



## Welcome

The process of implementing the new regional structure is well under way. As of July 1, 2005 there are 10 regions and 26 districts across the state.

The ten Regional Executive Directors (REDs) will be accountable for the overall leadership, management and performance of regions in the delivery of educational and corporate services.

Executive Directors (Schools) (EDS) will work directly with schools and have specific accountabilities for improving school leadership, performance, student learning outcomes, curriculum, learning and teaching.

Different regional models may exist to ensure a consistent level of service is delivered across the state.

As winter takes hold—the Flu season emerges. This year more than 340 schools and sites have taken advantage of the Flu Vaccination Program for 2005. The preferred supplier, Home Therapeutics has administered over 5400 vaccinations to departmental staff during the program.

In May, the Organisational Health Unit was pleased to host their West Australian counterpart; Wendy Doyle, Manager—Employee Support Services from the Department of Education and Training. Wendy acknowledged that WA faces many of the same issues of distance and isolation and was keen to share information and resources with Queensland. A national network of organisational health staff in the education sector was also discussed as a useful information sharing forum.

Craig Allen. *A/Director—Human Resource Services*



## Catch of the day!

### Q Fever & Agricultural Studies

Q Fever is an acute & occasionally chronic illness caused by infection with a bacterial organism called *Coxiella burnetii*. There are approximately 400 to 600 notifications of Q Fever annually.

People are usually infected by the inhalation of aerosols (such as dust particles) contaminated with the infective bacteria. The most common sources of infection are farm animals e.g. cattle, goats and sheep. Infected animals usually do not have symptoms but shed the bacteria in urine, faeces and milk. It is in especially high concentrations in birth products.

There is no typical Q Fever symptom. The infection can resemble nearly any infectious disease including 'flu like illness with fever, headache, muscle aches and pains, extreme fatigue and weight loss. In complicated cases pneumonia, liver and heart problems may occur.

As there is a risk of exposure for staff, students and visitors involved in certain agricultural programs, prevention is a priority.

For school based agriculture activities where Q Fever could be contracted, all staff, students and parents/caregivers should be provided with information on Q Fever. For example, Queensland Health provide a Q Fever Fact Sheet including control strategies on their website at:  
[www.health.qld.gov.au/phs/Documents/cdu/9402.pdf](http://www.health.qld.gov.au/phs/Documents/cdu/9402.pdf)

Education Queensland schools were recently included under phase 2 of the National Q Fever Management Program which offered subsidised vaccination. The Program has now been extended so, if your school missed out, stay tuned! We will advise of the details of how your school can be involved as soon as the process is finalised with Queensland Health.

Further information is available from the Organisational Health Unit - please phone 3238 3179.

## Casting the Net

### Isis Burnett—getting to grips with manual handling

Late last year 42 employees from 17 schools in the Bundaberg and Isis-Burnett Districts attended a manual handling workshop in Maryborough run by Central CSU Organisational Health Staff. The workshop was organised in response to school requests and the group enthusiastically discussed issues relevant to their work and school site. The session focused on manual handling activities that cleaners, facilities officers, grounds staff and teacher aides undertake.

Participants provided very positive feedback about the training that gave them a greater understanding of:

- muscles, joints and ligaments,
- causes of injury,
- principles of injury prevention,
- simple stretches and exercises,
- importance and process of injury reporting,
- identification of manual handling risks and
- the need to have risk management plans.

There was a common understanding that individuals need to be part of a system which identifies and manages manual handling risks within schools.

Well done everyone!!



### Equipment Expo!

To improve staff awareness of the broad range of equipment available to schools; the H&S team visited one of Queensland's manual handling equipment specialists—L & M Equipment. The visit provided the opportunity for the H&S Team to see a wide variety of aids and equipment that can take the effort out of manual handling of students.

An expert with many years experience demonstrated the equipment and provided an insight into the options available to schools. This information session complemented the Manual Handling of Students Resource Package & helped focus attention on this risk area.

For more info see our *Equipment Options & Suppliers Fact Sheet* available at:  
<http://education.qld.gov.au/health/pdfs/healthsafety/mh-equip-factsheet.pdf>

### Handling on the Run! Planning for Emergencies....

During a network meeting this term, Advisory Visiting Teachers—Physical Impairment from north side districts met to discuss manual handling issues during emergency situations (amongst many other issues!). Emergency planning must consider the needs of students with physical and intellectual impairment and identify ways to remove all individuals from danger.

A visit from a Queensland Fire and Rescue Service (QRFS) Representative during the meeting helped provide options for managing an evacuation. Discussions included reducing 'carrying' distances by identifying potential areas of safety that students can be moved to initially. Depending on the situation a full evacuation could then be completed. The most important factor is to remove people from danger—implementing a staged evacuation may provide a safer and more effective option for schools. This discussion also allowed QRFS to be aware of such situations in schools. There was also a consensus that plans needed to be practiced (or 'walked through' perhaps at a slower pace) to help identify problems with achieving the evacuation.

