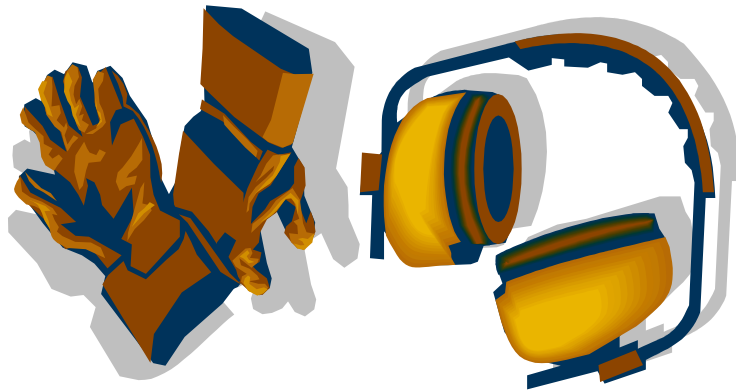


POLICY AND PROCEDURES



Adopted (2009)

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ORMEAU WOODS STATE HIGH SCHOOL WORKPLACE HEALTH AND SAFETY POLICY

SCHOOL POLICY

PREAMBLE: Workplace Health and Safety is an important component of a safe and caring community. In a time of rapidly changing technology all school community members are responsible for conscientiously displaying safe work practices.

THE COMMITTEE: Ormeau Woods State High School's Workplace Health and Safety Committee is comprised of:

- All Workplace Health and Safety Officers,
- The Business Services Manager,
- One Member of the Administration team
- One Head of Department (preferably from a practical curriculum area) and
- The Principal or delegate

The committee fulfils the functions described in the Workplace Health and Safety Act with respect to increasing safety awareness, encouraging safe practices and advising the Principal of in-service and other needs.

The committee is convened by the Workplace Health and Safety Co-ordinator who is appointed by the principal.

**STAFF and
VISITORS:**

All staff within the school will implement Workplace Health and Safety policies, procedures and practices that are relevant to their facilities, activities and curriculum.

All persons entering the school campus have a responsibility to report all hazards immediately to the Business Services Manager and/or the relevant Head of Department.

STUDENTS:

Under the Act students have a legal responsibility to follow all safety instructions. Students can be liable under the Workplace Health and Safety Act for unsafe actions.

CONTACTS:

General information and issues should be given to or may be obtained from the Business Services Manager or the Occupational Health and Safety Co-ordinator.

GUIDELINES FOR WORKPLACE SAFETY IN CURRICULUM AREAS

1. Workplace safety must be:
 - taught
 - practiced *and*
 - modelled by all teaching and non-teaching staff.
2. Head of Departments co-ordinate the development of rules, guidelines, monitor work practices, provide advice to staff, follow up on breaches of safe practice and take a leading role in safety in-service.
3. Head of Departments establish Standard Operating Procedures (SOPs) with regards to:
 - Checking equipment
 - Operating instructions for equipment
 - Safety standards in their respective program management area
 - Completing Risk Assessments for all practical activities and variations to school routines (eg camps)
 - Providing MSDS (Material Safety Data Sheet) to staff as needed.
4. Teachers monitor rooms, furniture and the grounds to ensure a safe working environment.
5. All staff are responsible to ensure students:
 - ❖ Do not bring to school any banned items highlighted in the Student Diary (eg cigarettes, matches, lighters, chewing gum, pocket knives, marker pens, liquid papers, any type of aerosol container, alcohol or any illegal substance). Some of these items are obviously dangerous, while experience suggests others are all too often used to vandalize property.
 - ❖ Do not enter Out of Bounds areas such as;
 - Inside any school building unless a teacher is present.
 - Roof areas
 - Bike racks (apart from on arrival and when departing)
 - Fence lines
 - Construction sites
 - Car parks
 - Delivery and access areas
 - Specifically designed fields or courts where ball games and any other physically active games are played
 - ❖ Follow the school Uniform and Appearance Policy with regards to safety. This is of the utmost importance in the case of the correct covered shoes and the wearing of jewellery.

GENERAL SAFETY RULES

**Program Areas:
Hospitality, Industrial Design and Technology and Science**

**These rules apply to all activity within the buildings used by these
program areas:**

Only a small number of accidents are caused by the malfunction of machines and equipment. The majority of accidents are caused by the human factors of ignorance, carelessness or disobedience. Therefore, the observation of good sense principles of safe working practice and safe working habits are essential.

