



Dear Colleagues

Welcome to the third edition of Safety Net for 2008. The department has recently taken part in Safe Work Australia Week which places a national focus on workplace safety. Safe Work Australia Week aims to encourage all working Queenslanders to get involved in safety at their workplace to reduce death, injury and disease.

You may have seen the recent television advertising campaign which draws our attention to the fact that the most important reason for making your workplace safe, is not at work at all. This year's campaign is a reminder of why coming home safely at the end of each day to your family, friends and loved ones is the most important reason for making your workplace safe.

Each year in Queensland around 100 people are killed as a result of work-related accidents and disease. In 2007-08 around 105,000 Queenslanders lodged a workers' compensation claim. It is estimated that in 2008-09, about one in every 22 workers will suffer some form of compensable work-related injury or disease.

Most departmental regions held Safe Work Australia Week promotional activities which were well attended, including ergonomics sessions held for Central Office employees seeking to optimise their workstation set-ups to minimise musculoskeletal injury. I would like to take this opportunity to thank all those involved for supporting the health, safety and well-being of staff and students within our department.

Tom Barlow
Executive Director—Human Resource Strategy (Training)
Chair - Corporate Workplace Health and Safety Standing Committee.

Workplace Health & Safety Representatives (WHSR) Training

The Organisational Health Unit (OHU) is developing a program to deliver training for Workplace Health and Safety Representatives (WHSR) throughout the state. The approved course - '*30630QLD Course in Functioning as a Workplace Health and Safety Representative*' - is delivered over 3 days by an OHU staff member. As well as having a school focus, it provides an excellent networking opportunity for staff.

Three trial courses have been conducted in Ipswich, Moreton and Far Northern Regions to gather feedback and comments to tailor the course to the school environment. A huge thank you to these regions and participants for their support, enthusiastic participation and valuable contributions to the course.

Jan jets up to the tropics



Our intrepid trainer Janet Edgar is pictured with the group of trainees at the Workplace Health and Safety Representatives course in Cairns. Janet Edgar (Senior Health and Safety Consultant - Organisational Health Unit) and Brett (Regional Senior Health and Safety Consultant - Far North Queensland Region - also pictured) incorporated Safety Week and Mental Health week into the program.

Whilst the weather was a little muggy for the girl from Dalby, she enjoyed her 3 days in Cairns and has vowed to return in 2009. This was the final of a well received series of trials for the new *Workplace Health and Safety Representatives Course*, with feedback being very positive from participants who also provided valuable assistance in "fine tuning" the program. The training will be rolled out across the department during 2009.

Participants of the recent Cairns Workplace Health and Safety Representatives Training with Janet Edgar and Brett Moore.

Calling for an Ambulance

In an emergency call triple zero (000). In any emergency situation involving sudden illness or injury, it is essential that emergency service organisations be contacted as soon as possible. Call triple zero 1000 immediately to activate the emergency services.

When a call is made to Queensland Ambulance Service (QAS) for ambulance assistance, a trained QAS communications officer will ask the caller a number of questions. Remain calm while answering these questions and ensure that your responses are clear and concise. The QAS communications officer will provide you with first aid instructions and dispatch the paramedics. Do not end the call until you are told to do so by the QAS communications officer.

Emergency contacts	
Ambulance, fire, police	Call triple zero (000)
If triple zero (000) fails from a mobile phone	112
Non urgent ambulance transport (authorised by a medical practitioner)	13 12 33
Deaf emergency number	106
Poisons Information centre	13 11 26

Note:
If you are calling from a mobile phone and triple zero (000) does not work call 112. It should be noted that triple zero (000) and 112 does work on the Code Division Multiple Access (CDMA) network; however, the 112 service does not have some of the advanced capabilities available on the Global System for Mobile (GSM) network.

QAS encourages you to be prepared for an emergency. Enrol in a QAS first aid course to learn vital life saving first aid skills.

Book online at www.ambulance.qld.gov.au or call 1300 369 003

 

Queensland Ambulance Service Media Campaign

Queensland Ambulance Service (QAS) has recently run a series of advertisements requesting that people consider alternatives to calling (000) if an ambulance is not necessary.

