St. Anne's
Primary School
60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: OCCUPATIONAL HEALTH AND SAFETY (OH&S)

RATIONALE:

Recognising the hazards occurring in the Education industry, this school will take every practicable step to provide and maintain a safe and healthy work environment for all employees.

AIMS:

Our policy informs staff, students, visitors and other relevant parties that OHS is an integral part of all our operations.

IMPLEMENTATION:

The Employer at our school is Fr Shibu Joseph. The daily administration of Occupational Health and Safety (OHS) matters has been delegated to the school Principal (Michael Edmonds) who has assigned day to day responsibility to Judy Brophy as the Health and Safety Representative (HSR).

All leaders and staff are committed to:

- Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties.
- Following a systematic approach to OHS risk management and ensuring that our school can meet its OHS obligations.
- Providing OHS information, training and supervision to employees and other relevant parties.

- Consulting with employees (and their representatives), school leaders and other stakeholders on OHS issues.
- Resolving any OHS issues by following the school's OHS Issue Resolution procedure. Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria. (Appendix 1-5)

We exercise our responsibility for OHS by:

- Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria.
- Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
- Providing and maintaining safe plant and systems of work.
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances.
- Maintaining, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health.
- Providing adequate facilities for the welfare of all employees and students.
- Providing information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.

Employees, contractors and sub-contractors are responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner.
- Taking reasonable care of their own health and safety and that of others affected by their actions or omissions.
- Complying with the safety procedures and directions as set by the Principal.
- Not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students.
- Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

Other parties are responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner.

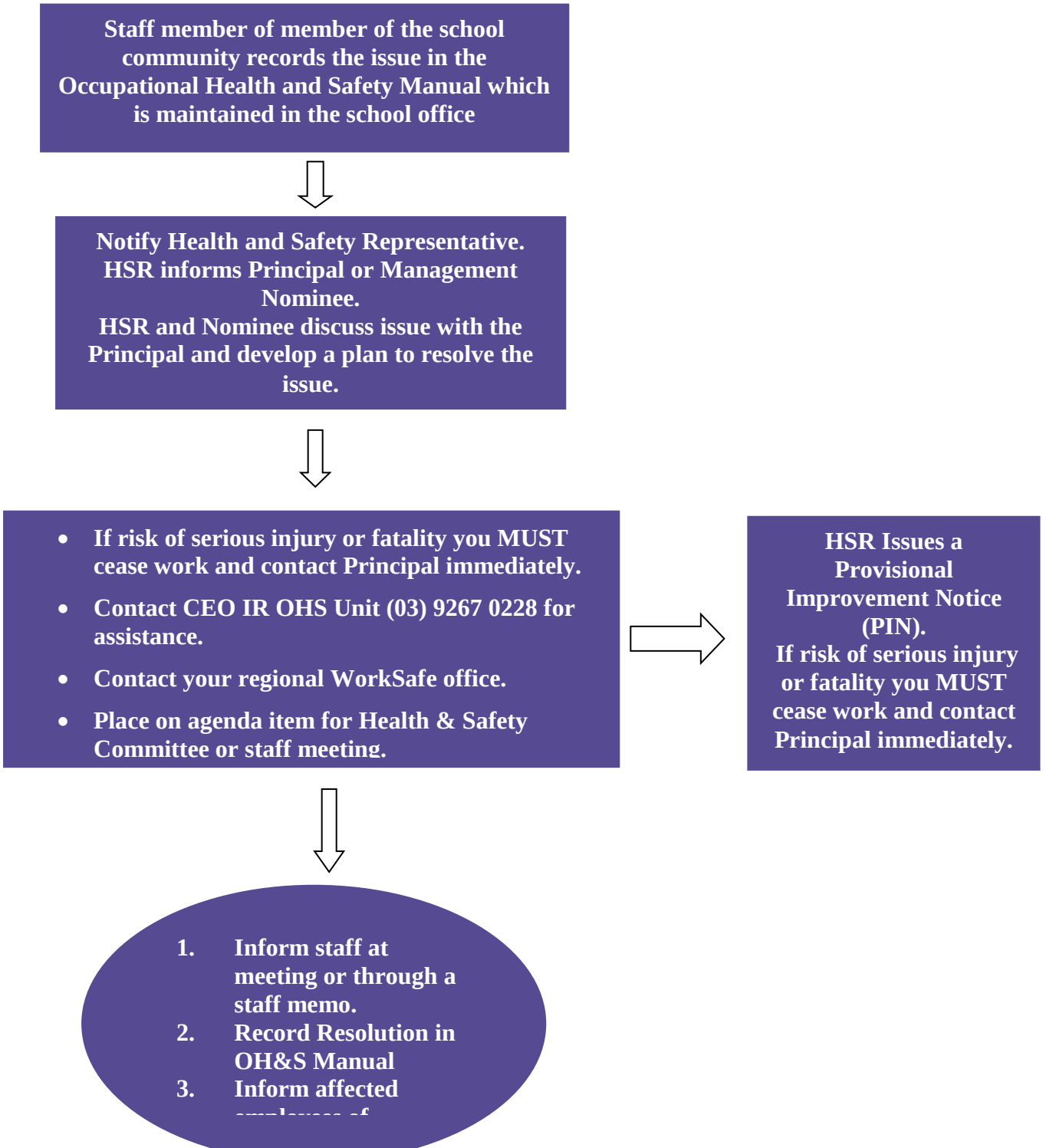
EVALUATION:

Evaluation of the Occupational Health and Safety Policy will take place every four years or when necessary.

This policy was reviewed in 2013
The next review will be in 2016

Appendix 1

Issue Resolution Procedure



Appendix 2

Combined Hazardous Substances and Dangerous Goods Register

[Note: The information required below can be found in the relevant Material Safety Data Sheet (MSDS)]

Name of substance: *Proprietary name & Chemical Name:*	**Use**	**Location(s) of substance**	**Date on MSDS**		**Hazardous Substance? Yes/No**	**Dangerous Good?**		
			When prepared	***Expiry Date-*** *(Max. of 5 years)*		***Class***	***Max. Quantity Stored***	***UN Number***
Eg. U-Beaut Metho Methylated Spirits	*Cleaning Science Lab Chemical*	*Cleaning Cupboard Science Lab*	*June 2008*	*June 2013*	*YES*	*3*	*5 litres*	*1170*

Appendix 3

Manual Handling Risk Identification Checklist

Location:	
Task:	
Assessed by:	
Title:	
Date:	
Accompanied by: (include HSRs)	

Complete this checklist in consultation with:

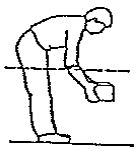
1. the **staff member** who undertakes the task,
2. the **Health and Safety Representative** for the workgroup (if there is one) and
3. an **employer representative** such as a school leader.

If the answer to any of the questions is "yes" you must consult with the employee and develop a risk control plan to reduce the risk of injury.

GENERAL RISK EVALUATION CHECKLIST

1. Is stooping involved where the hands pass below mid-thigh height?

☐ YES ☐ NO



2. Is reaching above shoulder involved?

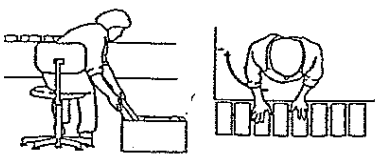
☐ YES ☐ NO

3. Is forward reaching (more than 30cm away from body) involved?

☐ YES ☐ NO

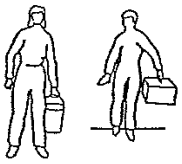
4. Is significant sideways twisting of the body involved?

☐ YES ☐ NO



5. Is unbalanced or uneven lifting or carrying involved?

☐ YES ☐ NO



6. Is an awkward grip involved?

☐ YES ☐ NO

7. Does the task require maintaining a fixed or awkward position?

☐ YES ☐ NO

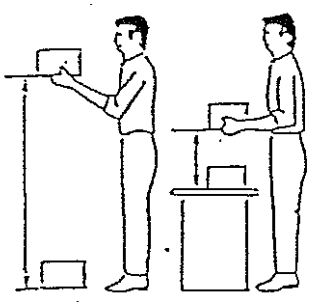
8. Is handling performed for more than one hour at a time?