1. Self-discipline, good sense, awareness and respect for others are vital attributes for all entering these areas.
2. Students are not to enter room unless supervised by a teacher.
3. Open footwear is not permitted.
4. Never sit or rest on the benches.
5. Preparation rooms or store rooms are strictly out of bounds to students.
6. Do not carry out unauthorized activities (e.g. always wait for instructions).
7. All accidents, breakages and defective apparatus must be reported to the teacher immediately.
8. Specific safety instructions, rules, guidelines and principles must be followed.
9. Adequate personal protective equipment (PPE) must be worn where necessary.
10. Students must know emergency procedures exits and assembly areas for each of their classrooms.
11. Students may not wear loose clothing or items that hang from the body (eg unzipped jackets)
12. Students are not permitted to interfere with electrical switches, gas fittings, data points or audio visual equipment.

GENERAL SAFETY RULES

**Program Areas:
Human Movement Studies, Sports Science, Physical Recreation**

**These rules apply to all activity within the buildings used by these
program areas:**

Only a small number of accidents are caused by the malfunction of machines and equipment. The majority of accidents are caused by the human factors of ignorance, carelessness or disobedience. Therefore, the observation of good sense principles of safe working practice and safe working habits are essential.

1. Self-discipline, good sense, awareness and respect for others are vital attributes for all entering these areas.
2. Students are not to enter room or sports hall unless supervised by a teacher.
3. Sport uniforms must be worn by all students taking part in performance classes. Day uniforms are not acceptable. Lace-up sports shoes must be worn during physical activity.
4. Never sit or rest on desks or equipment.
5. Never enter the preparation rooms, gym or store rooms unless supervised and directed by a teacher.
6. Activities must not be undertaken unless supervised by a teacher.
7. All accidents, breakages and defective apparatus must be reported to the teacher immediately.
8. No equipment is to be used unless under the supervision of a teacher.
9. Specific safety instructions, rules, guidelines and principles must be followed.
10. Students must know emergency procedures exits and assembly areas for each of their classrooms.

GENERAL SAFETY RULES

Program Areas:

**Mathematics, English, Humanities, Social Sciences, Performing Arts
Languages Other Than English, Business Subjects, Computing Subjects.**

**These rules apply to all activity within the buildings used by these
program areas:**

Only a small number of accidents are caused by the malfunction of machines and equipment. The majority of accidents are caused by the human factors of ignorance, carelessness or disobedience. Therefore, the observation of good sense principles of safe working practice and safe working habits are essential.

1. Self-discipline, good sense, awareness and respect for others are vital attributes for all entering these areas.
2. Students are not to enter rooms unless supervised by a teacher.
3. Open footwear is not permitted (unless otherwise instructed).
4. Never sit or rest on tables, shelves or desks.
5. Never enter the preparation rooms or store rooms.
6. Do not carry out unauthorized activities, unless authorized to do so.
7. Students are not to interfere with electrical switches and connections in classrooms.
8. Students are not to interfere with computer parts.
9. All accidents, breakages and defective apparatus must be reported to the teacher immediately.
10. Students must not engage in any activity that may endanger themselves or fellow students.
11. Specific safety instructions, rules, guidelines and principles must be followed.
12. Students must know emergency procedures exits and assembly areas for each of their classrooms.

AREAS OUTSIDE DIRECT CONTROL BY A HEAD OF DEPARTMENT

Areas which are not covered by Heads of Department such as general playground areas are the responsibility of Administration. They ensure personal are aware of WHS policies and procedures.

In the Canteen the Canteen convenor should fulfil this role.

In the Resource Centre the teacher librarian/ librarian should fulfil this role.

In areas restricted to grounds, janitorial and cleaning staff the Business Services Manager should fulfil this role.

Non-teaching staff should refer to the copy of their Job Description for details of their roles.

WORKPLACE HEALTH AND SAFETY PLAN (Regulations Part 8)

1. Known Hazards to Health and Safety
 - Covered in Policies and Procedures Register (PPR) in-service and subject area inductions.
2. The assessment of the risks
 - Application of PPR in-service.
3. The control measures
 - Covered in this booklet, staff induction and subject area in-service
4. How is monitoring to be carried out
 - Covered in this booklet, staff induction.
5. How and to whom are additional hazards reported.
 - To relevant HOD, WHS Officers, Business Services Manager, Deputy Principal, Principal
 - In writing

WORK EDUCATION CO-ORDINATORS

GUIDELINES FOR WORKPLACE HEALTH & SAFETY

GENERAL INDUCTION PROGRAM FOR STUDENTS ON WORK EXPERIENCE

The aim of these guidelines is to provide you with a basic program prior to the students participating in a Work Experience.