The AVT PI group have been workshopping this issue and developing risk assessments. Should others wish to contribute their ideas please forward any information or comments to [janet.edgar@qed.qld.gov.au](mailto:janet.edgar@qed.qld.gov.au)

# FLOWCHART FOR EVENTS INVOLVING ASBESTOS IN SCHOOLS

**WHS Event involving Asbestos**  
 WHS Event involving exposure or potential exposure to asbestos falls within the definition of a "Dangerous Event" as per the *Workplace Health and Safety Act 1995*. The procedures below reflect HS-08: Injury Illness and Dangerous Event Recording and Reporting.

**SMS Reporting**

1. Enter details into SMS Workplace Health and Safety Module as a dangerous event ensuring the hazard section is completed. Print the event report. (WHS Event).
2. Separately enter details of any potentially exposed staff, students or others as injury/illness.
3. Follow the instructions of the printed form to notify appropriate personnel (Workplace Health & Safety Qld, Central H&S Team, local H&S Consultant).

## WorkCover Process

Employees with an injury may lodge a WorkCover Claim. Unless the claim is for notification purposes only, an employee must obtain a WorkCover medical certificate from a doctor. Employee then completes an Application form and gives both medical certificate and form to the Principal.

Principal completes and signs WorkCover Employers' Report (within 2 working days).

Principal faxes copies of medical certificate, Application form and Employers' Report to Org Health Unit, Central Office on fax 3237 1664. Originals must be mailed to Org Health Unit, PO Box 15033 City East 4002.

The Org Health Unit review WorkCover claim forms, prepare any additional documentation and lodge paperwork with WorkCover (within 2 working days).

Org Health Unit notify District of claim lodgement within 1 working day.

WorkCover perform relevant investigations and contact the Org Health Unit if further information is required.

WorkCover advise Org Health Unit of the claim outcome. Org Health Unit advise the District, School and the Director of Facilities and monitor condition of these employees.

Principal to advise Org Health Unit of the death of any staff member who had previously claimed an asbestos-related condition. OHU to advise WorkCover of fatality. WorkCover to advise OHU of any posthumous claims.

## Health & Safety Process

Principal must be notified of any asbestos related issue at the school.

**Immediate Principal Responsibilities:**  
 Stop any work (e.g. contractors) that caused the potential exposure  
 Remove staff & students from area (reallocate rooms etc) and Inform staff (esp. cleaners) about isolation of the area.  
 Notify Facilities Account Manager and local Health & Safety Consultant.

**School Responsibilities:**

- Liaise with Facilities representative and local Health & Safety Consultant.
- Ensure appropriate reporting and recording.
- In consultation with Facilities representative, liaise with school community.
- Refer any media enquiries to the Manager, Communications and Marketing.
- Undertake event investigation and write investigation report with corrective actions.
- Ensure event investigation outcomes are documented.
- Forward event investigation to local Health & Safety Consultant and Central Office Health and Safety Team (OHU).

**Facilities Account Manager Responsibilities Once Notified:**

- Consult school's Building Maintenance Plan (BMP).
- Liaise with any contractors at school.
- Confirm staff (esp. cleaners) have been informed about isolation of the area.
- Liaise with the school re: communication with school community, advise school on asbestos testing procedures.
- Create an entry in the state wide incident database.
- Organise testing (if necessary) for asbestos.
- If test positive for asbestos, facilities to arrange for specialist hazardous management contractors to clean area
- Handover area for reoccupation along with the test results.
- Update state wide incident database.
- Assist school as necessary.

Org Health Unit Notify DDG (DEA) of outcomes.

# WHSO TRAINING CALENDAR 2005

The department's customised course is tailored to the school environment and is cheaper than external courses.

Location	July	August	September	October	November
<b>Additional Toowong Re-cert</b>	26-27				
<b>Toowong</b>	18-21	8-10			
<b>Additional Toowong</b>		1- 4		3—5	
<b>Cairns</b>		15-18	31 Aug-2		
<b>Cairns Re-cert</b>		29-30			
<b>Mackay</b>				11-14	1-3

We even have a further reduced price if your school trains a second WHSO!

**WHSO Course**  
**1st WHSO — \$980**

**WHSO Course**  
**2nd WHSO — \$780**

**WHSO Re-Certification**  
**\$290**

It is **very important** to choose the right staff member for the WHSO role; they will be part of your management team. If in doubt, please contact Alan Singleton (details below) for further advice on the type of role the WHSO should play in your school.

Consider training a second WHSO for the following reasons:

- ✓ The size of the school (70+ staff is considered difficult to manage for 1 WHSO)
- ✓ Complexity (issues such as Special Education Units, secondary practical areas such as VocEd, Ag Centres, Hospitality and Industrial Technology and Design)
- ✓ Succession planning (retirements, resignations, promotions and transfers)
- ✓ Capability of present WHSO to perform the role on their own given it's increasing complexity and time consuming nature.

For more information on:

- Selecting the right person to be trained
- The content of the course and its relevance
- The 30 worker threshold
- The pros and cons of training a second WHSO and
- WHSO Re-certification Courses please contact:



**Alan Singleton**  
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## **New School Safety Alert— Metal Star Pickets**

Uncapped star pickets pose the risk of an impalement injury if fallen upon. Check your school for star pickets and ensure that the associated risks are appropriately managed. See the new safety alert at:  
<http://education.qld.gov.au/health/healthsafety/safety.html>