

# Safety Net



HERE TO SUPPORT YOU



## Welcome

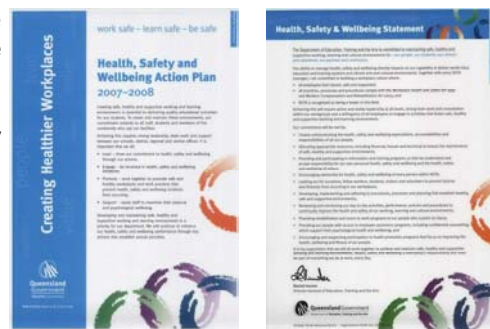
Dear Colleagues

Welcome to the third edition of SafetyNet for 2007. By now all school would have received the Health, Safety and Wellbeing Action Plan 2007-2008 and the Director General's Health, Safety and Wellbeing Statement. These documents provide a framework for enhancing health, safety and wellbeing within our department and incorporate a range of practical steps to assist schools and regions to develop and implement local health, safety and wellbeing plans and initiatives.

Thank you to all those staff who have assisted in establishing their Regional Workplace Health and Safety Committees. Most regions have now conducted their first committee meetings and issues have been forwarded to the Corporate Workplace Health and Safety Standing Committee. There has been progress on many of these issues; with action occurring at a state wide level. Regional Workplace Health and Safety Committees are an integral component of the department's consultative framework and I congratulate those Regional Executive Directors who have committed their time and leadership to this process.

Your continued commitment to creating positive, healthy and safe learning and working environments is commended and appreciated.

**Gary Barnes**  
Assistant Director-General, Strategic Human Resources



## SMS Workplace Health and Safety Incident Forms - Lost in Transmission?

Are your SMS - Workplace Health and Safety Incident Notification Fax Numbers Up-To-Date? - If not, or if you are unsure, you might find that you have been sending information to the wrong office or even to a private business!

Now is a great time to check the accuracy of your SMS Workplace Health and Safety Module's Administration details. As the information recorded in SMS is controlled at the school, it must be updated by the school. This function can not be undertaken by central office or district office.

**Please check your SMS Health & Safety fax Numbers - Steps to follow:**

**Open SMS > Select "School Module" > Select "Workplace Health and Safety" > Select "Administration" > Select "Administration" and highlight the most recent record. Now select "Edit". Check your entries against the following information.**

Your Region	Workplace Health and Safety Queensland (WHSQ) Office Fax	Your Regional Health and Safety Consultant (Education) Fax	Central Office Health & Safety (CO) (Education) Fax
<b>Far Northern</b>	Cairns Coastal: 4048 1493 Tablelands-Johnstone: 4061 4371 Torres & Cape: 4069 2438	4046 5261	3237 1664
<b>Northern</b>	Townsville: 4760 7981 Mount Isa: 4743 8122	4726 3170	3237 1664
<b>Fitzroy Central West</b>	Central Coast: 4972 6196 Central Qld: 4938 4155 Central West: 4982 3756	49713699	3237 1664
<b>Mackay Whitsunday</b>	4967 4477	4951 6824	3237 1664
<b>Wide Bay Burnett</b>	4123 1704	4121 1645	3237 1664
<b>Moreton</b>	3202 1018	3280 1199	3237 1664
<b>Sunshine Coast</b>	5470 8874	3881 9630	3237 1664
<b>Darling Downs</b>	4687 2877	4616 9100	3237 1664
<b>Greater Brisbane (North)</b>	3247 9426	3359 4243	3237 1664
<b>Greater Brisbane (South)</b>	3216 8431	3422 8670	3237 1664
<b>South Coast</b>	Gold Coast: 5583 5060 Logan Beaudesert: 3287 8333	5562 4844	3237 1664



# Don't let these slip through the Net

## KETTLES IN THE CLASSROOM

A scald injury recently occurred when a kettle containing boiled water was accidentally dislodged from a cupboard and the contents spilled onto a student.

