

work safe – learn safe – be safe

## Health, Safety and Wellbeing Action Plan 2007–2008

Creating safe, healthy and supportive working and learning environments is essential to delivering quality educational outcomes for our students. To create and maintain these environments, our commitment extends to all staff, students and members of the community who use our facilities.

Achieving this requires strong leadership, team work and support between our schools, district, regional and central offices. It is important that we all:

- **Lead** – show our commitment to health, safety and wellbeing through our actions.
- **Engage** – be involved in health, safety and wellbeing initiatives.
- **Promote** – work together to promote safe and healthy workplaces and work practices that prevent health, safety and wellbeing incidents from occurring.
- **Support** – assist staff to maximise their physical and psychological wellbeing.

Developing and maintaining safe, healthy and supportive working and learning environments is a priority for our department. We will continue to enhance our health, safety and wellbeing performance through key actions that establish annual priorities.

lead

active

promote

value

support

wellbeing

people

engage

people

wellbeing

support

lead

# Creating Healthier Workplaces

value

active

engage

promote

### For more information

Contact your regional:  
Senior Health and Safety Consultant  
Senior Rehabilitation Consultant  
Employee Advisor

Visit the Creating Healthier Workplaces  
website at: <http://education.qld.gov.au/health/>



**Queensland  
Government**  
Education Queensland

State Schools Shaping the Smart State



The following health, safety and wellbeing key actions have been established for 2007–2008.



## Planning, Assessment and Review

### Schools will:

- Use the health and safety *Annual Assessment* to identify health and safety risks and review practices at the school site.
- Include strategies and actions in the Annual Operational Plan (AOP) which focus on the health, safety and wellbeing of staff, students and the wider school community and address issues identified in the health and safety *Annual Assessment*.
- Regularly review on/off site school activities to ensure the health, safety and wellbeing of all involved.
- Understand and use the school based health, safety and wellbeing data available through the School Management System (SMS) and the Corporate Data Warehouse (CDW) to review and monitor performance against stated actions and targets.

### Regional and central offices will support schools by:

- Including clear and achievable outcomes and performance indicators in *Destination 2010* to guide school communities in the area of health, safety and wellbeing.
- Developing guidance material to clarify health, safety and wellbeing expectations and support the development of strategies, outcomes and targets within the school Strategic and Annual Operational Plans.
- Providing access to data through the Corporate Data Warehouse to enable schools to monitor and review their performance against the health, safety and wellbeing strategies and actions stated within the school's AOP.
- Promoting resource materials to assist school leaders and Workplace Health and Safety Officers (WHSO) to undertake the health and safety *Annual Assessment*.

## Professional Development and Training

### Schools will:

- Provide health, safety and wellbeing induction to all new staff and volunteers (including those in tuckshops), that outline the following for the school site:
  - Health and safety expectations and procedures at the site;
  - Identified health and safety risks and the associated controls;
  - Emergency evacuation and critical incident responses;
  - Responsibilities of individuals to protect their own and others health and safety at the site;
  - Processes for reporting health and safety issues, incidents and injuries;
  - Safety specific training relevant to their activities on the site;
  - Available support personnel and services at the school, district or region to assist staff with health and safety, rehabilitation, personal or work related wellbeing issues.
- Participate in training for school leaders and registrars that outlines roles, responsibilities and actions required to manage health, safety and wellbeing at the school site.
- Provide school staff with regular refresher health, safety and wellbeing training as part of professional development programs.
- Ensure Workplace Health and Safety Officers, Rehabilitation and Return to Work Coordinators, First Aid Officers and where requested, Workplace Health and Safety Representatives are trained and have access to:
  - regular recertification courses
  - professional development opportunities
  - regional support network meetings where established.

### Regional and central offices will support schools by:

- Developing health, safety and wellbeing training programs for use by schools.
- Facilitating health, safety and wellbeing training for school leaders, registrars and staff.
- Facilitating regular networking and professional development forums for school based staff who undertake health, safety or wellbeing roles.

## Systems and Processes

### Schools will:

- Record all health and safety incidents occurring at the school site in the School Management System – Workplace Health and Safety module or accident register for minor student injuries.
- Notify Workplace Health and Safety Queensland, Electrical Safety Office, Regional office and the Central Office Organisational Health Unit of health and safety incidents when prompted by the School Management System - Workplace Health and Safety module.
- Review health and safety incidents to ensure underlying causes are identified and controlled.
- Introduce an identification system or process that clearly identifies all staff and volunteers on the site.
- Implement processes for managing the entry and movement of contractors and visitors to the school site.
- Establish processes for the safe operation of the school tuckshop that include safe work practices, safe operating procedures for equipment and appropriate maintenance of the equipment and facilities.

### Regional and central offices will support schools by:

- Providing procedures that detail health and safety recording and notification requirements.
- Continuing to maintain and develop electronic health and safety recording systems that align with departmental operating environments.
- Developing investigation procedures, checklist tools, resource materials and training programs to enable schools to identify the underlying causes of incidents.
- Developing guidelines to assist schools in developing processes to manage access to the school site, e.g. staff identification and security options.
- Developing procedures, checklists and resource materials to assist schools to manage contractor activities at the school site.

## Governance

### Schools will:

- Establish a health and safety committee or staff forum which meets at least three times per year and actively reviews, assesses and manages health, safety and wellbeing risks present at the school site.
- Ensure the health and safety committee or staff forum is chaired by a member of the school leadership team, comprises key representatives from the school community and has documented minutes for all meetings.
- Appoint and train a Workplace Health and Safety Officer if there are more than 30 staff members on site.
- Consider the appointment and training of more than one Workplace Health and Safety Officer if there are 70 or more staff members at the site.
- Appoint and train a Rehabilitation and Return to Work Coordinator;
  - at the school site; or
  - for small schools or schools which have had a low number of rehabilitation cases, negotiate with neighbouring schools to share a coordinator to assist with supporting injured staff.
- Where requested by staff, facilitate the election of a Workplace Health and Safety Representative to advocate on their behalf.
- Display the names and functions of the Workplace Health and Safety Officer, First Aid Officer/s, Workplace Health and Safety Representative and Rehabilitation and Return to Work Coordinator in a prominent location.

### Regional and central offices will support schools by:

- Providing resources, guidelines and information to assist leaders with the effective operation and functioning of health and safety forums.
- Providing procedures that clearly detail the steps required to meet legislative obligations for managing health, safety and rehabilitation in the school environment.
- Ensuring access to department run health and safety training courses that equip staff to undertake the role of the Workplace Health and Safety Officer within the school environment.
- Investigating opportunities for small schools with less than 30 staff to have access to a trained Workplace Health and Safety Officer.
- Facilitating access to a Rehabilitation and Return to Work Coordinator for small schools or schools with low rehabilitation case numbers.
- Providing information on accessing Rehabilitation and Return to Work Coordinator training.