



## Welcome

**W**elcome to this edition of SafetyNet and thank you to all the school and regional staff who have recently provided comments and feedback on draft processes and procedures for the Unit. I am pleased to have taken up the new position of Director, Organisational Health Unit and at this stage will be working in the role until December 2005.

The past weeks have been busy with the establishment of processes to ensure organisational health issues are appropriately managed in the new regional structure.

To clearly articulate health and safety responsibilities, all regions will be engaged in agreements that set targets and accountabilities for organisational health. Initially, these will entail basic legislative requirements, many of which can be achieved by completing the Annual Assessment.

Two priorities over the coming months are; the development of a framework that supports a co-ordinated organisational health system across the state and, a program that focusses on achieving the targets established by the Queensland Cabinet endorsed Safer Workplaces Strategy.

Currently field based health and safety staff are working "business as usual" covering a large number of schools across regional boundaries and geographical areas. I look forward to meeting regional staff over the coming months as members of the OHU visit a number of centres around the state to discuss a number of organisational health issues, including health and safety.

Mark Hewison, A/Director  
*Organisational Health Unit*



*Mark has held the role of Manager, Health & Safety Section - Queensland Police Service for 4 years and prior to this worked as an Environmental Health Officer in the Royal Australian Air Force.*



## Catch of the day!

### Standard Operating Procedures: Machinery and Equipment

Producing and maintaining 'Safe Operating Procedures' (SOPs) and Equipment Maintenance Records can be very time consuming. It can often be one of those jobs that stay on the 'To Do' list even if health & safety legislation and Education Queensland advise that it should be done. But when an accident occurs, these documents are usually one of the first items that accident investigators ask to see.

The Organisational Health Unit has over the past 9 months undergone a project to consult with a number of Education Queensland schools to review the suitability of generic SOPs and maintenance proformas which have been developed in South Australia. Permission has been given by the Department of Education & Children's Services (South Australia) for our Department to utilise the content of their documents.

These documents are currently being reviewed and developed into a user-friendly format for our schools.

The intention of these documents is **not** as a replacement to well-established documents and processes that some schools may already be using. However they are intended to provide baseline information so that schools can review current processes or in other cases assist in developing new procedures.

If everything goes well it is planned that these SOPs and maintenance proformas will be available on the CHW website during Term 4 this year.

Schools will be advised when these documents are available.



## Catch these new resources

The following resources have been updated or added to our Creating Healthier Workplaces (CHW) Website over recent months. If you have problems finding the website—here's how to find it and add to your 'Favourites'.

### Asbestos Alert

Provides basic information on asbestos and links to other documents for schools.  
<http://education.qld.gov.au/health/pdfs/healthsafety/asbestos-schools.pdf>

### Asbestos Flow Chart

Explains what to do and who to contact if there is an incident involving asbestos at the school.  
<http://education.qld.gov.au/health/pdfs/healthsafety/asbestos-flow-chart.pdf>

### Safe Handling and Disposal of Needles and Syringes Fact Sheet

Gives up to date information on how to safely collect sharps and processes for schools to minimise the risks of incidents with sharps.  
<http://education.qld.gov.au/health/pdfs/healthsafety/usedneedles-factsheet.pdf>

### Aspects of Science Management (ASM)

ASM was produced in 1997 as a hard copy and is still a useful guide for many people working in school science labs.  
<http://education.qld.gov.au/health/pdfs/healthsafety/aspects-science-mgmt.pdf>

### If you are at school— Go to:

EdInfo main page at: <http://iwww.qed.qld.gov.au/>  
Go to the left hand column and click on 'Human Resources'  
Scroll down to the bottom of the middle column and click on "Creating Healthier Workplaces"

### To save in your Favourites

Click on "Favourites" which is at the top of your screen  
Then click on "Add to Favourites"

### To find it in your Favourites

When you connect to the internet -  
Click on Favourites and a list will appear—click on the one you want!

### If you are outside school— Go to:

<http://education.qld.gov.au/>  
Then click on "Schools and Educators" on the left hand side of the page. Then scroll down to Quick Links and you will see; Creating Healthier Workplaces—remember to save it in your favourites!