☐ YES ☐ NO

9. Is handling performed more than once every five minutes?

☐ YES ☐ NO

10. Is an action repeated in a similar way (e.g more than 10-18 times a minute)?



☐ YES ☐ NO

11. Are similar actions repeated continuously for more than one hour in a work day or shift?

☐ YES ☐ NO

12. Is carrying over long distances involved?

☐ YES ☐ NO

13. Does the workplace layout require awkward actions or movements?

☐ YES ☐ NO

14. Does any action require maintaining a force e.g. holding a grip or position for more than ten seconds?

☐ YES ☐ NO

15. Is there a vertical distance of travel of more than 25cm?

☐ YES ☐ NO

16. Are employees required to use tools and equipment with the non-preferred hand?

☐ YES ☐ NO

17. Apart from lifting, are there any forces applied to move the object e.g. pushing, pulling, restraining, holding?

☐ YES ☐ NO

18. If yes, what action is involved?
What force is involved? (kg)

☐ YES ☐ NO

19. Does the object have sharp edges or contain hot/cold material?

☐ YES ☐ NO

20. Does it have unstable/unbalanced contents?

☐ YES ☐ NO

21. Are there live persons or animals being moved?

☐ YES ☐ NO

22. Is the object bulky or awkward (more than 75cm in two dimensions)?

☐ YES ☐ NO

23. Are slippery materials/objects handled?

☐ YES ☐ NO

24. Is the task performed in a restricted space?

☐ YES ☐ NO

25. Are the floor surfaces slippery or uneven?

☐ YES ☐ NO

26. Is the weight of the object:

a) More than 4.5kg and handled from a seated position?

☐ YES ☐ NO

b) More than 16-20kg and handled in a working posture other than seated?

☐ YES ☐ NO

c) More than 55kg?

☐ YES ☐ NO

Note: Weight is not used to prescribe absolute limits, but is one of the important factors to be considered when assessing and controlling risk.

27. Is the workplace hot, cold, or poorly lit?

☐ YES ☐ NO

28. Does personal protective clothing or equipment hamper the task?

☐ YES ☐ NO

29. Are any workers involved who lack adequate training, skill or experience?

☐ YES ☐ NO

30. Are any of the following factors present in the workplace and apply to the task?

a) Excessive peaks or sudden increases in workload

☐ YES ☐ NO

b) Continual work requiring speed

☐ YES ☐ NO

c) Frequent staff shortages

☐ YES ☐ NO

d) Stressful bonus/incentive schemes

☐ YES ☐ NO

e) Frequent and/or undesired overtime work

☐ YES ☐ NO

31. Are any workers, involved in regular manual handling, under 18 years or over 50 years of age?

☐ YES ☐ NO

Additional Comments:

Appendix 4

Ladder Inspection Checklist

The checklist below should be used in conjunction with the information provided in the CECV Occupational Health and Safety Guideline *Fall Prevention*

For heights of 2 metres or more

Ladders should NEVER be used by untrained staff, volunteers, students or contractors where a person can fall more 2 metres or more.

Where there is a risk of a person falling 2 metres or more, it is HIGH RISK and a school has specific legislative duties under the OHS Act 2004 and the OHS Regulations 2007 (Part 3.3—Prevention of Falls).

Where there is a risk of a person falling 2 metres or more*: (QUALIFIED TRADEPERSONS*

	YES	NO	N/A	COMMENT
Is there a risk of a person falling 2 metres or more?				*(Qualified trade persons only)*
Is the person using the ladder an appropriately trained tradesperson?				
Are there emergency procedures and First Aid provisions available prior to undertaking the task?				
Is there a Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS)?				
Is the ladder an industrially rated ladder that is compliant with AS/NZS 1892?				
Has the ladder been inspected before use?				

Purchasing of ladders

Note: Ladders should be purchased with the following considerations:

	YES	NO	N/A	COMMENT
Sufficient weight bearing capacity for people using the ladder?				
Fibreglass ladders if there is a risk of electrocution?				
Are the steps on the ladder of an appropriate width, strength and depth?				

