



## Welcome

2003 already looks like it'll be a busy and exciting year for Human Resource Operations Branch and the Organisational Health Unit.

Perhaps the biggest challenge we will face will be the implementation of the Shared Service Initiative. The Shared Service Initiative is a whole of Government process aimed at improving the efficiency and effectiveness of corporate service delivery across all Government agencies.

The first phase of the process will begin on 1 July 2003 and we will continue to keep you informed on the progress of the project.

Finally, I'd like to encourage you to visit the new Creating Healthier Workplaces internet website developed by the Organisational Health Unit

John Ryan  
Director, Human Resource Operations Branch

## Catch of the day!

### CHW Website—Bigger. Brighter. Better!

The brand new internet Creating Healthier Workplaces website is on line!

The site covers Health & Safety, Rehabilitation and Employee Assistance information.

The **Health and Safety** content has a new layout so it is easier and quicker to find the information you need. The following list of items are always displayed on the left side of each page. You can click on any one of these items and go directly to that section.

- ▶ Discussion List
- ▶ Newsletters
- ▶ Courses and In-service
- ▶ Contacts
- ▶ FAQs
- ▶ Case Studies
- ▶ Links
- ▶ **Health & Safety Topics (Tool Kit Modules)**

The **Health & Safety Topics** section is based on the modules of the Tool Kit. Each section includes -

- ▶ Auditing Tools & Checklists (The tool kit module)
- ▶ Legislation & EQ policy
- ▶ Resources
- ▶ Links

We hope the new layout of the Health & Safety section will make finding information much easier. Information is now grouped according to subject so you don't have to know if the information you need is in a policy, fact sheet or FAQ!

So—dive on in—Health & Safety is now on the INTERNET so everyone can access it!

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

If you have any comments or suggestions for the site please contact your local health & safety consultant.

Look out for the **red brochure** being posted to your school that summarises the site.



# School Safety Scribbles

## SMS—New reporting function!

The Corporate Data Warehouse, that currently provides Web Reporting relating to School Opinion surveys, Year 2 Net and Year 5, 7 and 12 Tests will soon also provide schools, district offices and CSUs with graphs and reports about Workplace Health and Safety data.

The Corporate Data Warehouse is the “storehouse” or “collection point” for all the information entered into the SMS-WHS Module at each school. This information can then be analysed to produce reports or graphs at your request.

The new function will allow reports and graphs to be generated to show your own school’s data or can illustrate your progress in relation to other schools.

The project to develop these reporting functions has begun and the features should be available in mid 2003.

As you may be aware the Health & Safety team has been contacting schools via fax in response to data errors that were encountered in the latest SMS download.

**Thank you** so much to all of you who have responded so quickly.

By maintaining the information in the SMS WHS Module, we can ensure that the data you receive via the web based graphs and reports project is accurate. Correcting the data in the system will also assist in preventing errors being detected in future downloads.

If you have any queries about the Data Fax Back Form or would like more information on the Reporting Functions project please contact Wendy Walsh – Organisational Health Unit at [wendy.walsh@qed.qld.gov.au](mailto:wendy.walsh@qed.qld.gov.au)



## Meningococcal program

The National Meningococcal C Vaccination Program will provide free meningococcal C vaccine for all 1 to 19 year olds over the next four years.

The program in schools will focus on the higher risk groups during 2003—students 15-19 years of age will have access to the vaccine through school based programs. Details of the program will be released by Qld Health during the year.

Remember that this vaccination program protects people against Meningococcal C and not the B serogroup which is the most common type in Australia.

For more information—access the Qld Health website at - <http://www.health.qld.gov.au/>

## Gas Ovens

A number of incidents have been recorded associated with the lighting of gas ovens in schools. To reduce risks to stove users, the Facilities Services Branch (FSB) is reviewing the safety requirements for the installation and use of upright gas stoves in schools.

FSB has placed the following information on their INTRA-net site to assist schools implement safe procedures for lighting gas stoves.

- ▶ Safety Warning Notice
- ▶ Interim Start Up Procedure No Gauge
- ▶ Gas Stove Lighting Procedure
- ▶ Start Up Procedure Gauge Installed

Check out these resources at: [www.qed.qld.gov.au/facilities/strategic/sam-procedures.html](http://www.qed.qld.gov.au/facilities/strategic/sam-procedures.html)

Remember to record any incident details relating to gas stoves into the WH&S Module of SMS.

Malfunctioning stoves or suspect gas supply systems should be shut down until Q Build inspection and rectification.

Schools should report priority issues and any further stove incidents to your local (Facilities) Account Manager.

**Safety Week  
2003**

Workplace Health & Safety Week 2003 will be celebrated from Monday 19 May to Friday 23 May.

The Division of Workplace Health and Safety will be holding public seminars on changes to the WHS Act 1995 that are expected to come into force on 1 July 2003. Many other events are planned throughout the state.

**You can also organise a  
Safety Week event at your  
school!**

**For more information about Safety Week go to:  
[whs.qld.gov.au/whsweek](http://whs.qld.gov.au/whsweek)  
or contact [megan.mcgrath@dir.qld.gov.au](mailto:megan.mcgrath@dir.qld.gov.au)**

## WHSO Questionnaire

There has been a fantastic response to the WHSO questionnaire— 246 responses! Thank you to all those WHSOs who took the time to complete the form and to those who made an extra effort and added their comments.

63% of WHSOs reported that they had been nominated for the role and 73% advised that they had not been formally allocated time to perform WHSO duties.

The majority of WHSOs who “found” time to perform WHSO functions spent between 30-60 minutes per week on these activities.

