



## Welcome

Welcome to the final stretch of 2003. This year has been full of changes—including the whole of government ASAP Project (Aligning Services And Priorities). The project aims to group services to improve efficiencies across government.

Education Queensland and Queensland Health are “stand alone” departments due to their size, however both agencies are also completing the process of grouping services to mirror the changes in the rest of government.

These changes aim to improve the services that schools receive from districts, corporate service units & central office.

EQ also has the added bonus of a Strategic Human Resource Branch which includes representatives from all HR sections. This will allow human resource issues to be addressed at an early stage when planning new initiatives for EQ. The branch will also aim to develop HR policies and procedures that complement primary work duties.

Thank you for your continued commitment to the health & well being of your colleagues, students and communities

*John Ryan, Director—Human Resource Services*

## SAFETY ALERT

You may have recently read of an incident that occurred at a high school where a student was very seriously injured as a result of a basketball pole collapsing, hitting the student on the head and chest. As a result of this incident, the following **direction** has been issued to all school principals.

Ü Schools should locate documentation that Building Act Compliance approval that certifies structural soundness of the basketball pole and rings.

Ü Where a school can't locate certification documents the following procedures must be implemented -

1. The use of basketball courts may only occur only with direct & continuous supervision by a responsible person **AND**
2. a strict **prohibition** on the practice of 'slam dunking' and hanging from the ring.

## BASKETBALL COURTS

**If these procedures are not able to be met then basketball courts should be ruled 'out of bounds' to all students & others who use the courts.**

Community groups that use the courts will need to be notified of this direction.

**This direction is to remain in place until the special audit by Q Build has been completed and remedial actions taken if needed.**

If you require any further information please contact your local Facilities Account Manager in your Corporate Services Unit.



# Don't let these slip through the Net

## WORKPLACE HEALTH & SAFETY ACT 1995—CHANGES

Changes to the WHS Act commenced on July 1, 2003. These changes clarified the obligations of certain people, for example employers and self-employed people, designers of buildings, manufacturers, importers and suppliers of substances. These changes also aimed to capture the variety of working arrangements that now exist in the community e.g. contract, casual, agency hire etc.

Important changes for schools relate to the provisions for Workplace Health & Safety Representatives (WHSR) and Workplace Health & Safety Officers (WHSO).

### Annual Assessment

The legislation now requires that WHSOs conduct at least one WHS assessment each year. An annual audit is already a requirement of the DOEM policy HS-07 however, this new legislation now provides guidance on recording and acting on the assessment. Workplace Health & Safety Queensland has recently released criteria that can be used to complete the assessment.

The criteria are:

- Noise
- Plant
- Electrical
- Hazardous substances
- Manual tasks
- Work environment
- Hazard identification, risk assessment and control
- Information, instruction, training & supervision

Workplaces are able to modify these criteria to suit their circumstances. The Health and Safety Team will be adapting the general criteria provided by WHSQ to link to the H&S Toolkit modules and reflect the school environment. It is hoped that the EQ specific assessment tool will be released for use in Term 1, 2004.

The annual assessment is a requirement for WHSOs to perform. This doesn't mean that schools without a WHSO (e.g. smaller schools with less than 30 staff) will miss out on these resources. All schools will be provided with the assessment tools and will be encouraged to complete the process. Your health and safety is important whether you have 5 or 105 staff!



*The Division of Workplace Health and Safety is now known as Workplace Health and Safety Queensland (WHSQ).*

### WHSR Training

Under the Workplace Health & Safety Act 1995, staff members can be elected to the position of WHSR. An elected WHSR can access training to assist them in their role. A regulation will be developed in the future which will prescribe training for WHSRs—for example duration of the course. WHSQ is currently gathering information from industry and unions to develop this regulation.

The WHS Act 1995—with all updated changes is available at: [www.whs.qld.gov.au](http://www.whs.qld.gov.au) go to Legislation (top bar)

Or from GoPrint (about \$15.50) phone 3246 3399 or 1800 679 778 (country callers)

A summary of the changes is available at: [www.whs.qld.gov.au/safetylink/legislation/index.htm](http://www.whs.qld.gov.au/safetylink/legislation/index.htm)

### TRACTOR SAFETY—ROPS LEGISLATION

A number of EQ schools have tractors on site. The use of these tractors could be for -

- Grounds care work
- Agricultural Studies

A recent change to the WH&S Regulation 1997 has required that **all** tractors be fitted with Roll Over Protective Structures (ROPS). This applies to tractors used in student agricultural education programs **and** tractors used by staff for school grounds care. A memo sent to schools in September from the Assistant Director- General instructed that all schools ensure this is implemented as soon as possible.

