



## Welcome

Welcome to the first edition of SafetyNet - developed specifically in response to your feedback requesting a health and safety newsletter. SafetyNet offers a new way to share health and safety knowledge, information and news.

This is an exciting time with new resources available to help meet the challenges of managing health and safety in schools. The introduction of the new SMS Workplace Health and Safety Module for Incident Reporting is the first step toward gaining state wide information and accurately identifying resources needed to support schools.

I encourage you to ensure this new system is implemented and explore the full benefits of the module.

Your enthusiasm and commitment to providing healthy and safe workplaces is appreciated. I encourage your feedback on ways we can further support your efforts. The Health & Safety Team is committed to providing you with consistent, clear and easily accessible information.

Take some time to read this first edition - and please use SafetyNet to share your thoughts and ideas with other readers throughout Education Queensland.

John Ryan  
Director  
Human Resource Operations



## Catch of the day!

The new **SMS - Workplace Health and Safety Module** was rolled out to schools on 23 October 2001. This great initiative was coordinated by Wendy Walsh from the Health & Safety Team with lots of help from schools, districts and the SMS services team.

By now, schools should have set up the Administration screens within the new module so it is ready to use and so that complete and accurate information is collected.

The system provides the following advantages;

- ♦ a centralised and consistent means of recording and reporting incidents and accidents
- ♦ automatic advice on 'where' paperwork needs to go
- ♦ Less data entry as the system auto-populates forms using existing data from school tables

Most importantly, there have been no changes to "what" should be recorded. The "how" of the reporting and recording has been streamlined with less paperwork associated with the new system.

The new module includes other features that schools can use to help with health and safety management. A hazard register, risk assessment & accident investigation proformas are included along with a suite of reports that can be used by your school. It is not mandatory to use these sections however, they do provide a standard method of recording.

Any queries about the application of the WHS module can be directed to your local Health & Safety Advisor (see p 3). Questions about SMS functions should be directed to the SMS Helpdesk on 1800 648 679 or fax 3239 6508

Information from the Installation CD is duplicated on our CHW Website (see page 2) and on a video available from [healthandsafetysms@qed.qld.gov.au](mailto:healthandsafetysms@qed.qld.gov.au)

And, great news—for the first time ever, the February SMS data download includes administration data from the WHS Module. The Health & Safety Team will have access to the information which will assist us in assessing WHSO training needs around the state, improving direct communication to interested people in schools and making recommendations for resources.

An incident reporting system for districts is currently being developed and will be launched into non-school locations this year. Stay tuned for further updates on this project.

**Reminder!** Its time to mail in all your old Incident Report forms to your local district office. District Offices— if you haven't done so already—time to mail them in to us!  
ATT: M. McColl. Organisational Health Unit. PO Box 33  
Brisbane Albert Street. Q 4002



## Catch these new resources

### HEALTH & SAFETY TRAINING FOR PRINCIPALS

Alan Singleton has been exploring options for developing our training and presentation courses for different audiences. Feedback from schools, particularly WHSOs suggested that a 'management course' is of the highest priority.

Alan is now working with Australian Industry Group (one of our preferred suppliers for training) to develop a training course for Principals and Deputy Principals. The course will cover legislative responsibilities and requirements, managing health and safety in the school environment, risk management and the implementation of health and safety strategies.

*We'll keep you posted about dates.....*

### NEW PRODUCTS

- ▶ Fireworks Checklist – posted to all schools in conjunction with this first issue of SafetyNet
  - ▶ Handling of Suspicious mail or packages; Anthrax, bomb or other scares (Fact Sheet) - emailed to all schools in November 2001.
  - ▶ **Free** videos available - "Hazards of Hospitality", "Safety in the Workshop" & "A Nice Safe Job" **and**
  - ▶ **Free** Risk Management CDs – manufacturing, service and retail themes— videos & CDs all produced by the Division of Workplace Health & Safety. Call your local Health & Safety Advisor for copies. (Limited number only)
- ✓ All resources developed by the Health & Safety Team are also available on the CHW website



## What's on the Safety Net?

The **Creating Healthier Workplaces** (CHW) website has information on all Organisational Health Unit topics – health and safety, rehabilitation, employee assistance and Workcover. The website is currently only an INTRANet site but it is going to be made into an **INTERNET** site which is great news and will mean easier and better access for everyone.

Intranet address:  
[www.qed.qld.gov.au/workdept/hr/chw/index.html](http://www.qed.qld.gov.au/workdept/hr/chw/index.html)

- Go to the EDInfo Home page
- ⇒ Then *Resource Services* (bottom of left column)
  - ⇒ Then *Human Resources*
  - ⇒ Then *Creating Healthier Workplaces*
  - ⇒ Save in your favourites!

Another extremely useful resource is the **CHW Discussion List** which has over 380 members at present. Instead of phoning one colleague about a query you can "ask the list" so you have everyone from around the state thinking about it and providing their experiences and know how on the topic.

### To subscribe to the CHW Discussion List

1. Go to [www.education.qld.gov.au/listserv/subscrib.htm](http://www.education.qld.gov.au/listserv/subscrib.htm)
2. Select "Creating Healthier Workplaces" as the "List name"
3. The "List address" will auto select as "chw" after you have selected the list name
4. Insert whatever you like for "Your name" (your name/school name etc.)
5. Insert and check "Your email address"
6. Click on "subscribe to the list" - if successful you will receive an email confirming your subscription. If you do not receive this email, check your email address and go through the above steps again.

