



# Safety Net



HERE TO SUPPORT YOU



## Welcome

Dear Colleagues

Thank you for taking the time to read the third issue of Safety Net for 2006. I am sure the recent weeks have been busy for you all with end of financial year work and beginning the new term. Projects and initiatives will continue during second semester, so I look forward to your continued enthusiasm and contribution to these activities.

The Dupont Audit (April 2006) included a range of recommendations to improve our safety performance. We are currently developing strategies to address these issues and establish a proactive management system through all levels of the department. Senior management has been involved from the earliest stages of this project and the Director-General continues to map the progress of the audit and support the follow up work that needs to be done.

The Director-General has also released the *Department of Education and the Arts Strategic Plan 2006-10* which articulates Education Queensland's goals in delivering quality education within the government's broader social and financial framework. Looking after and valuing our people through promoting safe and healthy work environments and supportive and effective management is a strategic priority. This statement in the Strategic Plan shows there is a high level of commitment to the health and well being of everyone in our school community.

This issue contains information on recent changes to the Department of Education Manual (DOEM) and departmental procedures for smoke free environments and school excursions. A special mention goes to Far North Queensland's WHSO network for putting on such a successful day of professional development in June.

Once again, I would like to thank you for your commitment to the wellbeing of staff and students and hope that this newsletter provides you with useful information and updates on organisational health activities within the department.

**Gary Barnes**

**Assistant Director-General , Office of Strategic Human Resources and Learning**

### CREATING SMOKE FREE ENVIRONMENTS



**NEW PROCEDURE !** Principals should ensure that schools adhere to the new departmental procedure that prohibits smoking on departmental property and bans designated smoking areas in schools. The revised no smoking procedure *HLS-PR-001: Creating Smoke-Free Environments* has been published in the new Education Policies and Procedures Register (EPPR) to further inform schools of the new requirements. The new procedure reflects Queensland legislation and includes details on how to obtain appropriate no smoking signage.

- The EPPR can be found at: [www.qed.qld.gov.au/strategic/eppr](http://www.qed.qld.gov.au/strategic/eppr)
- The new procedure can be found at: [www.qed.qld.gov.au/strategic/eppr/health/hlspr001](http://www.qed.qld.gov.au/strategic/eppr/health/hlspr001)

# Don't let these slip through the Net



## MANAGEMENT AND TREATMENT OF STUDENTS WITH ANAPHYLACTIC REACTIONS

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens in school-age children are peanuts, tree nuts, fish, shellfish, egg, cow's milk, sesame, soy, insect stings or bites, latex and some medications.

Complex health conditions such as anaphylaxis should be managed by schools in accordance with the Department's Health and Safety Procedure HLS-PR-009 *Administration of Routine and Emergency Medication and Management of Health Conditions* which can be downloaded from the Department's intranet at <http://iwww.qed.qld.gov.au/strategic/epr/health/hlspr009/index.html>

If written advice has been provided by parents/caregivers to the school, stating that their child has been diagnosed with or being at risk of anaphylaxis, an **Action Plan for Anaphylaxis** must be completed in consultation with the parents/caregivers and signed by a medical practitioner. The Action Plan for Anaphylaxis, which can be downloaded at [http://www.allergyfacts.org.au/PDF/anaphylaxis\\_plan\\_\(child\)\\_au.pdf](http://www.allergyfacts.org.au/PDF/anaphylaxis_plan_(child)_au.pdf), details how to deal with a severe allergic reaction should it occur.

It is important that copies of the Action Plan are placed in appropriate locations across the school to alert all staff to the student's health condition and appropriate emergency response if required. If a student has been prescribed an EpiPen (auto adrenaline injector) a copy of the Action Plan should also be stored with the student's EpiPen.

**Anaphylaxis is potentially life threatening and always requires an emergency response.**

For students with an Action Plan for Anaphylaxis, staff must follow the emergency procedures as outlined in the student's Action Plan. This would include calling an ambulance.

Severe allergic reactions or anaphylaxis can occur rarely when there is no history of known allergies. This situation should be treated as an emergency and an ambulance should be called immediately.