Inspection of ladders before use each time

Note: A damaged or inappropriate ladder should be destroyed or removed from the school ASAP.

	YES	NO	N/A	COMMENT
Missing, damaged or worn anti-slip feet on ladders (essential for good grip)?				
Stones, grease, dirt, etc, stuck in the ladder feet preventing the feet from directly contacting the ground?				
Mud, grease or oil either on the rungs or the stiles (the sides) making them slippery?				
Cracks in the rungs or stiles of the ladder?				
Missing, broken or weakened rungs?				
Missing or damaged tie rods?				
Cracked or damaged welds and missing or loose screws, fasteners or rivets?				
Unauthorised repairs?				
Damaged or inappropriate ladder (should be destroyed or removed from the school ASAP)?				

Setting up ladders

Ladders should be set up on clean, level and firm footing and free from anything that may cause the ladder to slip such as slippery surfaces, wet areas, moss, loose bricks, etc. Make sure the ladder is high enough and NEVER stand a ladder on boxes, bricks, tables, chairs, etc, to gain extra height.

	YES	NO	N/A	COMMENT
If the ladder tips over, can someone fall onto rocks, broken bricks, glass, spikes, sharp objects or corners, posts, etc?				
Are ladders set up in poor weather such as high wind, rain, snow, ice, or hail?				
Metal or metal-reinforced ladder when working on live electrical installations or where the ladder is within 6m of an overhead power line?				
Is the ladder set up in driveways, windows and doorways, where a person or vehicle could hit it?				
Is the ladder near the edge of an open floor, a hole or on scaffolding to gain extra height?				
Is the ladder set up near the edge of an open floor, a hole or on scaffolding to gain extra height?				

Setting up Extension Ladders

For stability, extension ladders should be erected at an angle of 75° i.e. according to the 1 in 4 rule (1 unit out for every 4 units up).

	YES	NO	N/A	COMMENT
Is the extension ladder set up at an angle of 75° i.e. according to the 1 in 4 rule (1 unit out for every 4 units up)?				
Does the ladder extend at least 1m (or three rungs) above where you will be working?				

Is the top of the ladder placed against a fragile surface such as plastic guttering or glazing (as this might give way)?				
Will you need to stand on the top three rungs of the ladder?				
Is the ladder set up on a sloping surface (especially dangerous if the surface is wet)?				

Setting up Stepladders

	YES	NO	N/A	COMMENT
Are all four feet are in contact with the ground?				
Is the stepladder positioned with the rungs facing the work activity and not side-on?				
Do NOT use the top two steps of a stepladder unless it has a suitable handrail.				

Safe working practices when using ladders

The following safe work practices will be used when using a step or extension ladder:

	YES	NO	N/A	COMMENT
Face the ladder when climbing up and down.				
Use both hands to grip the ladder whenever possible.				
Go up or down one rung one at a time and do not rush.				
Try to maintain three points of contact at all times (e.g. both feet and one hand).				
Make sure the lighting is adequate for the task.				
Wear sensible footwear - avoid thongs, slippers, high heels, dangling laces, damaged or slippery shoes, etc.				

Wear clothing that will not get caught and avoid jewellery that can get caught.				
Watch where you place your feet when working as many people fall when nearing the bottom.				
Keep one hand free to grip the ladder if you are carrying an item up or down.				
Make sure your vision is NOT restricted by goggles, face shields, respirators, etc, or reflective glare off surfaces.				
Do NOT do strenuous work - only do light-duty, short duration work which has been approved by a responsible person.				
Do NOT use ladders if you have a medical condition, or are under the influence of drugs or alcohol or medication.				
Do NOT use metal ladders that will conduct electricity when working on or close to electrical equipment that is live or may become live (Use fibreglass ladders instead).				
Do NOT carry heavy or awkward shaped objects on a ladder.				
Do NOT overreach and keep your belt buckle (navel) inside the stiles and both feet on the rung.				
Do NOT use any power (air, hydraulic, electric or battery) tool designed for two hands or which may require the operator to brace against the torque from the tool.				
Do NOT carry out hot work such as arc welding or oxy cutting.				
Do NOT use hand tools such as axes, crowbars or pinch bars which may cause the user to overbalance or fall from the ladder				
Do NOT work above other people				
Do NOT allow 2 or more people to be on the ladder at the same time.				
Do NOT throw things from ladders.				
Do NOT use when heavy rain, dew, extreme heat or cold or wind are present.				