### To send an email (query) to the CHW Discussion List

1. Type the following address in the "To..." bar:  
[chw@qed.qld.gov.au](mailto:chw@qed.qld.gov.au)
2. Type an appropriate heading in the "Subject..." bar
3. Type in your question or advice
4. Send your message to the list!

### To access or search the CHW Archives (where ALL emails are archived)

1. click on: <http://www.education.qld.gov.au/archives/chw.html>
2. Save this address in your Favourites



## Don't let these slip through the Net

2002 will see further development of information on safe work procedures for the use of **Art Kilns** and specifications for new art kilns. Information sessions will be running in the first half of the year.

**We'll keep you posted.**

### REPORTING ELECTRICAL INCIDENTS

Electric shock or injuries associated with electrical incidents must be reported immediately to your local electrical supplier. These numbers are open 24 hours. Contact your local H&S Advisor (p 3) for additional information.

<b>Brisbane and S-E Qld</b>	<b>Energex</b>	<b>136262</b>
<b>Everywhere else</b>	<b>Ergon Energy</b>	<b>131046</b>





# School Safety Scribbles

This section is for your comments, experiences, safety tips and ideas. Tell us about safety issues you have solved at your school or other information you would like to share.

Also, let us know what you think of the newsletter and how it can be improved.

Please send your comments to [janet.edgar@qed.qld.gov.au](mailto:janet.edgar@qed.qld.gov.au)



But first of all—**CONGRATULATIONS** to our winner **Peta Perry** from Craiglsea High School for the **SafetyNet** title

Special commendation also to Celeste Walker for "Safety Scribbles" and Mick Hempenstall for "WhsoGraph" which inspired our WHSONet section.



## Who's Who

**Bob O'Doherty** – manages the review and update of departmental OHS policies and is based at Townsville. Bob also supports Rockhampton, Mackay, Tablelands- Johnstone, Cairns & Cape, Torres Strait, Mt Isa, Longreach & Emerald (basically all of the magnificent north!)  
p 4773 0030 m 0427 119 179  
[Bob.odoherty@qed.qld.gov.au](mailto:Bob.odoherty@qed.qld.gov.au)

**Neil Rogers** – manages our state-wide Hazardous Chemicals Initiatives (currently art kilns) and is based at Mt Gravatt. Neil also supports Bayside, Gold Coast South & North, Coopers Plains & Logan Beaudesert.  
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[Neil.rogers@qed.qld.gov.au](mailto:Neil.rogers@qed.qld.gov.au)

**Alan Singleton** – manages state-wide OHS training initiatives and WHSO compliance. Alan is based at Toowoomba-Darling Downs and also supports Roma, Chinchilla, Warwick and South Burnett  
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**Liz Lindsay** - co-manages state-wide auditing processes and is based at Isis-Burnett and also supports Fraser-Cooloola, Bundaberg and Gladstone. Liz works part-time.  
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**Kerry Cowling** – co-manages state-wide auditing processes and is based at Nambour and also supports Murrumba & Mooloolaba. Kerry works part-time  
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**Michelle Brandon** – State-wide Coordinator based in Central Office.  
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**Wendy Walsh** – Project Coordinator for integrated data systems for Incident Reporting (e.g. new SMS module) & WorkCover projects. Wendy is based in central office  
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**Phil Cooper** – manages state-wide Plant & Equipment Strategies & OHS Resource Development and is based in Central Office. Phil also supports Ipswich, West Moreton & Corinda districts  
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**Janet Edgar** – manages state-wide Ergonomics Projects and Communication Strategies. Janet is based in Central Office and also supports Stafford and Geebung districts  
p 3234 1583  
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**Noel Marsden** – is the State-wide Health and Safety Coordinator for cleaners. Noel is based in central office  
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**SafetyZone** is a free magazine produced by the Division of Workplace Health & Safety, Department of Industrial Relations. This quarterly publication provides information on audit programs conducted by the Division, current research on safety hazards & health issues, upcoming events and prosecution information. If you would like a copy of SafetyZone sent to your school contact the Editor of SafetyZone on **3225 2484**





We would like to know where our Workplace Health and Safety Officers (WHSO) and other health & safety contacts are located so we can improve our direct communication with you and facilitate networks and discussions.

Problems don't seem so big if you can talk with someone else about them!!

So.....

1. Complete the details below so we can send you your own copy of SafetyNet **and**
2. If you are a WHSO make sure your details are recorded in the new SMS module. This will ensure you are included on a central register of WHSOs.

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**Fax** the following information back to the Health & Safety Team at **3237 1664**

Please make extra copies of this form if you have a number of people interested in receiving SafetyNet

Yes, I would like to receive my own copy of SafetyNet

Name: \_\_\_\_\_

School: \_\_\_\_\_

School postal address: \_\_\_\_\_

Your email address: \_\_\_\_\_

Designation (eg teacher, teacher aide etc): \_\_\_\_\_

What involvement do you have in the management of health & safety at your school?

- interested person
- Workplace Health & Safety Officer
- Workplace Health & Safety Representative
- Committee member
- Other \_\_\_\_\_

I would prefer to receive SafetyNet via  mail  e-mail