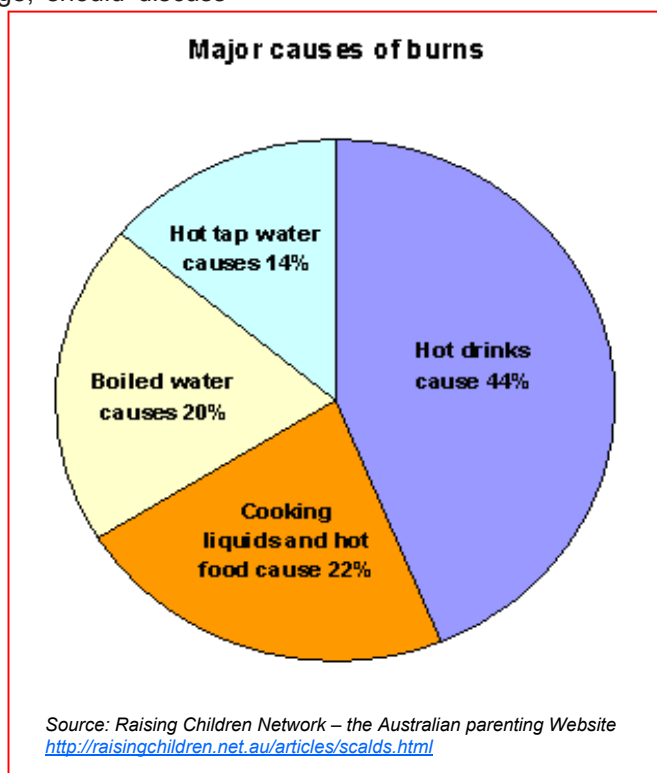
### What is the departmental “policy” on kettles in the classroom?

- The department does not recommend the use of kettles in any classroom for purposes other than teaching curriculum. However, where kettles are used in the classroom the following is required:
- Staff must gain approval from the Principal, Head of Department (HOD) or Officer-in-Charge to use a kettle in their classroom for purposes other than curriculum activities.
- Before approval, Principals, HODs and Officers-in-Charge, should discuss and document the risks and the actions that will be taken to ensure the risk of scalds is prevented.
- The following controls are to be implemented as minimum standards.



### Minimum precautions

- Students must be supervised at all times when the kettle is in use and whilst hot water remains in the jug. Remember - hot water can scald up to half an hour after it has been boiled. A freshly poured hot drink will burn a child instantly.
- Keep kettles/jugs (and their cords), teapots, coffee plungers and other hot items such as cups of hot liquids out of reach of students. Many scalds are caused by hot drinks, hot water from taps, jugs and kettles, and other hot liquids.
- Do not place kettles or other items containing hot liquids in places where they may be dislodged or fall and spill onto students e.g. on top of fridges, on high shelves, resource cupboards on unstable surfaces or where the cord can be reached.
- Any electrical item brought into school from home (including kettles, heaters and fans) must undergo the appropriate risk management strategies as outlined in procedure: ESM-PR-002: Equipment Management for Schools.
- When consuming a hot beverage in the classroom or in the school ground, use a “spill-proof” mug with a wide base and a tight fitting lid to reduce the risk of spilling and subsequent scalds.
- Access to staff rooms or kitchen areas that are designed to appropriately accommodate tea and coffee making facilities will minimise the need for beverage making facilities in classrooms.
- It is important that staff are informed as to the reasons for these procedures.
- You may wish to develop reminder notices for classrooms that have kettles in use.



### First Aid – Quick Guide

- Immediately run cool water on the affected area
- Always call an ambulance if a burn is larger than the size of a child’s hand or on the face, neck or genitals.
- Seek medical help from a doctor, hospital or medical centre if a burn or scald is the size of a 20-cent piece or larger, looks raw, angry or blistered, or if the pain persists or is severe.

### Further Information

KidSafe Queensland – Factsheet - Scalds: <http://www.gtp.com.au/kidsafeqld/inewsfiles/inews.8176.1.pdf>  
Raising Children Network – the Australian parenting Website <http://www.gtp.com.au/kidsafeqld/inewsfiles/inews.8176.1.pdf>



# Don't let these slip through the Net

## Incident Reporting

The *Workplace Health and Safety Act 1995* and *Regulation 1997*, *Electrical Safety Act 2002* and *Regulation 2002* require all Queensland workplaces to record, and in some instances notify health and safety incidents. All schools must comply with these legal obligations.

Recording of incidents at schools;

1. All staff and visitor incidents: recorded using the School Management System (SMS)
2. For student incidents:
  - Serious student incidents are to be recorded using SMS; and
  - Minor student incidents may be recorded in the first aid register.

The flowchart - Health and Safety Incidents Recording Guidelines for Schools—shows these reporting protocols: <http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr005/schnotifyguide.pdf>

### What's new in SMS—2007.1

There are a number of changes to the WHS module of SMS in 2007.1, including reintroducing the 'Delete' functionality to address the following issues with data entry:

- Incorrect injured / ill person entered against an event
- Incorrect hazard linked to an event
- Incident incorrectly labelled a Confrontation or Aggressive Act.