Given the unique circumstances of the school environment, the Department has sought clarification regarding schools calling for an ambulance, particularly in the event of a student injury.

QAS have advised that one of the key things to remember is that the classification of an emergency or non-emergency is determined by the Queensland Ambulance Services (QAS) Emergency Medical Dispatcher when taking the call. Therefore, if in doubt, call triple zero (000) for further assistance.

The aim of the media campaign was to try to reduce the number of call-outs where immediate treatment or transport is not required however the community is still encouraged to call triple zero (000) for life threatening, critical or serious injuries.

Another key point is that the caller should have as many details available for the Medical Dispatcher, as this will allow the call to be logged and paramedics dispatched with the appropriate response code.

The following link provides guidance from QAS with regards to when an ambulance should be called

<http://www.ambulance.qld.gov.au/info/request.asp#emergency>

There is also a link to the recent media article that was printed in the Courier Mail on 15 September 2008:

<http://www.news.com.au/couriermail/story/0.23739,24345139-3102,00.html>

Sun Safety Initiative - Stage 2

The Sun Safety initiative has now entered phase 2 of the program. In accordance with the State Government's Certified Agreement 2006, a funding allocation was provided to schools in 2008 for the provision of sun smart shirts for schools officers, agriculture assistants and unit officers.

Phase 2 of this initiative involves the targeted allocation of funding for schools/centres to provide sun smart pants; a sun smart hat and a pair of safety boots. Funding for the purchase of this clothing was provided in the October GAPS payments.

A fact sheet "Specification for the Purchase of Sun Smart Clothing" has been prepared to assist schools/centres implement this strategy. This fact sheet was communicated via the Schools Update (week starting 13 October 2008) and is also available on the Creating Healthier Workplaces website.

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

Gas Ovens

A recent incident was investigated revealing some issues associated with the lighting of gas ovens in schools. To reduce risks to stove users, there has been a review of the safety requirements for the installation and use of upright gas stoves in schools.

The following information is available on the INTRA-NET (i.e. you will have to be logged into the department's Edinfo site in order to access these documents). This information will assist school implement safe procedures for lighting gas stoves. Please refer to [iwww.qed.qld.gov.au/facilities/strategic/sam-procedures.html](http://www.qed.qld.gov.au/facilities/strategic/sam-procedures.html) for the following documents:

- Safety Warning Notice
- Start Up Procedure No Gauge
- Gas Stove lighting Procedure
- Start Up Procedure Gauge Installed

Schools should report any safety concerns relating to gas ovens to your Regional Facilities Manager.



Don't let these slip through the Net

Welcome to Tony Weaire - Principal Health and Safety Consultant

Tony Weaire joins the Department as the Principal Health and Safety Consultant within the Central Office Organisational Health Unit.

Tony comes to us from WorkCover Queensland, having performed a number of roles, which included managing the premium compliance team and the team responsible for the management of workers' compensation claims for both Education Queensland and TAFE. Prior to WorkCover Queensland Tony managed claims interstate for a number of large private insurers including QBE Insurance and GIO Insurance. Tony is currently studying the Graduate Diploma in Occupational Health and Safety through Central Queensland University. A warm welcome to Tony and best wishes for an enjoyable and productive time in this new role.

A photograph of a man with short brown hair, smiling at the camera. He is wearing a light blue button-down shirt. The background shows an office environment with a white telephone and some papers on a desk.



School Based Rehabilitation and Return to Work Coordinator Fact Sheet

Rehabilitation and Return to Work Coordinators (RRTWCs) play an important role in coordinating the support provided by the department to employees during their recovery from injury or illness. The RRTWC can assist principals to meet their responsibilities under legislation and departmental procedures to take all reasonable steps to provide workplace rehabilitation. The ability of a RRTWC to perform their responsibilities will depend upon the level of support they are offered at their school.