1. Read Section 18 of the Work Education Regional Management Statement.
2. If any clarification is required, contact the Workplace Health and Safety Officer in your school or local Workplace Health and Safety Office: Southport – Phone 5591 4755.
3. When liaising with Employers, inform them that a General Workplace Health and Safety Induction Program will be conducted in your school. Ask the employer if they could inform students of health and safety issues specific to their workplace.
4. Ensure that all teachers/teacher aides organizing or involved in Work Experience are familiar with steps 1 and 2.
5. Undertake the General Induction Program with all participating students prior to commencing Work Experience.

WHS Committee

The school has a Workplace Health and Safety Committee. The committee consists of:-

- All Workplace Health and Safety Officers,
- The Business Services Manager,
- One Member of the Administration team
- One Head of Department (preferably from a practical curriculum area) and
- The Principal or delegate

Representatives are to be elected each March (for a 2 year term as specified in the Act).

The committee is convened by the Workplace Health and Safety Co-ordinator, who is appointed by the Principal. He/She may hold another position on the committee simultaneously.

THE ACT

The Workplace Health and Safety Act was passed in 1989 and education became a proclaimed industry a few years later. The Act was replaced by a new plain English Act in 1995. The Act requires every school to have a Workplace Health and Safety Committee which meets at least four times a year and a trained Workplace Health and Safety Officer.

The Act also sets out the responsibilities or duties of care for people using a workplace.

Employer's Duties:-

DUTY TO ENSURE HEALTH AND SAFETY AT WORK OF ALL EMPLOYEES

Including:

- ❖ Provide and maintain safe plant and systems of work (s.35)
- ❖ Healthy and safe plant and substances (s.30(1)b)
- ❖ Workplace in safe conditions (s.28(1))
- ❖ Healthy and safe facilities for employees (s.28(1))
- ❖ Information, training and supervision to employees (s.9(2)(e))
- ❖ Personal protective equipment (s.36(b))
- ❖ Ensure health and safety of non-employees and members of the public (s.30(1)b)
- ❖ Duty of self-employed persons (s.29)
- ❖ Duty of person "in control" of workplace (s.30)
- ❖ Duty of owner of specified plant (lifts, etc.) (s.35)

- ❖ Record injuries, illness and dangerous occurrences (e.g. explosions) for inspection by inspector on request (s.188(2)b)
- ❖ Notify Director of serious bodily injuries, illness and dangerous occurrences within 3 days (s.188(2)b)

Employee's Duties:-

DUTY TO ACT IN A MANNER THAT DOES NOT ENDANGER HEALTH AND SAFETY OF HIM/HERSELF OR OTHERS

Including:

- ❖ Duty to follow health and safety instructions of employer (s.36(a))
- ❖ Duty to use personal protective clothing and equipment (s.36(b))
- ❖ Must not misuse anything provided for health and safety (s.36(c))
- ❖ Must not wilfully place any other person at risk (s.36(d))

Manufacturers, Suppliers, Importers, Designers (etc.) Duties:

DUTY TO UNDERTAKE ACTIVITY IN A MANNER THAT WILL NOT HARM USERS (SECTION 12)

Including:

- ❖ Duty of manufacturer, etc, of specified plant (lifts, etc (s.25))

Owner's Duties:

DUTY TO NOTIFY DIRECTOR OF PROJECT AND APPOINT A PRINCIPAL CONTRACTOR (section 17 and 18)

Principal Contractor's Duties:

DUTY TO COMPLY WITH THE DUTIES OF AN EMPLOYER (see above) AND TO FULFILL DUTIES IN SECTION 23

Including:

- ❖ Duty to ensure sub-contractors and employees comply with provisions of the Act health and safety of members of the public
- ❖ Take safety measures and safeguards as prescribed by regulation

Duties of Member of the Public:

DUTY OF ACT IN A MANNER THAT DOES NOT ENDANGER THE HEALTH OR SAFETY OF ANY OTHER PERSON AT A WORKPLACE (section14)

Including:

- ❖ Duty to follow safety instructions of employer or principal contractor
- ❖ Duty to not wilfully or recklessly interfere with anything provided in the interest of health and safety at the workplace.

**Extract from 1995 Act Division 2 – Duties of Employers and Others
Employers to ensure health and safety of their employees**

Obligations of employers

28. (1) An employer has an obligation to ensure the workplace health and safety of each of the employer's workers at work.
- (2) Also, an employer has an obligation to ensure his or her own workplace health and safety and the workplace health and safety of others is not affected by the way the employer conducts the employer's undertaking.

