



Safety Net



Welcome

HERE TO SUPPORT YOU

Dear Colleagues

Welcome to the fourth edition of SafetyNet for 2007. During this term, staff involved in organisational health from around the state have had the opportunity to converge on Brisbane for the Organisational Health conference. I would like to take this opportunity to thank everybody involved as well as the Regional Managers for releasing these valuable staff. The Organisational Health conference provides an excellent opportunity for collegiate support, the sharing of ideas and for planning strategies to align with the needs of schools.

The focus of the conference was to review the strategic direction for all areas of Organisational Health, including: Health and Safety, Injury Management, Claims Management as well as Employee Assistance. Discussions were greatly informed by data presented to the groups including WorkCover "Snapshot" data from the Organisational Health Unit and the Strategic Human Resources "Skyscraper" reports. These reports proved clear links between safe, healthy and positive school cultures and improved student outcomes.

I am pleased to advise that most regions now have a functioning Regional Workplace Health and Safety Standing Committee and a number of unresolved/outstanding issues have been forwarded from these committees up to the Corporate WH&S Standing Committee. This process expedites discussion, action and implementation of solutions across the state. For example, the Fitzroy-Central West Regional committee recently forwarded the issue of teacher voice strain to the committee and a state-wide strategy is currently being actioned. The next meeting has been scheduled for 13th September 2007.

As this process is proving so successful, I encourage all staff to contribute by participating in their own committee or consultative structure to ensure that health, safety and wellbeing issues are raised and dealt with at the necessary level of the department. More information about how the Department's Consultative Framework works throughout the department is available in the procedure:

HLS-PR-016: www.education.qld.gov.au/strategic/epr/health/hlspr016/.

This newsletter highlights a number of new publications aimed at improving the health, safety and wellbeing of staff and students. Please access these resources in your ongoing work to create positive, healthy and safe learning and working environments.

Gary Barnes

Assistant Director-General, Strategic Human Resources

Work Safe Week 2007

Work Safe Week is an initiative of Workplace Health and Safety Queensland to focus community attention on safety at work and its impact on our lives.

Making sure people return home from work safely is the focus of this year's Work Safe Week from 21 to 27 October. For most people the most treasured moments in their lives happen outside of work, which is why it's so important to come home safely.

Workplace Health and Safety Queensland advise that each year in Queensland, around 100 people are killed as a result of a work related injury or disease. Workplace incidents have a huge impact not just on workers but family, friends and the community.

Work Safe Week is the perfect opportunity to run an event highlighting the importance of putting safety first in order to reduce workplace injuries. A secondary theme of Work Safe Week 2007 relates to reducing injuries caused by slips, trips and falls. Slips, trips and falls are common in our school environments and are a leading cause of strain and sprain injuries.

There are a range of activities running throughout the state during Work Safe Week. Schools and offices are also encouraged to run a promotional event or activity at their site. For example; holding a safety talk, running a safety poster competition for the students or setting up a safety display.

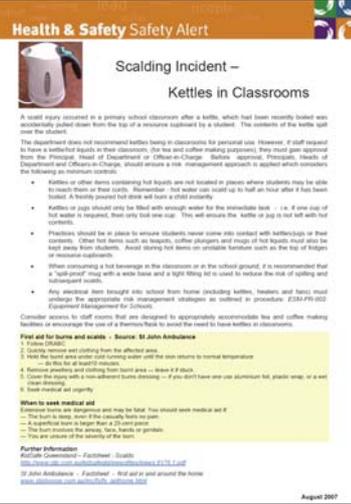
Contact your Regional Senior Health and Safety Consultant to find out if there are any Work Safe Week activities occurring in your region. Contact details: <http://education.qld.gov.au/health/contacts/hscontacts.html>.

Further information can be obtained from Workplace Health and Safety Queensland at:
www.worksafeweek.qld.gov.au.

August 2007



Don't let these slip through the Net



Health & Safety Safety Alert
Scalding Incident – Kettles in Classrooms

A scalding injury occurred in a primary school classroom after a kettle, which had been recently boiled was accidentally pulled from the top of a microwave replaced by a student. The contents of the kettle spilt over the student.

The Queensland Health and Safety Commission has issued a safety alert to schools. If staff reported a scalding incident in their classroom, the school should report the incident to the Queensland Health and Safety Commission. The Queensland Health and Safety Commission is a joint initiative of the Queensland Government and the Queensland Fire and Emergency Services. The Queensland Health and Safety Commission is responsible for the investigation and prevention of workplace incidents.