## WHSO Courses for Semester 1, 2003

The Organisational Health Unit is presently arranging both WHSO and WHSO re-certification training in the Southeast corner. These courses have the advantage of being specifically designed for Education Queensland. Staff attending this course will benefit from EQ specific case studies, school relevant content and input from EQ OH&S Consultants.

Confirmed Courses at this stage are -

<b>Murrumba</b>	WHSO	6-8 May and 28-30 May
	WHSO Re-cert	6&7 May
<b>MacGregor</b>	WHSO	12-14 May and 2-4 June
	WHSO Re-cert	12 & 13 May
<b>Gold Coast</b>		To be advised

A course will be run on the Gold Coast provided sufficient nominations are received.

Any enquiries concerning the need for WHSO training or requests for staff to be trained may be directed to your local OH&S Consultant— all contact details available at: [education.qld.gov.au/health/healthsafety/](http://education.qld.gov.au/health/healthsafety/)

77% of WHSOs reported they had inadequate time to fulfil the functions of the WHSO role.

75% of WHSOs estimated that more than 60 minutes per week would be required to fulfil the functions of the role.

We will continue to use this data to advocate for WHSOs in schools and to provide information and services to support the great work that WHSOs continue to perform.

Network meetings were highlighted as a useful resource and all district based H&S consultants have been working to establish or maintain local networks as you will see below!



## Casting the Net

Watch out for a Health & Safety Network Meeting in your district or area. Call your local consultant for details of future meetings.

Very successful network meetings have already been held this term in **Corinda, Ipswich & West Moreton, Stafford, Geebung, Murrumba, Nambour, Mooloolaba** and **Fraser-Cooloola**.

Eager participants at the Nambour/Mooloolaba Network meeting



Lisa Clancy is based at Mt Isa (Outback CSU) and will be covering Longreach, Mt Isa and Roma. Lisa will be working with Bob O'Doherty and Alan Singleton to promote health and safety throughout her districts.

Anne Lawton—ph 4971 3602 fax 4971 3699  
 Lisa Clancy— ph 4744 8204 fax 4744 8200



## Who's Who

Welcome to Lisa Clancy and Anne Lawton who are two new recruits to the health and safety team! We have to share them with the rehab team—but we are very glad to have the extra resources and expertise!

Anne Lawton is based at Gladstone (Central CSU) and supports Gladstone, Rockhampton and Emerald districts. Anne will be working in collaboration with Liz Lindsay to coordinate health & safety services in the area.



# Catch these new resources

## Get on— to Chemwatch!

EQ has now purchased a corporate subscription to ChemWatch. The ChemWatch package is an electronic tool that will assist schools to manage hazardous substances and dangerous goods *and* meet their legislative requirements.

EQ's corporate subscription to ChemWatch means that schools **do not** have to pay for individual subscriptions for the on-line package. However any school wanting to receive the CD-rom version of ChemWatch will have to pay \$35.20 annual subscription fee.

To **purchase a CD-rom subscription** to ChemWatch, please email Philip.Cooper@qed.qld.gov.au for further information.

Through Chemwatch users will be able to -

- ▶ Access Material Safety Data Sheets (MSDS)
- ▶ Compile registers
- ▶ Print Labels
- ▶ Complete risk assessments

## To access EQ's on-line version of ChemWatch:

1. Go to 'Creating Healthier Workplaces' website at <http://education.qld.gov.au/health/>
2. Select 'Health and Safety'
3. Select 'Health & Safety Topics (Tool Kit modules)'
4. Scroll down and click on 'Hazardous substances'
5. Choose 'Resources' from within this section and find the heading 'ChemWatch Website for Education Queensland Schools'

This section includes a word document that explains '[How EQ Schools can register for ChemWatch On-line](#)' and a link to the ChemWatch website. How to register is also explained in the next column.

## Getting Started

1. Register as an on line user—see instructions in the next column.
2. Access "**ChemWeb Gold Release 2003/1 Internet Workbook**" which is within the Help Section and then click on Documentation at the bottom of the screen. This will take you to:

<http://full.chemwatch.net/qldedu/Docs/workgold.pdf>

This pdf document can be viewed on-line or printed (53 pages). The first 11 sections of the Workbook provide background information about chemical hazards and their potential health effects. The following sections provide step by step guidelines on the use of ChemWatch features.

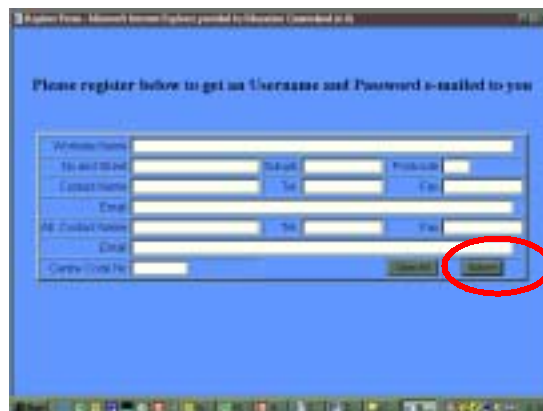
## How EQ schools register for ChemWatch on-line

**Step 1:** Go to the ChemWatch website at:  
<http://full.chemwatch.net/qldedu>

**Step 2:** Enter your school centre code number and hit the submit button.



**Step 3:** Now enter your details on the register form and hit the submit button.



**Step 4:** You will receive an email from ChemWatch within 5 – 10 minutes, giving you your **username and password** (retain this information for all future access to ChemWatch).

Now go to the ChemWatch website and login using your username and password.

## Future Training

We are currently liaising with ChemWatch to provide one day training courses for EQ staff. The course outline will be available shortly and will be placed on the CHW website. When course costs, dates and locations are confirmed we will publish them on the CHW Discussion List and the EQ Bulletin Board.