Obligations of persons in control of workplace

30. (1) A person in control of a workplace has the following obligations:-
- a) to ensure the risk of disease or injury from a workplace is minimized for persons coming onto the workplace to work;
 - b) to ensure the risk of disease or injury from any plant or substance provided by the person for the performance of work by someone other than the person's workers is minimized when used properly;
 - c) to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.
- (2) For this section – “person in control” of a workplace does not include the occupier of domestic premises.

Obligations of principal contractors -

31. (1) A principal contractor has the following obligations for a construction workplace-
- a) to ensure the orderly conduct of all work at the construction workplace to the extent necessary –
 - i. to ensure workplace health and safety at the workplace; and
 - ii. to assist the discharge of workplace health and safety obligations of an employer or self-employed person;
 - b) to ensure that plant and substance at the workplace for which no other person is presently responsible are safe and without risk of disease or injury to persons at the workplace;
 - c) to ensure that workplace activities at the workplace are safe and without risk of disease or injury to members of the public at or near the workplace;
 - d) to provide safeguards and take safety measure prescribed under a compliance standard made for principal contractors.
- 2) In addition, the principal contractor has the obligation mentioned in subsection (3) if the principal contractor reasonably believes, or should reasonable believe –
- a) An employer at the workplace is not discharging the employer's workplace health and safety obligation; or

b) A self employed person at the workplace is not discharging the person's workplace health and safety obligation.

3) The principal contractor must –

a) direct the employer or self-employed person to comply with the employer's or self-employed person's workplace health and safety obligation; and

b) if the employer or self-employed person fails to comply with the direction – direct the employer or self-employed person to stop work until the employer or self-employed person agrees to comply with the obligation.

4) For subsection (1)(b), no other person is presently responsible for plant or a substance if the plant or substance has been provided for the general use of persons at the construction workplace.

Obligations of workers and other persons at a workplace:

36. A worker or anyone else at a workplace has the following obligations at a workplace-

a) to comply with the instructions given for workplace health and safety at the workplace by the employer at the workplace and, if the workplace is a construction workplace, the principal contractor for workplace health and safety at the workplace;

b) for a worker to use personal protective equipment if the equipment is provided by the worker's employer and workplace is properly instructed in its use;

c) not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;

d) not to wilfully place at risk the workplace health and safety of any person at the workplace;

e) not to wilfully injure himself or herself.

PROCESSES FOR IMPLEMENTATION OF WORKPLACE HEALTH AND SAFETY AT ORMEAU WOODS STATE HIGH SCHOOL

By
HOD'S, BUSINESS SERVICES MANAGER, AND OTHER KEY STAFF

- 1) INDUCTION PROGRAM FOR STUDENTS**
Including safety rules, safe procedures, teaching instructions and record of induction.
- 2) INDUCTION PROGRAMS FOR STAFF AND VISITORS**
Including safety rules, safe procedures, teaching instructions, manuals and record of induction and updates.
- 3) SYSTEM FOR RECORD OF BREACHES**
- 4) PREPARATION OF RETAINING PROGRAMS**
Including retesting and instruction package.
- 5) ARRANGE RISK ASSESSMENTS FOR ACTIVITIES**
Including all hazardous activities and substances (MSDS), possible dangerous known situations, use of facilities, and the provision of first aid kits.
- 6) THE DOCUMENTING OF STANDARD OPERATING PROCEDURES**

PROCEDURES FOR USE WITH STUDENTS

The range of requirements lead to the development of different levels of procedures according to the health and safety risks. The procedures adopted by each subject area will vary and Heads of Department will need to delineate the detail in each case. HODs will need to refer to the relevant PPR modules and follow the general pattern set out below:"

<u>Risk</u>	<u>Procedures</u>	<u>Example</u>
Extremely high	Prohibition	Chain saw
High & very high	Induction, instruction, testing, observation, verbal warning	Power tools
Moderate	Induction, instruction, observation	Lab or kitchen
Low	Induction	Classrooms

Breaches of Safety

The industry model of handling breaches is adapted to fit students. The industry model is a four step model:

<u>Industry Model</u>	<u>School Adaptation</u>
Steps	
1) Induction and instruction	Induction and instruction
2) Verbal warning	Verbal warning – recorded
3) Written warning	Phone call followed up by written warning sent to parents. Parent interview with HOD
4) Dismissal or redeployment	Withdrawn from class and review by Deputy Principal/ Principal

Following each warning, re-instruction and re-testing is carried out before the employee is allowed to resume duties in that area of the workplace.