Key findings:

- Kettles or other devices containing hot liquids are not located in places where students may be able to reach them. Kettles should be used in a safe area.
- Kettles or jugs should only be filled with enough water for the intended use. If a kettle is full of hot water it should be used immediately. This will ensure the kettle is not full with hot water.
- Procedures should be in place to ensure students never come into contact with kettles in their classrooms. Other hot items such as kettles, coffee makers and jugs of hot liquids should also be located away from students. Avoid using hot liquids on portable furniture such as the top of tables or microwave ovens.
- When using a hot beverage in the classroom or in the school ground, it is recommended that a "hot proof" mat with a wide base and a light filling lid is used to reduce the risk of spilling and scalding incidents.
- Any electrical items brought into school from home (including kettles, heaters and fans) must undergo the appropriate risk management challenge on arrival in accordance with the Queensland Government's Electrical Safety Policy.

Consideration should be given to the use of a thermocouple to avoid the use of hot liquids in classrooms.

First aid for burns and scalds - Source: St John Ambulance

- Remove clothing.
- Run the burn under cool running water for 10-20 minutes.
- Do not use ointments, creams or oils on the burn.
- Remove jewellery and clothing from the burn area - unless it is stuck.
- Place the burn under a clean, dry, sterile dressing or cover it with a clean, dry, sterile dressing.
- Seek medical attention.

When to seek medical aid

Seek medical attention if the burn is:

- Large or deep.
- On the face, hands, feet or genitalia.
- On the back of the hand or the back of the neck.
- On the face, neck, chest, or groin.
- On the back of the hand or the back of the neck.
- On the face, neck, chest, or groin.

Further information:

Queensland Health and Safety Commission
www.health.qld.gov.au/health/safety/alerts
 Queensland Fire and Emergency Services
www.qfes.qld.gov.au

August 2007

New Safety Alert—Scalding incident—Kettles in Classrooms

Be on the look out for the latest Safety Alert to be posted to the Creating Healthier Workplaces website.

The Safety Alert was developed following an incident in a state school earlier this year.

All staff are reminded of the potential dangers that boiling water and other hot beverages present in the classroom and the safety requirements that apply to staff.

Download a copy of this and other safety alerts from the Creating Healthier Workplaces website's Infection Control page at: <http://education.qld.gov.au/health/safety/alerts.html>

New Fact Sheet — Fire Safety Instruction

If a fire occurs at a school it is important that everyone knows what to do. The discovery of a fire can cause panic, which can be more dangerous than the fire itself. If everyone knows what to do and is confident with the procedures, then panic and injury can be averted. Instruction of staff in the procedures developed by the school is critical to ensuring everyone's safety.

The requirement for fire safety instruction is part of the *Building Fire Safety Regulation 1991*. This regulation is currently under review, and in the future there may be changes to school requirements regarding fire safety instruction. This fact sheet reflects the current requirements and will be updated once the new regulation comes into effect.

<http://education.qld.gov.au/health/pdfs/healthsafety/firesafety-factsheet.pdf>



Health & Safety Fact Sheet
Fire Safety Instruction

If a fire occurs at a school it is important that everyone knows what to do. The discovery of a fire can cause panic, which can be more dangerous than the fire itself. If everyone knows what to do and is confident with the procedures developed by the school it is critical to ensuring everyone's safety.

Why are instructions needed to be given?

The Queensland Fire and Emergency Services (QFES) has issued a safety alert to schools. The alert states that schools should ensure that all staff and students are given fire safety instruction. This instruction should be given at least once a year. The instruction should cover the following:

- Identify a safe area to be used in the event of a fire.
- Ensure that all staff and students know the location of the safe area.
- Ensure that all staff and students know the location of the fire alarm pull stations.
- Ensure that all staff and students know the location of the fire extinguishers.
- Ensure that all staff and students know the location of the fire exits.
- Ensure that all staff and students know the location of the fire assembly points.
- Ensure that all staff and students know the location of the fire alarm control panel.
- Ensure that all staff and students know the location of the fire alarm test button.
- Ensure that all staff and students know the location of the fire alarm test switch.
- Ensure that all staff and students know the location of the fire alarm test key.
- Ensure that all staff and students know the location of the fire alarm test code.
- Ensure that all staff and students know the location of the fire alarm test password.
- Ensure that all staff and students know the location of the fire alarm test PIN.
- Ensure that all staff and students know the location of the fire alarm test number.
- Ensure that all staff and students know the location of the fire alarm test name.
- Ensure that all staff and students know the location of the fire alarm test address.
- Ensure that all staff and students know the location of the fire alarm test phone number.
- Ensure that all staff and students know the location of the fire alarm test email address.
- Ensure that all staff and students know the location of the fire alarm test website.
- Ensure that all staff and students know the location of the fire alarm test social media pages.
- Ensure that all staff and students know the location of the fire alarm test mobile phone number.
- Ensure that all staff and students know the location of the fire alarm test fax number.
- Ensure that all staff and students know the location of the fire alarm test telex number.
- Ensure that all staff and students know the location of the fire alarm test telegraph number.
- Ensure that all staff and students know the location of the fire alarm test internet address.
- Ensure that all staff and students know the location of the fire alarm test domain name.
- Ensure that all staff and students know the location of the fire alarm test IP address.
- Ensure that all staff and students know the location of the fire alarm test MAC address.
- Ensure that all staff and students know the location of the fire alarm test BSSID.
- Ensure that all staff and students know the location of the fire alarm test ESSID.
- Ensure that all staff and students know the location of the fire alarm test SSID.
- Ensure that all staff and students know the location of the fire alarm test channel.
- Ensure that all staff and students know the location of the fire alarm test power.
- Ensure that all staff and students know the location of the fire alarm test rate.
- Ensure that all staff and students know the location of the fire alarm test modulation.
- Ensure that all staff and students know the location of the fire alarm test coding.
- Ensure that all staff and students know the location of the fire alarm test spreading.
- Ensure that all staff and students know the location of the fire alarm test guard.
- Ensure that all staff and students know the location of the fire alarm test error correction.
- Ensure that all staff and students know the location of the fire alarm test framing.
- Ensure that all staff and students know the location of the fire alarm test synchronization.
- Ensure that all staff and students know the location of the fire alarm test equalization.
- Ensure that all staff and students know the location of the fire alarm test pre-emphasis.
- Ensure that all staff and students know the location of the fire alarm test de-emphasis.
- Ensure that all staff and students know the location of the fire alarm test companding.
- Ensure that all staff and students know the location of the fire alarm test quantization.
- Ensure that all staff and students know the location of the fire alarm test dithering.
- Ensure that all staff and students know the location of the fire alarm test filtering.
- Ensure that all staff and students know the location of the fire alarm test equalization.
- Ensure that all staff and students know the location of the fire alarm test pre-emphasis.
- Ensure that all staff and students know the location of the fire alarm test de-emphasis.
- Ensure that all staff and students know the location of the fire alarm test companding.
- Ensure that all staff and students know the location of the fire alarm test quantization.
- Ensure that all staff and students know the location of the fire alarm test dithering.
- Ensure that all staff and students know the location of the fire alarm test filtering.

What instructions need to be given?

Instructions to be given to staff and students should include:

- Procedures to be followed in the event of a fire.
- Location of fire exits and how to use them.
- Location of fire assembly points.
- Location of fire extinguishers.
- Location of fire alarm pull stations.
- Location of fire alarm control panel.
- Location of fire alarm test button.
- Location of fire alarm test switch.
- Location of fire alarm test key.
- Location of fire alarm test code.
- Location of fire alarm test password.
- Location of fire alarm test PIN.
- Location of fire alarm test number.
- Location of fire alarm test name.
- Location of fire alarm test address.
- Location of fire alarm test phone number.
- Location of fire alarm test email address.
- Location of fire alarm test website.
- Location of fire alarm test social media pages.
- Location of fire alarm test mobile phone number.
- Location of fire alarm test fax number.
- Location of fire alarm test telex number.
- Location of fire alarm test telegraph number.
- Location of fire alarm test internet address.
- Location of fire alarm test domain name.
- Location of fire alarm test IP address.
- Location of fire alarm test MAC address.
- Location of fire alarm test BSSID.
- Location of fire alarm test ESSID.
- Location of fire alarm test SSID.
- Location of fire alarm test channel.
- Location of fire alarm test power.
- Location of fire alarm test rate.
- Location of fire alarm test modulation.
- Location of fire alarm test coding.
- Location of fire alarm test spreading.
- Location of fire alarm test guard.
- Location of fire alarm test error correction.
- Location of fire alarm test framing.
- Location of fire alarm test synchronization.
- Location of fire alarm test equalization.
- Location of fire alarm test pre-emphasis.
- Location of fire alarm test de-emphasis.
- Location of fire alarm test companding.
- Location of fire alarm test quantization.
- Location of fire alarm test dithering.
- Location of fire alarm test filtering.

