







Catholic Education
Diocese of Rockhampton

Staff WHS Update

Legal Obligation – WHS is the Law

-  The obligation to meet workplace health and safety requirements is legislated.
-  As an organization Rockhampton Catholic Education is required to have appropriate procedures in place.
-  A worker also has a legal responsibility to take reasonable measures to follow WHS procedures.
-  There are penalties involved for non-compliance (fines and jail).

WHS Advisor / Consultation

Any issues or concerns regarding WHS in the school.

- Contact WHS Advisor or Principal.
- WHS Committee (if applicable)
- Staff Meetings
- Hazard Report Form – found on RiskMan.
- RiskMan link found on staff portal under WHS tab.



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Accident or Injury Procedures

- Stay with the injured child – send someone else for help. Your school may have specific procedures for alerting office staff of an emergency situation.
- Ensure standard precautions are followed if body fluids are present (wearing gloves etc.).
- Fill in appropriate paperwork – CEO Incident Report Form (found on RiskMan) or First Aid Room Register.
- Staff injuries must be reported immediately and a RiskMan report submitted.

Injuries to Special Needs Students

- When treating special needs students, extremely close supervision and monitoring by first aid staff will be required.
- Where possible the student should sit down for treatment.
- A cautious approach should be taken when deciding whether the student can be moved

Suspected Concussion

If a student reports a head knock the following action should be taken:

- An assessment of the child should take place as per the Management of Concussion Procedures.
- If no symptoms are evident, advise classroom teacher to monitor throughout the day. Parents should be contacted and informed of the incident and subsequent assessment outcome.
- If any symptoms are evident student is to be escorted to the office for a further assessment. Parents should be contacted and informed of the incident and subsequent assessment outcome.
- If concussion is not suspected, advise classroom teacher to monitor throughout the day.
- If concussion is suspected, parent to collect to take for a medical assessment.



Asbestos

- Majority of Rockhampton Catholic Education sites have asbestos containing materials (ACM).
- Asbestos Management Plan can be found on the WHS page. To meet the requirements of the Asbestos Management Plan staff must be aware of ACM in your workplace and not impact on building materials without gaining the Principal's permission.
- Site specific training will be provided regarding asbestos containing materials present on the site.



Asbestos

- Unless you have been informed otherwise, you must assume all buildings have asbestos containing materials (ACM).
- The exact location of ACM is listed in the asbestos register (found near the sign in area).
- In the asbestos register there is a table that summaries the location of ACM in the school.
- Staff are not permitted to impact any building material – drill or screw into a wall, put hooks in wall etc. until they have checked with the facilities manager or Principal to ensure they will not impact ACM.



Asbestos

- If staff become aware of damage to building material in the school, the first reaction should be to assume it is 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.
- Contact the principal so the register can be checked.
- If not asbestos we can clean it up.
- If asbestos do not go back in the room or touch anything.
- CEO will be contacted for advice.



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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

Curriculum Activity Risk Assessments (CARAS)

- Each school has developed a list of regularly completed activities which require risk assessments to be completed. These risk assessments will be checked each term. Staff who are teaching one of these activities must inform the principal and sign the approved risk assessment.
- Staff who plan one off activities which require documented risk management and are not on this list are responsible for informing the principal and completing a risk assessment.
- A written risk assessment is only worthwhile if the staff are familiar with the procedures on the form and follow these procedures. Therefore it is essential staff ensure that their planned procedures are documented on the risk assessment accurately.



Risk Assessment Requirements

- Relevant risk assessments should be completed, submitted and approved before activities commence.
- It will be communicated to you at a school level where risk assessments are stored and who they are approved by.
- Once you sign the risk assessment you are agreeing to follow the required procedures outlined on it.
- Risk assessments are only effective if the procedures are being followed.



Camps / Excursions

- Staff members who are co-ordinating excursions / camps will be required to submit appropriate risk management paperwork.
- While some excursions do not require a full Variation to School Routine to be completed (the Principal will advise when one is not required), when students are leaving the school site, a risk assessment and Risk Management Checklist is always required.
- One risk assessment and Risk Management Checklist can cover multiple identical excursions (e.g. swimming lessons).
- Ensure all paperwork is accessed from the portal to ensure it is current.



