



Welcome

Thank you for your encouraging response to the first edition of SafetyNet. I hope you find this second issue as informative and engaging.

During the six months that I have been Director of Human Resource Operations I have seen some great achievements. I have noticed the changing attitude toward the importance of staff well being and feel confident that as an organisation, EQ will continue to make this a priority.

Information on a number of health issues is included in this edition. This "health focus" is a great complement to the release of the new resources for the Safe Use of Art Kilns.

The Health & Safety Team have developed a CD package of practical information to support the revised HS 10–38 Kilns guideline. The CD package has been posted to all schools with art kilns.

Thank you for your ongoing commitment to creating healthy and safe schools and workplaces. I hope SafetyNet provides you with news and information to assist you in this endeavour.

John Ryan
Director
Human Resource Operations

Don't let these slip through the Net

HEPATITIS A & B VACCINATIONS

The Infection Control Policy (HS-18) provides details about Hepatitis A & B exposure and vaccinations. There are a number of employee groups in EQ that are classified as high risk for exposure to Hepatitis A & B. Groups include cleaners and staff who work closely with students with physical or intellectual impairment. Details are provided in HS-18 (section 20 of the procedures) available in the DOEM.

It is your school's responsibility to pay for vaccinations for staff in identified high risk groups. Vaccines are available to all state schools at a competitive rate, through a preferred supplier arrangement. Forms are available from your local Health & Safety Consultant.

MEASLES, MUMPS AND RUBELLA VACCINATIONS

Queensland Health is undertaking a program to provide measles, mumps and rubella (MMR) vaccinations to 18–30 year olds. This age group has not had the benefit of the new "two dose vaccination program" recently provided to children and adolescents. Queensland Health is conducting outreach programs providing free vaccinations for people 18–30.

INFLUENZA

Remember, it's that time of year again when the influenza virus may be lurking in sneezes and coughs. Most healthy adults recover quickly from the 'flu, however, people with chronic medical conditions are at greater risk of complications. To keep yourself 'flu free' this year you may decide to have the flu vaccine. Flu Vaccines are inexpensive and are free for some community members.

There is no EQ policy requirement to fund flu vaccination programs. Schools and units can choose to pay for flu vaccinations for staff. The decision to fund a flu vaccination program can be made at the local level.

PREPARING YOUR POOL FOR SUMMER—

Now is the time to prepare for the upcoming swimming season! Training courses and refresher sessions for school pool operators are a good way to ensure that your pool is managed and maintained correctly. Courses cover health & safety topics such as maintaining water quality, chemical handling and storage, equipment & pool safety and public health. The courses will complement DOEM policy AM-02 'School Swimming Pools - Guidelines for Operators'. To register your interest in attending a course please contact Facilities Services Branch by emailing michael.wright@qed.qld.gov.au



Casting the Net

During first semester WHSO Network meetings were held in Bayside, Corinda, Coopers Plains, Gold Coast South, Logan-Beaudesert, Mooloolaba, Murrumba & Nambour to name a few places.

Network meetings usually run for about 2 hours (with time for a cuppa in there).

Topics covered in the past include;

- SMS - use, features, tips and reports
- the new People Handling Advisory Standard
- Tool Kit modules
- Lock Down & emergency procedures
- PART—Professional Assault Response Training

You can help to start a Health & Safety Network in your district. As a start you will need;

- A convenient venue
- A chairperson
- Someone to notify people of the venue, time and agenda (maybe your district office can help out with a broadcast fax)
- Interested people!!

You can ask your local health and safety advisor if they can attend and speak on topics.

Keep in touch with your local district office to find out about upcoming network meetings.

School Safety Scribbles

It is great to see that the SMS Workplace Health and Safety Module is now being used in the majority of our schools for recording and reporting of incidents. The SMS WHS module is now the mandatory system for recording incidents, injuries and dangerous events.

The advantages of using the SMS system are many!!

- The only mandatory section to complete is the 'event notification section'. All others features are added extras to use if you chose e.g. event investigation
- New information only needs to be entered once
- All staff and student information is already in the system— so no data entry of this information!
- SMS is regularly updated and enhanced— primarily to simplify processes and be more efficient!
- Any changes to the system are communicated via SMS News, SafetyNet and in training sessions
- Less paperwork! All entries are electronically filed & the system is designed to advise where notifications need to be sent.

If your school is not using the system—it's not too late! Set up your administration screens and then begin using the module to log injuries and incidents.

Instructions for set up and other support materials are on the **Installation CD (2001.2)** for SMS. Use 'Windows Explorer' to open the files on the CD and look for any files beginning with WHS...There are user guides, blank forms, power point presentations and even a video!

Administration information is collected during down loads so it is important to ensure this information is correct & current for your school. To ensure that future data downloads are straightforward -

- Ensure that the person who does the download has 'permission rights' to use the WHS Module
- Ensure the Administration screens are complete

Comments, feedback or questions are welcome—please contact the SMS Help Desk on 1800 648 679 or email healthandsafetysms@qed.qld.gov.au

Anyone wishing to recycle their VHS video of the SMS 2001.2 information can mail it to Wendy Walsh, PO Box 33, Brisbane Albert Street. Q. 4002.