Safe working practices when using an extension ladder

The following safe work practices will be used when using an extension ladder:

	YES	NO	N/A	COMMENT
Where possible tie a ladder to prevent it from slipping at the top, the bottom or both, making sure both stiles are tied.				
Never tie a ladder by its rungs.				
Do NOT stand on a rung closer than 900mm to the top of a single or extension ladder or stand higher than the second tread below the top plate of any stepladder.				
Hold on with both hands when climbing up & down.				

Safe working practices when using stepladders

The following safe work practices will be used when using a step or extension ladder:

	YES	NO	N/A	COMMENT
Fully open the legs before use.				
Always make sure you have an available handhold. This means having a suitable handrail or not working off the top two or three rungs, depending on the design of the stepladder.				
Avoid working side-on from a stepladder, especially when applying force.				
Do NOT use stepladders to access other levels, such as a roof, as they can become unstable when you step on or off them.				

Storage of ladders:

Note: Ladders need to be stored and monitored appropriately.

	YES	NO	N/A	COMMENT
Stored horizontally on hooks at waist height in a secure area when not being used.				
Stored securely to prevent unauthorised use and damage.				
Keep track of each ladder used in your school.				

Resource Box:

Further Information and Checklists:

- Ladders
- CECV website: *Prevention of Falls Guideline*
- *Prevention of falls in general construction* (*Compliance Code* - published by WorkSafe Victoria)

Legislation:

OHS Act 2004 & OHS Regulations 2007 (Part 3.3—Prevention of Falls)

Appendix 5

Contractor Safety Management Checklist

Minor Works and Maintenance

The purpose of this checklist is to facilitate the review of the contractor safety management requirements of our school. Where the answer to the question is '**no**', the Parish Priest/Principal should take the required action. All questions must be answered.

SCHOOL:	**JOB:**
CONTRACTOR:	**COMMENCEMENT DATE:**

ITEM	YES	NO	REQUIRED ACTION
1. Has the contractor been briefed about known hazards at the school which may affect their work?			
2. Has the contractor identified the hazards associated with the proposed works from setting up the work area to completion of the job?			
3. Has the contractor documented control strategies to eliminate or reduce the risks associated with these hazards? (as per Q.2)			
4. Has the contractor provided evidence of their competency to undertake the works such as licences and/or certificates as well as public liability and WorkCover insurance?			
5. Have access arrangements been confirmed?			
6. Have appropriate isolation barriers been put in place (if required)?*			
7. Has the contractor been briefed about relevant school policies such as smoking and alcohol as well as emergency procedures and people to contact in the event of an accident or injury?			
8. Has the contractor inducted their employees and subcontractors about the safety plan for this job?*			
9. Has a site specific induction been provided for the contractor?			
10. Has the contractor provided the school with JSAs for tasks to be performed, addressing issues such as manual handling, fall prevention, etc?			
11. Does the contractor agree to provide adequate supervision for all their workers (if applicable)?*			
12. Does the contractor have processes (i.e. OHS policies) in place to identify, assess and control site risks (e.g. noise, dust, fumes, falling objects, etc)?			
13. Has the contractor notified the school of vehicles, equipment and materials to be used on the site?			
14. Will the contractor secure vehicles, equipment and materials during and after work?			
15. Has the contractor provided appropriate signage (e.g. for display (if applicable)?*			
16. Does the contractor have procedures to dispose of waste appropriately and without risk?			

(Adapted from Victorian Schools Reference Guide)

Denotes questions that may not be required for all jobs.

Conducted by:_____ Signature:_____
(Inductor)

Contractor:_____

Signature:_____ Date Conducted:_____
(Inductee)