procedures

• Stay with the injured child – send someone else for help.
• After injury is stabilised – inform administration.
• Fill in appropriate paperwork – DCEO Incident Report Form or First Aid Room Register (available from administration).
• Staff injuries must be reported immediately and DCEO Incident Form completed and handed to administration.
• Ensure you are aware who you are to report any injuries or concerns to.
Asbestos

• Majority of Rockhampton Catholic Education sites have asbestos containing materials (ACM).

• Asbestos Management Plan can be found on Google Sites page. In summary it states that you should be aware that ACM are in the workplace and staff are not to impact on building materials without permission.
Asbestos

• It is very likely there is asbestos in the schools you will be working at.
• The exact location of asbestos is listed in the asbestos register.
• The asbestos register is kept in administration and there is a copy with the groundsman.
Asbestos

• If you are told of or notice any damage to building material in the school your first reaction should be to assume it is asbestos.

• You are not allowed to impact any building material – drill or screw into a wall, put hooks in wall etc. until you have checked with administration first.
Asbestos

Take the following action when informed of damage:

• Do not touch any of the damage or debris.
• Isolate the room – lock it and put procedures in place (sign on doors) to make sure no-one goes in there.
• Immediately contact the Principal so the register can be checked.
• If not asbestos the damage will be cleaned up.
• If asbestos do not go back in the room or touch anything.
• DCEO will be contacted for advice.
Curriculum Activity Risk Assessments (CARAS)

- CARAS should be completed, submitted and approved before activities commence.
- The school will inform you where the register of approved CARAS can be found.
- CARAS will provide protection for staff and our organisation in the case of an accident, if the procedures are being followed.
- Do not take an activity you are not familiar with, unless you are familiar with the safety procedures and have seen the CARA. If you are not confident – speak up.
Camps / Excursions

• Application to Vary School Routine – on Google Sites.
• Risk assessments should be attached to application – risk assessments that can be modified can be found on Google Sites.
• Risk assessments will only be approved if the procedures are appropriate.
• A written risk assessment is only worthwhile if the staff are familiar with the procedures on the form and follow these procedures. Therefore you should make sure the procedures you are going to follow are on the approved forms.
Sample Risk Assessments on Google Sites

- Bus travel
- Staying in dorms
- Camp Fire
- BBQ
- Shopping in Brisbane Mall
- Landing Helicopter on School Oval
- And many others
Every Day Risk Management Basics

4 step risk management process

- Identify hazards
- Assess risks that the hazard may create
- Implement control measures
- Monitor and review control measures
Contractors and Visitors

- All contractors and visitors are required to sign in at the office.
- Staff members are responsible for the safety of students. If a contractor is working near students they should be told to stop.
- Catholic Education Rockhampton has clear contractor induction procedures that need to be followed. Do not let contractors work in your classroom without checking on required action with administration.
Electrical Equipment

- All buildings are protected by RCDs or electrical equipment is tested and tagged.
- Regular checks are conducted.
- No double adapters or piggy back plugs are to be used in the school.
- Any damaged equipment – do not use.
- Any faulty equipment or plugs or cords should be brought to the attention of admin and tagged “Out of Order”.
First Aid

• First aid kits can be obtained by contacting administration.

• On collection, check if there is a procedure for taking out and restocking first aid kits.

• The designated first aid personnel can be found out by contacting administration.
Sun Safety

- Staff or students should not be in the sun without appropriate sun safety precautions.
- Examples of sun safe behaviour include:
  - wearing a hat when completing outdoor activities.
  - wearing sunscreen when outdoors.
  - ensuring parts of the body are adequately protected.
Hazard Reporting

A hazard is anything with the potential to cause injury or disease

• Assess the requirement to implement immediate control measures to ensure safety (this is the first priority).

• Complete Hazard report Form to document concern and hand to Principal / WHS Advisor. Forms are found on Google Sites.

• If you fill in a form your concern will at least be investigated and feedback provided.
Hazardous Substances

• There is a central register of hazardous substances in the school.

• Each work area will have Safety Data Sheet (SDS) of the hazardous chemicals in that area. The SDS should be read before use.

• Hazardous substances should be locked away from students.

• No chemicals should be placed in a container without meeting labelling requirements.

• No chemicals should be brought from home without informing the Chemgold Co-ordinator so they can be added to the central register.
Immunisation recommendations

• Vaccine-preventable diseases can
  – Cause serious illness and death
  – Cause foetal infection and adverse pregnancy outcomes (eg influenza, rubella, varicella, measles, mumps and Q fever)
  – Spread from infected workers to vulnerable others (eg influenza, rubella, measles, varicella, pertussis)
Recommended Immunisation for those who work with children.

- Pertussis (whooping cough)
- Adult booster
- Measles, mumps and rubella (MMR)
  - 2 doses of MMR if born during or since 1966
- Varicella (chickenpox) (if not previously infected with chickenpox)
Infection Control Procedures

• Available on Google Sites.