A memo was sent to all schools via Schools Update on 13 March and 19 June 2006. This memo provided advice on the management and treatment of students with anaphylaxis. Principals are reminded to bring the contents of this memo to the attention of all staff immediately if you have not already done so. The memo can be downloaded from the Department's intranet at <http://iwww.qed.qld.gov.au/strategic/epr/health/hlspr009/index.html>.

Through an Anaphylaxis Working Party, Education Queensland is currently developing further guidelines for schools on the management and treatment of students with anaphylaxis. All schools will be notified when these guidelines are available.

### FINDING DOEM POLICIES IN THE NEW EDUCATION POLICY AND PROCEDURES REGISTER (EPPR)

The centralised location for departmental policy, procedures and guidelines for use by state schools and departmental offices is now the *Education Policy and Procedures Register* (EPPR). The EPPR has replaced the Department of Education Manual (DOEM).

As of 1 July 2006, the DOEM framework was rescinded and removed from the website. The Education Policy and Procedures Register is the result of a project being undertaken by the Office of School Resourcing and Administration. Departmental policies and procedures are being updated to reflect current legislative requirements and other relevant standards. Policies and procedures are also being reviewed for their accuracy and relevance in view of "Education and Training Reforms for the Future" (ETRF) initiatives and forthcoming changes to the Education (General Provisions) Act 1989.

A process to transition from the DOEM to EPPR included reformatting policies into the EPPR template. This process is continuing and some DOEM modules are still under review. These old DOEM policies have been converted to PDF format, and published in EPPR. A single location alleviates the need to search both EPPR and DOEM to find information. You can find them by going to the following site on the departmental intranet: <http://iwww.qed.qld.gov.au/strategic/epr/>.

Unfortunately, this process means that until each DOEM Health and Safety Policy is converted to EPPR it will only be available via the intranet. Your local regional Health and Safety Consultant has been given copies of these files in electronic format. These files can be emailed to state school staff who cannot access the intranet. Please contact your Regional Health and Safety Consultant or the Central Office Health and Safety Team if you are having difficulty accessing health and safety policies.

## Casting the Net

### SMS – WHS MODULE CHANGES 2006.2

The SMS Services Team is currently working on the 2006.2 release of SMS. This version will include some significant changes relating to the Workplace Health and Safety Module.

Thanks to some great feedback from schools, the data entry form and subsequent printed report form will have a section for “recommended controls” and the Principal/Officer in Charge signature area will be moved to the end of the form.

Headings will be changed to reflect our new structure as well as the new structure of the Department of Industrial Relations. i.e. CSU Health and Safety Consultant will be changed to Regional Health and Safety Consultant and “Division of Workplace Health and Safety” will change to “Workplace Health and Safety Queensland”.

#### Hazards

One section of SMS reports that is often blank is the “Hazard”. It is essential that schools include a hazard for every incident that is recorded into the SMS Event section. In some instances the same hazard may be attributed to different events. If the same hazard continues to appear regularly in incident reports, this should be referred to your school’s WHSO, Workplace Health and Safety Committee or raised at a staff meeting.

### FENCING OF CONSTRUCTION SITES



Schools are reminded to ensure that students keep away from construction sites especially after school, on weekends and during holidays.

Education Queensland schools have a great deal of construction underway around the state and Principals are reminded to ensure safe practices are implemented such as adequate fencing.

ACT WorkCover Commissioner Enrich Janssen said recently “To children, construction and demolition sites look like great places to explore and play. Unfortunately, the consequences of playing in these environments can be serious or fatal for the child.”

Serious injuries can occur if children fall from heights or come into contact with machinery, electricity or hazardous substances on construction sites.

Measures that can be taken include:

- Fencing off the site
- Fencing off holes
- Ensuring the site is secure when unattended.
- Liaise with your local Facilities Account Manager for more information/assistance.

### WELCOME! - BONNY SHORE TO MACKAY-WHITSUNDAY REGION

Bonny Shore has started with the department in July as our new consultant in the Mackay-Whitsunday Region. Bonny is working in the dual role of Senior Health and Safety and Rehabilitation Consultant and is based in the Mackay office.