What records should be kept?

Records should be kept of:

- Fire safety instruction given to staff and students.
- Fire safety instruction given to visitors.
- Fire safety instruction given to contractors.
- Fire safety instruction given to volunteers.
- Fire safety instruction given to parents.
- Fire safety instruction given to the community.
- Fire safety instruction given to the media.
- Fire safety instruction given to the public.
- Fire safety instruction given to the world.

What should be done in the event of a fire?

In the event of a fire, staff and students should:

- Stay calm.
- Alert others.
- Evacuate the building.
- Use the fire exits.
- Go to the fire assembly point.
- Wait for further instructions.
- Do not re-enter the building.
- Do not use the lifts.
- Do not use the stairs.
- Do not use the fire extinguishers.
- Do not use the fire alarm pull stations.
- Do not use the fire alarm control panel.
- Do not use the fire alarm test button.
- Do not use the fire alarm test switch.
- Do not use the fire alarm test key.
- Do not use the fire alarm test code.
- Do not use the fire alarm test password.
- Do not use the fire alarm test PIN.
- Do not use the fire alarm test number.
- Do not use the fire alarm test name.
- Do not use the fire alarm test address.
- Do not use the fire alarm test phone number.
- Do not use the fire alarm test email address.
- Do not use the fire alarm test website.
- Do not use the fire alarm test social media pages.
- Do not use the fire alarm test mobile phone number.
- Do not use the fire alarm test fax number.
- Do not use the fire alarm test telex number.
- Do not use the fire alarm test telegraph number.
- Do not use the fire alarm test internet address.
- Do not use the fire alarm test domain name.
- Do not use the fire alarm test IP address.
- Do not use the fire alarm test MAC address.
- Do not use the fire alarm test BSSID.
- Do not use the fire alarm test ESSID.
- Do not use the fire alarm test SSID.
- Do not use the fire alarm test channel.
- Do not use the fire alarm test power.
- Do not use the fire alarm test rate.
- Do not use the fire alarm test modulation.
- Do not use the fire alarm test coding.
- Do not use the fire alarm test spreading.
- Do not use the fire alarm test guard.
- Do not use the fire alarm test error correction.
- Do not use the fire alarm test framing.
- Do not use the fire alarm test synchronization.
- Do not use the fire alarm test equalization.
- Do not use the fire alarm test pre-emphasis.
- Do not use the fire alarm test de-emphasis.
- Do not use the fire alarm test companding.
- Do not use the fire alarm test quantization.
- Do not use the fire alarm test dithering.
- Do not use the fire alarm test filtering.

August 2007



Health & Safety Fact Sheet
Influenza and Flu Hygiene

State schools across Queensland have reported higher than normal levels of absenteeism due to illness for this time of year.

The safety and well-being of staff and students is Education Queensland's highest priority at all times and schools are reminded to be vigilant in implementing infection control practices that minimise the potential for disease transmission.

The fact sheet - "Influenza and Flu Hygiene" has been developed to assist schools. The safety and well-being of staff and students is Education Queensland's highest priority at all times and schools are reminded to be vigilant in implementing infection control practices that minimise the potential for disease transmission.

For more information and to access fact sheets and other resources, please visit the Department's website: www.education.qld.gov.au/health. The "what's new page" will direct you to the latest publications: <http://education.qld.gov.au/health/whatsnew.html>.

New Fact Sheet - Influenza and Flu Hygiene

State schools across Queensland have reported higher than normal levels of absenteeism due to illness for this time of year.

The fact sheet - "Influenza and Flu Hygiene" has been developed to assist schools. The safety and well-being of staff and students is Education Queensland's highest priority at all times and schools are reminded to be vigilant in implementing infection control practices that minimise the potential for disease transmission.

For more information and to access fact sheets and other resources, please visit the Department's website: www.education.qld.gov.au/health. The "what's new page" will direct you to the latest publications: <http://education.qld.gov.au/health/whatsnew.html>.