Camps / Excursions

- There are mandatory camp and excursion risk assessments on the WHS portal. These must be used as a starting point for every camp / excursion and modified as required.
- CARAS can also be used to supplement this risk assessment if required (e.g. rugby league CARA for a sporting excursion).



Contractors and Visitors



- All contractors and visitors are required to sign in at the office. Contractor are required to be inducted as per the relevant procedures.
- Staff members are responsible for the safety of students. If a contractor is working near students they should be told to stop.



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 facilities and supplies are located in the administration block.**
- **You will be informed of any procedures regarding accessing first aid kits.**
- **Designated first aid personnel are located in the administration block.**
- **If first aid is required administration should be contacted.**



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Sun Safety

- Staff or students should not be in the sun without appropriate sun safety precautions.
- If the school provides sunscreen for student use please check the use by date before allowing students to use it.



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Hazard Reporting

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

- Implement immediate control measures to ensure safety if necessary.
- Complete Hazard Report Form to document concern and hand to Principal / WHS Advisor. Forms are on RiskMan.
- If you fill in a form your concern will at least be investigated and feedback provided.



Hazardous Substances

- With regard to cleaning products, Safety Data Sheets (SDS) are not required if the chemical is being used for normal household purposes. However staff should still follow the safety information on the label.
- Students should only have access to chemicals when supervised.
- No chemicals should be placed in a container without it meeting labelling requirements (writing the name of the chemical on the container does not meet requirements).
- Do not bring chemicals to use during classroom activities without informing administration.
- Chemicals that are required for curriculum activities such as art, science, ITD lessons require a Safety Data Sheet (SDS). The SDS (and safety information on the label) must be referred to along with completing a risk assessment.



Low Visibility Areas

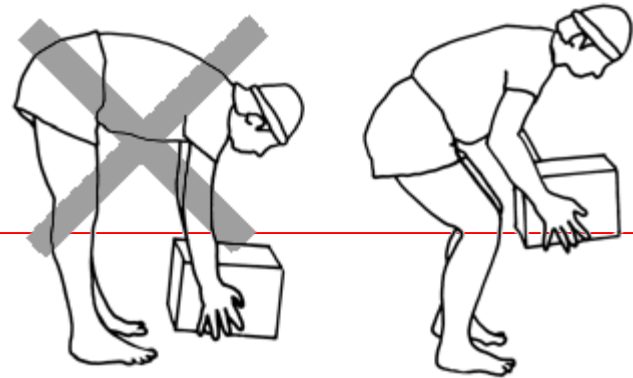
- Visibility Audit completed every 12 months.
- Ensure you are not one on one in areas of low visibility (don't be one on one with closed curtains etc). Guidelines are listed in staff handbook.
- Low visibility areas in the school are _____.



Manual Handling

The 7 Steps of Manual Handling

1. Make sure path of travel is clear
2. Size up the load
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)





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Manual Handling / Heights

- All staff must follow correct manual handling procedures.
- Trolleys and stepladders are available in the school.
- No standing on chairs or desks is permitted.
- No using a ladder unless you are trained in correct procedures.
- No staff member or volunteer is allowed on a roof. Contractors must have completed the induction process and signed a contractor's agreement before accessing a roof.

Using Stepladders

- Check the Safe Operating Procedures and Load Rating





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Carrying the Stepladder

- If carrying the ladder upstairs use two people.
- If moving a lightweight ladder on your own position ladder comfortably in your stance, use two hands to control balance and direction



Erecting and Positioning Ladders

- Look up for danger – fans off etc.
- Follow safe operating procedure and manufacturers instructions.
- Position it on a level firm surface
- Make sure locking device is engaged before you climb on.



Working on Ladders

- You must have three points of contact e.g. two feet and one hand on ladder or two feet on ladder and one hand on wall.
- Always face the ladder.
- Don't over reach – reposition the ladder.



Finishing Work

- When finished with a ladder unlock the locking devices and close the legs
- Follow lifting/carrying techniques above and move back to storage area
- Do not leave a ladder in an open area so that it becomes a hazard to others working around the space.

Safe work practices

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

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

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 chair back height and tension for lumbar support.

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

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

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

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

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



Five point base



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

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.
- If engaging a volunteer ensure an induction occurs.



WorkCover Process

A summary of the process follows:

- Report the injury by filling in an incident form on RiskMan.
- 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.



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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).