The legislative requirements pertaining to RRTWCs are detailed in the Workers' Compensation and Rehabilitation Act 2003. The functions of the RRTWC is summarised in the fact sheet that has been developed by the Organisational Health Unit. This fact sheet can be found at:

Unit. This fact sheet can be found at:
<http://education.qld.gov.au/health/pdfs/rehab/rrtwc-principal-checklist.pdf>

Injury Management

School-Based Rehabilitation and Return-to-Work Coordinators

Job Based Rehabilitation and Return to Work Coop

- Information for Principals and RRTWCs**

Retention and Return to Work Coordinators (RRTWCs) play an important role in coordinating the support provided by the employer to employees during their recovery from injury or illness. The RRTWC can assist the employer in identifying the appropriate resources and procedures to facilitate an employee's return to work to provide workplace rehabilitation. The ability of RRTWC to perform the responsibilities listed below depend upon the level of support they are offered at that school.

Required Duties:

 - The Worker's Compensation and Rehabilitation Act 2003 requires that a RRTWC be appointed to a school.
 - It is critical to become a RRTWC as accredited RRTWC courses must be completed every three years. Please refer to the [Centres Hospitaliers Webinars](#) website for information about RRTWC training options.

the responsibilities to ensure that it

- | Checklist for Principals | |
|---|--|
| Check-in with your RTITAC | Check-in with the district and the respect that you will provide them. |
| Promote and support the RTITAC rule within the school community, e.g. display the RTITAC's name prominently in the school hallway. | RTITAC's name prominently displayed in the school hallway. |
| Encourage and promote the RTITAC mission to students, parents, staff, and the community. | The RTITAC mission is reached about, health, well-being services, e.g. health & safety committees. |
| Encourage regular meetings with the RTITAC to discuss progress with our mental rehabilitation programs, programs for future students and identify workplace injury trends. | RTITAC is involved in our mental rehabilitation programs, programs for future students and identify workplace injury trends. |
| Identify and provide appropriate additional staff and resources to accommodate adjustments where possible, and the implementation of the RTITAC's recommendations. | Identify and provide appropriate additional staff and resources to accommodate adjustments where possible, and the implementation of the RTITAC's recommendations. |
| When an additional staff member is provided, ensure that they are used in accordance with the recommendations of the RTITAC. | When an additional staff member is provided, ensure that they are used in accordance with the recommendations of the RTITAC. |
| Provide resources to the RTITAC to assist with particular facility functions, including: | Regular, dedicated time to organize and monitor return to work programs, e.g. RTITAC staff, regular office hours and parent and student welfare meetings for contracted rehabilitation units, e.g. locking in patient or client referral sources, and Access to contracted training and professional development e.g. attending RTITAC refresher or shadowing. |
| Obtain a mental health certificate from employees who are absent from work more than 5 days. | Obtain a mental health certificate from employees who are absent from work more than 5 days. |
| Complete leave applications in accordance with expected time off and promptly forward to regional office. | Complete leave applications in accordance with expected time off and promptly forward to regional office. |
| Notify the RTITAC as soon as you become aware of a staff member who has sustained a workplace injury or illness if they are likely to be absent for more than two days (or longer). | Notify the RTITAC as soon as you become aware of a staff member who has sustained a workplace injury or illness if they are likely to be absent for more than two days (or longer). |
| Complete a telephone interview with the RTITAC to discuss the employee's condition. | Complete a telephone interview with the RTITAC to discuss the employee's condition. |
| Complete a telephone interview with the RTITAC to advise of regional office contact details. | Complete a telephone interview with the RTITAC to advise of regional office contact details. |
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 Queensland Government

Operational Health Unit September 2000

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Safety Glass Fact Sheet

Serious injury can result from glass breakage in the school environment. The most common causes of injury to both staff and students are window breakage, as well as the breaking of glass panels in doors as a result of slamming or human impact.

What is the Issue?