Bonny has worked in the organisational health field for the past 13 years at the Commonwealth Rehabilitation Service (CRS) and WorkCover Queensland in Mackay.

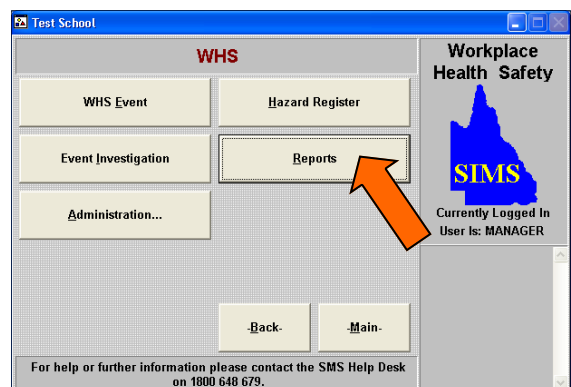


### SOME USEFUL REPORTS IN SMS WHS MODULE

SMS comes with its own suite of reports for workplace health and safety at your school. Many schools run these reports prior to a workplace health and safety committee meeting or a major staff meeting so that relevant issues can be discussed.

Handy reports include:

- Administration/Audit Report
- Events by Facility
- Hazard Register
- Summary of Events – Statistical





## Casting the Net

### FAR NORTH QUEENSLAND REGION'S - FIRST WHSO NETWORK PROFESSIONAL DEVELOPMENT DAY

On 8 June 2006 the Far North Queensland WHSO Network held its very first full day of professional development. This initiative replaced after school network meetings once a term in each of the three districts with a full day of PD in one central location. This health and safety day follows the successful trial of the FNQ Rehabilitation Coordinators Network Professional Development Day once a semester.



As stated by one of the attendees “the WHSOs voted with their feet” – there was great interest in the day with nearly 40 attendees from all over FNQ.

Clive Dixon, Executive Director (Schools), opened the day with a warm welcome, and acknowledged the important and complex role that the WHSO undertakes in schools. The topics covered in the PD day ranged from “Help me – I’m a WHSO!” to “Coordination of an Emergency [incorporating other community agencies]”, with guest speakers from the Organisational Health Unit, Emergency Management Queensland and Workplace Health and Safety Queensland.

Most of the attendees evaluated the day as being “very relevant to their role of WHSO/R” and many contributed ideas as to the topics they would like to see covered next time.

Due to the success of this day, and incorporating the valuable feedback from the attendees, it is anticipated that this format will continue with the next PD Day being held in Term 4.

Congratulations to Meeca Lynch for organising the day and thank you to all the attendees for their participation and feedback.

### AVOIDING INFLUENZA IN YOUR SCHOOL

Influenza is a highly contagious virus which can have a dramatic impact on a school’s staffing and overall functioning should it travel through the school community.

The virus is spread from person to person via airborne droplets and so can be transmitted through coughing or sneezing.

Influenza virus can also be passed from the hand, to the nose and mouth. i.e. a person can catch influenza if they touch a surface such as a telephone, doorknob or keyboard that has been recently contaminated by someone with influenza.

People with influenza can easily contaminate their hands by blowing their nose or coughing into their hands.

#### Prevention

Whilst the best way to prevent catching influenza is to be immunised, schools and other departmental workplaces can be proactive with appropriate infection control procedures and through educating students and staff about appropriate infection control.

Good hygiene practices should be adopted including regular hand washing and drying using soap, water and paper towels. People who have a contagious condition such as influenza should be encouraged to observe good hygiene practices and stay away from school or other workplaces whilst they are contagious.

For more information, refer to DOEM *HS-18: Infection Control*, available on the Education Policy and Procedures Register:

<http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr004/hs18.pdf>

#### SM-02 VARIATION TO SCHOOL ROUTINE CHANGES TO EPPR

“SM-02 Variation to School Routine” has been rewritten by the Office of School Resourcing and Administration and is now entitled: *SCM-PR-002: School Excursions*. A risk assessment template for school excursion risk management has been provided within the procedures and is to be used when planning excursions and/or activities.

Find the new procedure at:

<http://iwww.qed.qld.gov.au/strategic/eppr/schools/scmpr002/>