• Contain Recommended Minimum Exclusion Periods for Infectious Conditions for Schools.

• Clarifies infection control practices which should be followed – soiled clothing / sharps, standard precautions for blood and body fluid etc.
Low Visibility Areas

• Ensure you are not one on one in areas of low visibility (don’t be one on one with closed curtains etc.).

• Ascertain visibility before you enter any space in the school with a student.

• Student toilets are not to be used by staff members.
The 7 Steps of Manual Handling

1. Make sure path of travel is clear
2. Size up the load (make sure it is not too heavy)
3. Feet close to object, balanced position
4. Bend knees in semi squat position
   • Good handhold
   • Lift the load keeping it close to your body
   • Keep natural curves of spine
5. Use leg muscles to lift and allow it to rest in fully extended arms
   • Lift smoothly and rhythmically
   • Avoid jerky movements
6. Move feet in direction of travel without twisting at the hips or shoulders
7. Lower load properly (bend knees in a semi-squat position)
Manual Handling / Heights

- All staff must follow correct manual handling procedures.
- The school will have a trolley (use this mechanical aid when possible or necessary).
- Use two people lifts if required.
- Step ladders are available in the school (you must be trained before you use these).
- No standing on chairs or desks is permitted.
- No staff member or volunteer is allowed on a roof. Contractors must have completed the induction process and provided safe work method statements.
- Video re standing on chairs click on classroom in box.

http://www2.worksafebc.com/Publications/Multimedia/Videos.asp?ReportID=36969
Personal Protective Equipment (PPE)

All requests for PPE should be made through the principal.
Safe work practices

Anti-glare screen covers may help reduce eye strain and improve screen image.

Eye-to-screen distance should be 60-70 cm

Place terminal screen directly in front of operator. The viewing angle should be 15-35 degrees below eye.

Place screen and document holder at the same viewing distance from the eye to avoid constant changes of focus.

Adjust VDU angle and/or light to reduce neck/eye strain. Adjust screen intensity for clear, sharp images.

Adjust keyboard height to allow upper arms to hang straight down from shoulders and for forearms to be horizontal to the floor.

For some, a footrest may reduce leg tension and provide contact with the floor.

Take a periodic stretch break or work on non-VDU job activities to help reduce physical stress.

Adjust chair back height and tension for lumbar support.

Adjust chair height so that thighs rest horizontally, calves are positioned vertically and feet rest squarely on floor or footrest.

Use a chair with casters and a 5 point base to ease movement and minimize possible tipping.
Slips, Trips and Falls

Examples of identifiable hazards that cause falls

- Student sitting behind teacher.
- Hose across paths
- Loose mats
- Wet floors or steps.
- Electrical cords
- Items on ground.
- Slips Trips and Falls Video
Slips, Trips and Falls

Control Measures

• Non-slip footwear
• Observe “wet floor” signs
• Use 3 points of contact when traversing up and down stairs e.g. hang onto the hand railing
• Keep eyes open and remove hazards.
Volunteers Induction

- Any parents helping out in the classroom or with sports teams, tuckshop etc must complete a volunteers induction.
- Do not arrange volunteers without confirming procedures with administration.
WorkCover Process

A summary of the process follows:

• Report the injury by filling in a DCEO Incident Form.
• On the first doctor visit ensure you receive a Workers Compensation Medical Certificate.
• Contact the school for advice on how to complete and submit the claim form.
• If the claim is accepted a WorkCover case manager will contact you and remain in communication throughout your case.
WorkCover Process

• During your treatment be sure to observe the dates the medical certificate covers treatment until. Any treatment accessed outside these dates will not be covered by WorkCover unless another certificate is obtained first.
• You must be cleared to return to work by your treating doctor (clearance certificate).
Critical Incident Management

- Catholic Education has a Critical Incident Policy and Critical Incident Management Procedures. These are available on the WHS page on Google Sites.
- Relevant staff have been trained in their role in these procedures.
- All staff should ensure they are familiar with evacuation and lock down procedures for their school so that in the event of an emergency appropriate action can be taken to keep all safe.
WH&S Consultation/Personnel

School Workplace Health and Safety Advisors (appointed in schools with more than 150 students)
1. Appointed by employer
2. Provide advice on WHS
3. Carry out inspections,
4. Facilitate education programs for staff
5. Investigate workplace incidents

Workplace Health and Safety Representatives (optional)
1. Elected by staff
2. Carry out inspections
3. Review the circumstances of workplace incidents

School Workplace Health and Safety Committees (optional)
1. Meet once a term
2. Discuss and address WH&S issues
3. If no committee required to cover WHS in staff meetings.
WHS Advisor / Consultation

Any issues regarding WHS in the school.
- Contact WHS Advisor or Principal.
- WHR Rep.
- WHS Committee.
- Staff Meetings.
- Hazard Report Form.