Glass windows, glass doors and glass panels in wooden doors are commonplace in Queensland schools. The presence of glass in combination with the busy school environment lends itself to the possibility of human impact with glass and the potential for injury. The applicable Australian Standard for this purpose is *AS1288 Glass in Buildings*. **This applies for all new glazing, either through new construction or glass replacement and is not retrospective**, however schools should consider the risks of existing glazing. Glazing suppliers and installers can provide assistance to schools to identify and prioritise the risks in accordance with AS1288.

The fact sheet can be found at: <http://education.qld.gov.au/health/pdfs/healthsafety/safety-glass-fact-sheet.pdf>

Whole of Department - Safer Workplaces - External Audit

The department is required to engage an external auditor to assess DETA's workplace health and safety performance against the Cabinet approved DEIR *Safer and Healthier Workplaces Strategy 2007-2012*.

The Corporate Workplace Health and Safety Standing Committee has chosen *Noel Arnold and Associates* to conduct this audit. The audit will commence this term and many schools and other DETA work locations have already been contacted to participate.

It is expected that the findings of the external report will be provided to the department's Executive Management Group (EMG). The recommendations from this report will guide the department's Organisational Health strategic plan and future operational plans.



What's on the Safety Net?

Principal's Health and Safety Briefing - a huge success in Brisbane

Greater Brisbane's Senior Health and Safety Consultants (Leanne Bowen, Lisa Newbold and Neil Rogers) recently held their first Principal's Health and Safety Briefing during October 2008. Approximately 150 people attended the presentation representing over 50% of the schools in the area with high demand for a repeat performance for those Principals who could not attend.

The agenda included legal information provided by Stephen Hughes and health and safety strategies presented by David Sutton (one of our DETA school principals). The audience was also addressed by A/RED Tom Robertson.

Thank you to Leanne, Lisa and Neil for a great information session. Thanks also to the presenters for providing this valuable professional development forum for our school principals in the Greater Brisbane Region.

Parvovirus and Other Diseases Relevant to Pregnancy

Parvovirus (also known as 5th disease) has come to the attention of a number of schools following an advertising campaign by a private provider promoting parvovirus vaccine.

The Infection Control Guideline (link: http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf) states that information should be provided to all staff about diseases relevant to pregnancy, including parvovirus. All staff should ensure that standard precautions are implemented to ensure good hygiene practices are in place for effective infection control. This includes the simple practice of hand-washing with soap and water by both staff and students.

Other diseases relevant to pregnancy may include Chicken pox (Varicella), Cytomegalovirus (CMV) and Rubella (German Measles). It is important that staff discuss their pregnancy, their immunity status, their role in the school environment and methods for infection control with their medical practitioner.

For more information, Queensland Health has fact sheets available at: <http://access.health.qld.gov.au/hid/>

Any concerns regarding relocation or accessing maternity leave should be discussed with your Principal or you may contact your Regional Senior Health and Safety Consultant for more information.



Hand washing - one of the most important factors for infection control

Recent media attention has targeted schools with inadequate hand-washing facilities for students. Parents, Queensland Health and our own departmental health and safety committees have raised the issue of inadequate hand-washing facilities for students.

Schools are reminded that all students and staff should have ready access to soap at hand-basins (particularly those located near toilets) to enable adequate hand washing.

Australian Standards Online - Available for FREE via the library website

The Organisational Health Unit has funded a one year subscription to the Australian Standards database.

The database is accessible via the Library Services website: <http://education.qld.gov.au/library/services/register-borrow.html>

Select: "Databases" from the right hand side of the page then open the *Australian Standards Database* and use the user id. and password provided by library services within the table.

Please note that the license arrangement is for two Concurrent users only— so please log out as soon as possible. You may wish to download the document rather than keeping the database open. Contact your Regional Senior Health and Safety Consultant for more information: <http://education.qld.gov.au/health/contacts/hscontacts.html>

The screenshot shows the Queensland Department of Education, Training and the Arts website. The URL is <http://education.qld.gov.au/brand>. The page title is "Library Services". The main content area displays the "Australian Standards Database" section, which includes a table with user information and a link to "Australian Standards". The sidebar contains links to "Services", "School Library Support", and "Help".