This will mean that schools can delete incorrect data and "data fixes" will not be required later.

**Please ensure that the correct information is entered into the same event prior to deleting any incorrect data.**

*For further enhancements to this area, please refer to the SMS Version 2007.1 Release Notes.*

The departmental procedures for notification are available in EPPR at:

<http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr005/>

### Health and Safety Incident Report Form

A new Health and Safety Incident Data Entry Form has been created for the 2007.1 release of SMS. The form is now available on the Accidents & Incidents page on the CHW website at: [http://www.qed.qld.gov.au/hr/forms/health\\_safety\\_inc\\_rep.pdf](http://www.qed.qld.gov.au/hr/forms/health_safety_inc_rep.pdf)

This new data entry form matches the Workplace Health and Safety (WHS) Module and meets the current requirements for data entry of health and safety incidents in SMS.

**Please take old versions of the Health and Safety Incident – SMS Data Entry form out of circulation and copy the new form for staff to use.**

## Online Access to Australian Standards!!

We are very pleased to announce that online access to the Australian Standards suites for:

- "Safety in the Laboratory" (AS 2243 series) and
  - "Playground Equipment" (AS 4685 series)
- are available to Education Queensland staff.

Access is available through the Library Services [databases page](#) through a username and password system. This information is also available on the [databases page](#): <http://education.qld.gov.au/information/service/libraries/resource/eresources/staff/edatabases.html>

Help accessing the standards is available from the [standards website](#) at: <http://education.qld.gov.au/information/service/libraries/notice/bulletins/bulletin-standards.html>

Our subscription allows for two concurrent users so please ensure you have logged out once you have finished looking at the standards.

## GENERAL INDUCTION (CONSTRUCTION BLUE CARD) COURSES

We are still progressing the in house Construction Blue Card course for Schools Officers. Thank you for your patience and continued support for the project. We have run 3 pilot courses with good feedback and participants' comments have been included in the presentation delivery and the resource folder of information that will be provided to course attendees.

The resource folder is currently being printed and it is anticipated that courses will be run in north Queensland during Term 3. We are waiting on some final approvals from TAFE regarding our trainers and it is hoped that courses will be conducted in the south east corner late Term 3/early Term 4.

We are pleased to be presenting the course at the Toowoomba Schools Officers day in September which will have about 60 attendees.

**Watch this space for course dates and times!**

## Subscribe to SafetyNet

Would you like to receive SafetyNet directly to your email address? You can subscribe to SafetyNet simply by filling in a form and faxing it to the Organisational Health Unit.

Fax back form: <http://education.qld.gov.au/health/docs/healthsafety/hs-safetynet-subscribe.doc>

Alternatively, please fax the following details to 3237 1664.

"Please email me a copy of SafetyNet"  
Your Name , Your email address Your school  
Your Designation (e.g. teacher, teacher aide)

Also let us know if you are: Workplace Health & Safety Officer/Workplace Health & Safety Representative/  
Workplace Health & Safety Committee member /or  
Interested person.





# What's on the Safety Net?

## Safety Week 2007 - October 22–26

Safety Week is hosted each year by Workplace Health and Safety Queensland (WHSQ) and aims to raise the profile of health and safety throughout industry. This year the focus is on the prevention of **slips, trips and falls** which are a major cause of injury. In Queensland, for years 2002/03 – 2004/05, Education (as an industry sub sector) accounted for 7% of major claims due to slips, trips and falls on the same level. The average cost of a slips, trips and falls claim in Queensland is \$11,100.

In our department slips, trips and falls are one of the major causes of strain and sprain injuries. There are a range of simple strategies that can be used to prevent slips, trips and falls as well as whole of department improvements. There will be a range of events and information sessions held during Safety Week - your school might like to run a health and safety event during the week to raise the profile of an issue or a current project. Keep an eye on the newsletter, discussion list and our website for news and upcoming events.

**Further Information:** *Guide to Preventing Slips Trips and Falls - Workplace Health and Safety Queensland*  
[http://www.deir.qld.gov.au/pdf/whs/slips\\_trips\\_falls\\_guide2007.pdf](http://www.deir.qld.gov.au/pdf/whs/slips_trips_falls_guide2007.pdf)

## Consultative Framework for Workplace Health and Safety

HLS-PR-016: *Workplace Health and Safety Consultative Framework:* <http://education.qld.gov.au/strategic/eppr/health/hlspr016/>