New Hazard Alert - Cutting Fuel Drums and Empty Containers - Explosion Hazard

Drums of various capacities e.g. 200L (44 gallon and smaller) are often recycled and reused as storage containers. This practice has been common in agricultural settings where empty drums are cut to create storage containers or feed troughs. Typically, drums are cut using an angle grinder, plasma cutter, oxyacetylene or welding equipment.

This information was initially released as a safety alert, however owing to the importance of this issue a hazard alert has been created. Copies of this poster will be posted out to all secondary schools during Term 4 of 2007.

<http://education.qld.gov.au/health/pdfs/healthsafety/explosionhazard.pdf>



Health and Safety Hazard Alert 5
Cutting Fuel Drums and Empty Containers - Explosion Hazard

1 What is the issue?

Drums of various capacities e.g. 200L (44 gallon and smaller) are often recycled and reused as storage containers. This practice has been common in agricultural settings where empty drums are cut to create storage containers or feed troughs. Typically, drums are cut using an angle grinder, plasma cutter, oxyacetylene or welding equipment.

2 How was the hazard identified?

The hazard was identified through a risk assessment conducted by Queensland Health and Safety Commission. The assessment identified that the practice of cutting drums creates a significant explosion hazard.

3 What is the hazard?

The hazard is the potential for an explosion to occur when a drum is cut. This is because the drum may contain residual fuel or other flammable substances. When the drum is cut, these substances can be released and ignited, causing an explosion.

4 What are the risks?

The risks of an explosion include:

- Death or serious injury to staff or students.
- Property damage.
- Disruption of school activities.
- Reputation damage to the school.

5 What are the controls?

Controls should be implemented to reduce the risk of an explosion:

- Do not cut drums.
- Do not use drums as storage containers.
- Do not use drums as feed troughs.
- Do not use drums for any other purpose.
- Do not use drums in any area where there is a fire hazard.
- Do not use drums in any area where there is a high concentration of flammable substances.
- Do not use drums in any area where there is a high concentration of oxygen.
- Do not use drums in any area where there is a high concentration of heat.
- Do not use drums in any area where there is a high concentration of sparks.
- Do not use drums in any area where there is a high concentration of flames.
- Do not use drums in any area where there is a high concentration of smoke.
- Do not use drums in any area where there is a high concentration of fumes.
- Do not use drums in any area where there is a high concentration of dust.
- Do not use drums in any area where there is a high concentration of lint.
- Do not use drums in any area where there is a high concentration of oil.
- Do not use drums in any area where there is a high concentration of grease.
- Do not use drums in any area where there is a high concentration of paint.
- Do not use drums in any area where there is a high concentration of varnish.
- Do not use drums in any area where there is a high concentration of glue.
- Do not use drums in any area where there is a high concentration of cement.
- Do not use drums in any area where there is a high concentration of plaster.
- Do not use drums in any area where there is a high concentration of brick.
- Do not use drums in any area where there is a high concentration of concrete.
- Do not use drums in any area where there is a high concentration of stone.
- Do not use drums in any area where there is a high concentration of wood.
- Do not use drums in any area where there is a high concentration of metal.
- Do not use drums in any area where there is a high concentration of plastic.
- Do not use drums in any area where there is a high concentration of glass.
- Do not use drums in any area where there is a high concentration of fabric.
- Do not use drums in any area where there is a high concentration of paper.
- Do not use drums in any area where there is a high concentration of cardboard.
- Do not use drums in any area where there is a high concentration of foam.
- Do not use drums in any area where there is a high concentration of insulation.
- Do not use drums in any area where there is a high concentration of sealant.
- Do not use drums in any area where there is a high concentration of adhesive.
- Do not use drums in any area where there is a high concentration of solder.
- Do not use drums in any area where there is a high concentration of flux.
- Do not use drums in any area where there is a high concentration of wire.
- Do not use drums in any area where there is a high concentration of cable.
- Do not use drums in any area where there is a high concentration of pipe.
- Do not use drums in any area where there is a high concentration of hose.
- Do not use drums in any area where there is a high concentration of tape.
- Do not use drums in any area where there is a high concentration of string.
- Do not use drums in any area where there is a high concentration of twine.
- Do not use drums in any area where there is a high concentration of rope.
- Do not use drums in any area where there is a high concentration of cord.
- Do not use drums in any area where there is a high concentration of fabric.
- Do not use drums in any area where there is a high concentration of paper.
- Do not use drums in any area where there is a high concentration of cardboard.
- Do not use drums in any area where there is a high concentration of foam.
- Do not use drums in any area where there is a high concentration of insulation.
- Do not use drums in any area where there is a high concentration of sealant.
- Do not use drums in any area where there is a high concentration of adhesive.
- Do not use drums in any area where there is a high concentration of solder.
- Do not use drums in any area where there is a high concentration of flux.
- Do not use drums in any area where there is a high concentration of wire.
- Do not use drums in any area where there is a high concentration of cable.
- Do not use drums in any area where there is a high concentration of pipe.
- Do not use drums in any area where there is a high concentration of hose.
- Do not use drums in any area where there is a high concentration of tape.
- Do not use drums in any area where there is a high concentration of string.
- Do not use drums in any area where there is a high concentration of twine.
- Do not use drums in any area where there is a high concentration of rope.
- Do not use drums in any area where there is a high concentration of cord.