### Annual Assessment Action Plan Template

The Action Plan can be used to prioritise and budget action items as a result of completing your Annual Assessment. Look under H&S Topics—Accountabiliites, Communicaton and Consultation and scroll down to Resources or:  
<http://education.qld.gov.au/health/pdfs/healthsafety/annual-assess-act-pln.pdf>

### New Navigation Guide to Manual Handling of Students CD

<http://education.qld.gov.au/health/healthsafety/hs-mod-manual-pack.html>

## National Q– Fever Program Extended!

Thanks to an extension of funding from the Commonwealth, state schools will have the opportunity to participate in Phase 2 of the *National Q Fever Vaccination Program* for the 2005/2006 financial year.

Q fever is an acute and occasionally chronic illness caused by infection with a bacterial organism. Those at risk of exposure within Education Queensland are those involved in certain agricultural programs. Prevention is a priority for Queensland as our state reports approximately 40–50% of all Australian Q fever notifications.

The National Q fever Vaccination Program is administered by Queensland Health and eligibility for the program has been extended to staff and students within agriculture programs where contracting Q fever is a risk.

Eligibility entitles staff and students (aged 15 or over) to access Phase 2 of the National Q fever Vaccination Program. The Commonwealth funding for this program ceases in June 2006. Therefore, the cost of vaccination for staff should be met from the school grant after June 2006.

"At risk" schools are those where:

- There is frequent (once or more a week) close school related contact with live or deceased cattle, sheep, goats, llamas, alpacas, or camels; and/or
- There is responsibility for cleaning the living quarters/sheds, feeding troughs and research rooms of such animals; and/or
- There is a requirement to visit abattoirs/meat processing plants, tanning and hide processing plants, feedlots, grazing properties, dairy properties, shearing stations, auction rings, where live or deceased cattle, sheep goats, llamas, alpacas, camels or wild game are present.

Under the National Q fever Vaccination Program, identified "at risk" staff and students in schools will be eligible for free vaccine (normally \$120) and free skin test resource (normally ~\$30). The out of pocket expense for the school or the parent relates to the doctor's consultations and the blood pathology (range: ~\$60 - \$100 per person depending on the doctor's fees).

Schools who identify as "at risk" should access information via the CHW web site— full details are available from:  
<http://education.qld.gov.au/health/docs/healthsafety/qfever-info-schools.doc> (*First Aid & Infection Control page*)

# School Safety Scribbles

## Tullawong Triumphs!

Tullawong State High School is well on its way to achieving excellent standards in health and safety for their school population and community.

Through conducting their *Annual Workplace Health and Safety Assessment*, Tullawong's WHSO, John Burke reviewed the schools current status and provided a report to the Principal on areas requiring attention. An action plan is now in place at the school and many staff are assisting with the implementation.

Tullawong SHS is a band 11 school with approximately 1600 people (teachers, students and ancillary staff) on campus. The objective of John's report was to assess 18 key health and safety areas and to get a "snapshot" of safety performance at the school.

John utilised the Occupational Health and Safety Fact Sheet "Annual Workplace Assessment" as well as the "Annual Health & Safety Assessment - Report for Schools" template published by the Organisational Health Team.

"Having worked as a fitter and turner for almost 30 years, I have been part of the continual improvements of workplace health and safety to its present structure. I enjoy performing the duties of WHSO at Tullawong State High School, and I am able to perform these duties efficiently due to management allocating me weekly time and resources. I must also thank the representatives of our WPH&S committee who have worked collaboratively to provide assistance to ensure safety within our school."

The Education Queensland Occupational Health and Safety Tool Kit was used as a data gathering instrument for determining compliance levels in the school and assisted John in developing the school's Workplace Health and Safety Action Plan.

Congratulations to John Burke from Tullawong State High School for excellent work in the area of workplace health and safety.



Principal Tracey Corsbie and WHSO John Burke, at Tullawong State High School

### REMEMBER:

- Departmental policy (HS-07) requires all schools, regardless of size to complete an annual H&S audit
- All schools with 30 or more workers are reminded that the Annual Assessment has been a legislated requirement under *The Workplace Health and Safety Act 1995* since 2003.
- Departmental Audit Officers as well as Inspectors from Workplace Health and Safety Queensland may request to see a school's documentation and results of their Health and Safety Annual Assessment.