The school follows the same procedures with respect to student breaches. The Heads of Department are responsible for organizing the retraining and testing. The testing also includes a written assurance by the student to act safely. It should be noted that in any case steps may be omitted in serious circumstances.

Similar processes will be applied to all staff and visitors.

STEP FOUR (Repeated Serious Breaches)

Preamble:

The fourth step in the procedure for implementing the enforcement of WHS in the school matches the industrial model of the dismissal or redeployment step. It reflects the seriousness of the events to date. If possible it also allows for the student to return in the future when they have demonstrated a change in behaviour.

Stage One: The student is referred to the Head of Department for a breach of safety after having received written warning.

- | | | |
|---------|----|---|
| The HOD | 1) | Verifies the incident/s and records details |
| | 2) | Sends home letter to parents and phones them |
| | 3) | Forwards a copy of letter to WHSO and DP |
| | 4) | Organizes supervision of student until Principal advises otherwise. |
| The DP | 1) | May request a meeting of OHSC to review events and make recommendations to the Principal. |
| | 2) | May ask the student or the parent to make a submission. |
| | 3) | Arranges meeting with parents, student and HOD |
| | 4) | Checks documentation of safety offences provided by HOD |
| | 5) | Considers seriousness of events and breadth of offences. |
| | 6) | Make recommendation to the Principal on:
a) Length of time out of practical area (e.g. rest of semester, rest of year, one year)
b) Whether the student should be withdrawn from other subjects.
c) Any other conditions for return to normal class and
d) The approximate date for a review meeting. |
| | 7) | Send a brief summary of the reasons for the recommendations with them to the Principal. |

The DP and HOD following the meeting with student, parent and HOD sets the parameters to be used for determining whether a return to practical area/s is warranted (e.g. report from teachers on behaviour in other classes, report on behaviours in playground, report on behaviour in other practical areas).

Stage Two: Restrictions on the Student

- (1) Action under the Responsible Behaviour Policy may be taken separately.
- (2) Until the student meets the criteria for the return to practical area no subject changes will be allowed.
- (3) The behaviour during withdrawal period should be considered by the HOD or DP as per Responsible Behaviour Policy.

GLOSSARY

<i>The Act</i>	Workplace health and Safety Act 1995
<i>Code of Practice</i>	Minimum Advisory standard referred to be the Act
<i>Duties of Care</i>	Obligations imposed by the Act (the 1995 Act calls them Obligations)
<i>Hazard</i>	Any potentially dangerous situation
<i>Occupational Health and Safety</i>	The same a Workplace Health and Safety but without reference to the Act.
<i>Occupational health and Safety Co-ordinator</i>	WHSO who chairs OHSC/WHSC Meeting (appointed by the Principal).
<i>Representative</i>	A person elected to the OHSC/WHSC
<i>Risk</i>	The level of danger produced by a hazard and foreseeable circumstances.
<i>Risk Assessment</i>	A method of evaluating the risk and documenting the process.
<i>Risk Management</i>	A method of documenting the process of planning risk control.
<i>WHS</i>	Workplace Health and Safety.
<i>WHSC</i>	Workplace Health and Safety Committee as required under the Act.
<i>WHSO</i>	Workplace Health and Safety Officer – Compulsory training and appointment (***** - current WHSO).
<i>WHSR</i>	Workplace Health and Safety Representative – a representative as set out in the Act
<i>Division of Workplace Health and Safety</i>	The Government agency that promotes WHS and administers the Act (including inspection and prosecutions).
<i>PPE</i>	Personal Protective Equipment supplied or required in a workplace (e.g. shoes, goggles, apron...).

Related School Policies

- ❖ Responsible Behaviour Policy
- ❖ Uniform and Appearance Policy
- ❖ Dress Code,
- ❖ First Aid Policy

Important Departmental Documents

PPR on safety topics (HS)

PPR on sport safety topics

Subject Area support documents (HS!) and “Aspects of Science Management: - A reference Manual for Schools)

PPR First Aid (HS14)

PPR HSIO – Risk Assessments for Activities

PPR Hazardous Substances (HS16)

Guidelines for Workplace Health and Safety for Work Education Co-ordinators (released by Regional Office – not updated to match 1995 Act)

Other Important Documents

The Act and Regulations

Codes of Practice (Now in Regulation [Miscellaneous] part 8) Some revised as Industrial Codes of Practice or Advisory Standards.

Manual Handling

Hazardous substances (Now in Regulations parts 9 & 13 and Regulation [Miscellaneous] part 17)

First Aid in the Workplace

Use and Selection of Personal Protective Equipment

Electrical Safety Act 2002

Dangerous Goods Management Act 2001