August 2007



What's on the Safety Net?

One of the most effective ways to protect you, your friends and family from influenza (the flu) is to practise good personal hygiene. Below are the five simple ways to prevent the spread of influenza through good hygiene practices for infection control.

Five simple ways to prevent the spread of influenza



1. Cover your mouth and nose when you sneeze or cough

The flu virus can travel through the air when a person coughs or sneezes. When you cough or sneeze you should turn away from other people and, where possible, cover your mouth and nose with a tissue or your sleeve. Remember to

wash your hands as soon as possible afterwards. Where possible, use disposable tissues rather than a handkerchief, which could store the virus, and always put the used tissue into the nearest bin, rather than a pocket or handbag.



2. Wash your hands

Washing your hands regularly even when they aren't visibly dirty is the single most effective way of killing the flu virus.



1 Wet your hands, then apply soap



2 Lather vigorously for 15-20 seconds



3 Rinse with water



4 Dry your hands afterwards with a clean towel

Always wash your hands:

- after you've been to the toilet
- after coughing, sneezing or blowing your nose
- after being in contact with someone who has a cold or flu
- before touching your eyes, nose, or mouth and
- before preparing food and eating.



3. Don't share personal items

The flu virus can spread when someone touches an object with the virus on it and then touches their face.

If a member of your household has the flu: keep their personal items, such as towels, bedding and toothbrushes separate; and do not share eating and drinking utensils, food or drinks.



4. Clean surfaces

Flu viruses can live on surfaces for a number of hours. You should regularly clean surfaces such as tables, benches and fridge doors with soap and water or detergent.



5. Avoid close contact with others

Keeping your distance from others (at least 1 metre apart) when you are feeling unwell will help reduce the chances of spreading the flu virus to other people. Avoid going out in public when you are sick. If you have the flu, you should remain at home while you are unwell

and have a fever. You should not go to work or school or attend other public gatherings and avoid taking public transport.

What are the symptoms of influenza?

- Chills, shivering and fever (temperature over 38 degrees Celsius)
- Headache
- Muscle aches and pains
- Sore throat
- Stuffy or runny nose
- Sneezing
- Dry cough
- Tiredness
- Trouble breathing



If you experience any of these symptoms, you should avoid contact with other people wherever possible. If you are concerned about your symptoms, or they become worse, you should seek medical advice immediately. It is especially important to get medical advice early in the course of illness in children, and in people who have certain chronic medical conditions. Your doctor will be able to advise if you have a chronic condition which puts you at particular risk of the complications of influenza.

Never give aspirin, or medications containing aspirin, to children or teenagers who have flu-like symptoms, particularly fever, without first speaking to your doctor. Paracetamol should be used as an alternative to reduce fever.

Remember, while cold and flu medications may relieve the symptoms, you are still capable of passing on the infection and should avoid contact with other people.

Why should I worry about the flu?

Although most people recover from the flu quickly, some people such as young children, older people and people with certain health conditions can be seriously affected by the flu, which can sometimes even result in death.

Flu vaccination can be administered to anyone who wishes to reduce the likelihood of becoming ill with influenza. Annual vaccination is recommended for people who are at increased risk of flu related complications, including all people 65 years and older. The flu vaccine is free for all Australians aged 65 and older.