Watch out for the Rehabilitation team's newsletter—the "*Rehab Review*".

The *Rehab Review* is mailed to each Workplace Rehabilitation Coordinator every term. The newsletter focuses on information to assist Rehab Coordinators in their role. Articles on rehabilitation programs, return to work and the benefits of effectively managing rehabilitation are featured.

The Rehab Review is also available on the intranet at; <http://www.qed.qld.gov.au/workdept/hr/newspage.htm>

If you would like to suggest topics for the *Rehab Review* please email jodie.meuleman@qed.qld.gov.au



Catch these new resources

The guideline for the safe use and cleaning of art kilns (HS-10-38 Art Kilns) has been revised. Changes and additions include instruction on the use of personal protective equipment and new safe work procedures.

The document was sent electronically to all principals on 23 April—to be printed and provided to all staff involved in the use and cleaning of kilns.

The new policy is now loaded onto the DOEM. The policy is also available on the CHW site under Policies and Guidelines.

A CD package has been developed to assist schools implement the HS 10–38 guidelines. The CD includes—

- 4 information modules
- Sample registers and forms
- Audit checklist
- HS 10-38 Kilns guideline

The CD package along with a Hazard Alert (A3 glossy poster) has been mailed to all schools with art kilns.

If you have an art kiln and have not received the pack please email Phil Cooper—philip.cooper@qed.qld.gov.au



Dive into these projects

On 1 March, 2002 the new 'Manual Tasks involving the Handling of People Advisory Standard' (or People Handling Advisory Standard for short!) commenced. The new advisory standard replaces the old code of practice and advisory standard on the topic. The standard is relevant to all schools who are involved in the handling of students.

EQ staff experience injuries associated with manual tasks. These injuries result in discomfort and impairment for many people and impact upon the service the school and the department provide.

Over the years many people within EQ have developed great information and resources to assist schools to implement safe manual handling programs. The Health and Safety Team is drawing together this information and updating the material to reflect the current legislation.

If you have any information, resources or comments you would like to contribute please contact Janet Edgar at janet.edgar@qed.qld.gov.au

The People Handling Advisory Standard is available from GoPrint 3246 3399 or at: www.whs.qld.gov.au/index.htm (Div WH&S)



What's on the Safety Net?

Early in the year, 3 members of the Health and Safety Team were fortunate enough to attend the "Safety In Action" conference in Melbourne. The conference was divided into "streams" including – Safety in Schools, Hygiene, Legal & Stakeholder Issues, OHS Professionals, Ergonomics & OHS for managers and supervisors. Some stand out sessions were -

Voice Care for Teachers

Due to the constant demands on their voices many teachers experience symptoms that range from discomfort, hoarseness, lack of carrying power of the voice to pain and chronic voice problems. A study in conjunction with the (Victorian) Department of Education & Training and La Trobe University has resulted in the development of a voice care for teachers program. The Voice Care Kit is available from <http://www.sofweb.vic.edu.au/hrm/ohs/> Then go to health & wellbeing, then health & disease.

Beyond Systems & Beaurocracy

This session was not about new ground breaking technology but was a great reminder that it really is the simple things that count. With proven success in a variety of industries the presenter spoke of applying the principles

that we all know but sometimes are 'too busy' to practice; treat people with respect, make people feel as though what they do is important, recognise and reward safe behaviour, encourage awareness, encourage new ideas and take on suggestions.

Workplace Consultation—Rights & Right Ways

The session covered the 'right' ways to ensure positive OHS outcomes from consultation. Striving for agreement during consultation was emphasised. Without it, stakeholders may not be committed to the OHS objectives, and disputes could result.

The benefits of consultation include: provides info to all (people need to know *WHY* OHS is important), assesses knowledge and skill, identifies concerns and assists resolution, builds team approach, enables ongoing refinement of systems, avoids solutions being imposed upon workers and it is a legal requirement.

The best OHS performance comes from consultative *involvement, ownership and agreement*.

Some of the conference papers are available on CD—available for loan from the Health & Safety Team p: 3234 1583.



WHSO TRAINING

Remember all schools with 30 or more workers must have a trained Workplace Health & Safety Officer (WHSO). Regular visiting teachers and volunteers count towards the 30 threshold.

The Health & Safety team is presently arranging WHSO training and (WHSO re-certification training) throughout the **whole state**. These courses have the advantage of school-specific information designed to assist the WHSO perform their role in the school environment.

Nomination forms have been forwarded to all districts. If you have not nominated you may still be able to join one of these courses.

If you would like to receive further information, please contact Alan on:

Email: alan.singleton@qed.qld.gov.au or
Phone: 46 169 128 or 0428 455 798

If you would like to receive your own copy of SafetyNet—

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