### For more information see:

Annual Assessment Report Form, Factsheet and Action Plan template under **Accountability, Communication & Consultation**; scroll down to *Resources*  
<http://education.qld.gov.au/health/healthsafety/hs-mod-account.html>

**Or contact your Regional Senior Health & Safety Consultant**

## Work Safe Week— 23—29 October

Workplace Health & Safety Queensland's annual safety week is on!

Seminars and activities are planned and you are encouraged to organise your own event.

Check out the calendar of events below (many are free!) or phone 1300369 915

<http://www.dir.qld.gov.au/workplace/training/events/worksafeweek/events2005/index.html>



# Don't let these slip through the Net

## Resources for the Classroom!!

If you would like to introduce safety concepts to primary school students or integrate improved management systems to the secondary school curriculum—these websites may help. States around Australia have developed a range of interactive programs for student use, as well as the range of information that exists on sites from other states and authorities. Check out these as a start....

### Queensland

Safety Sense—a self-paced education program developed for Years 10-12 to broaden workplace health and safety knowledge. A range of issues are covered including farm safety, hazardous substances, machine guarding and noise.

<http://www.whs.qld.gov.au/safetysense/index.htm>

### South Australia

Innovative interactive website with virtual workplaces so students can choose a course of action and see the consequences. Many other resources available for students and teachers.

[www.workcover.com/learning/](http://www.workcover.com/learning/)

Go to Games and Tests for student resources

### Western Australia

Smart Move—a resource for high school students and teachers including self assessment tests.

<http://www.safetyline.wa.gov.au/pagebin/edcnwssm0018.htm>

## The Ethical and Safe Care of Animals in Schools

The use of animals in schools is a popular curriculum option and students can benefit greatly from the diverse range of experiences and learning opportunities that working with animals present.

The benefits for students must be balanced with the appropriate care and treatment of the animals involved. Schools (and other workplaces) must comply with legislative requirements to ensure the responsible care and use of any animal used for scientific purposes. Animals must not be used for scientific purposes unless the activity has been approved by an Animal Ethics Committee (AEC).

Education Queensland has its own AEC so there is no need for schools to establish individual committees. Many school activities have been undertaken in the past so there is limited paperwork for schools to complete.

Any EQ schools that wish to apply for approval of their 2005-2006 animal use activities must submit their animal ethics applications for approval by the committee. Applications should be sent to Beryl Roberts by email to [beryl.roberts@qed.qld.gov.au](mailto:beryl.roberts@qed.qld.gov.au) or by fax to (07) 3237 0334.

Education Queensland's policy is CS-29: *Animal Ethics and Welfare in Schools* and is available on the website: [http://education.qld.gov.au/corporate/doem/curristu/cs-29000/sections/preface\\_.html](http://education.qld.gov.au/corporate/doem/curristu/cs-29000/sections/preface_.html)

## Fete Season and End of Year Activities

Term 4 is a time for fetes, festivals, break up parties and clean up activities. Remember to plan carefully to ensure the fun is not clouded by any incidents.

Checklists are available for helping you to hire appropriate contractors for **Fireworks** displays—available on the website under 'Contractors': <http://education.qld.gov.au/health/pdfs/healthsafety/fireworks-checklist.pdf> and also for planning for an **amusement device or ride**—see Machinery & Equipment at: <http://education.qld.gov.au/health/pdfs/healthsafety/amusement-rides.pdf>

With the hot weather already here—remember that **water activities** involve extra risk and therefore extra planning—check out DOEM modules—*HS-10—Curriculum Activities* for guidance and speak with other staff who have run these activities in the past.

**Clean up!! Save your back and your cleaners'!! Start your clean up and clearing out now!!**

## WHSO Courses

The **Training Calendar for 2006** is now available on the website under *What's New*

<http://education.qld.gov.au/health/healthsafety/whatsnew.html> and

**Courses and In-Services**

<http://education.qld.gov.au/health/healthsafety/courses.html>

**For more information about the school customised WHSO and Reps courses and the training calendar for 2005 & 2006 please contact:**

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