ROPS and a seat belt offer protection to the driver if the tractor rolls and the ROPS also reduces the likelihood of continuous rollover of the tractor.

*Please contact Gerard Kelly, Facilities Services 3237 1699 or Phil Cooper, H&S Team 3235 9964 if you have queries.*

[See article next page](#)





# School Safety Scribbles

## TRACTOR SAFETY—STUDENT INSTRUCTION

EQ is fortunate enough to have a number of schools around the state who offer agricultural courses. Senior students learning to drive a tractor is a component of some of these courses.

Carrying an “extra” person on a tractor is prohibited under WH&S legislation. The exceptions to this are;

- For the purpose of instruction and training or
- In extreme emergency e.g. transport from an accident

For student instruction a safe method *must* be found if the instructor is travelling on the tractor. For example, the practice of riding on the stepping plate to instruct a “learner driver” is not safe due to the risk of the instructor slipping and falling under the rear wheel of the tractor. This practice has been prohibited by WHSQ & EQ due to these risks. All schools were reminded of this information via a memo from the Assistant Director General distributed on 8 Sept. 2003.

### But on to the good news!

Schools around the state are trialing a number of ways to safely teach new drivers. These schools are using a variety of methods to ensure the student is safe and also “feels” safe, the teacher or instructor has control of the vehicle and the student and teacher can communicate with each other.

## Inventions, modifications and great ideas include -

- An emergency stop button mounted on the mud-guard of the tractor for the student or instructor to access if they feel concerned at any time (see below)
- Radio communication between instructor and student
- Development of a prototype safe access platform for instruction purposes.



## CONGRATULATIONS TO MOUNT GRAVATT EAST STATE SCHOOL!

Mount Gravatt East State School is one of many locations that have embraced the WHS Module within SMS. Not only does the school use the WHS Module to record and report accidents, they also utilise they system to manage hazards within the school. Administration Officer Kate Laboo said “because we are a busy school, the WHS module is good because all of the information is there when you need it – it is a system that you can use with ease when you are also doing 14 other things at once”.

Director of Strategic Human Resources, Paul Leitch initiated the project in 2000 to allow for the capture and analysis of strategic organisational health data. “the staff of Mt Gravatt East State School are to be congratulated for their efforts,” said Mr Leitch. “This is an excellent example of a school professionally managing their WHS issues”





# What's on the Safety Net?

## CHEMWATCH

The Chemwatch website is now available at all schools. Chemwatch is an on-line database of chemical information. It includes on line Material Safety Data Sheets, labelling and registers. The on-line system has been purchased by EQ so there is no charge for schools.

Training sessions are now available from Chemwatch—for a reduced rate for EQ staff. A couple of formats are being trialled to see what best suits our staff, for example -

*Full day courses*—usually of interest to secondary school staff—approx. \$150

*Half day courses*—good introduction and may be adequate for some primary schools —approx. \$90

Please contact your local H&S Consultant if you are interested in attending a training course. Their details are available at: [education.qld.gov.au/health/](http://education.qld.gov.au/health/) - [go to Contacts](#).

## FREQUENTLY ASKED QUESTIONS

### How often is Chemwatch Updated?

4 times per year; at the end of January, April, July & October.

### Where do I find support material on Chemwatch?

On the main menu of Chemwatch Gold (internet version) select the “help” button, then click on “Documentation” at the bottom of the screen. This will bring up the on-line workbook.

### What printers can I use with Chemwatch?

Chemwatch uses the Windows system—so any printer used with other Windows programs can be used with Chemwatch.

### The graphics on my reports are not appearing.

#### Help!

Ensure that the graphics are turned on in the Printer Setup Screen. When this is on, then try all four of the different graphics printing modes—Modes 1-3 work on most printers and Mode 4 is a failsafe that has worked on all printers that Chemwatch clients have reported to date.

## SMS UPDATE - GRAPHS & REPORTS AVAILABLE!

The hard work of schools in diligently reporting and recording workplace health and safety information is now beginning to reap rewards! The data from the WHS Module (SMS) has been incorporated into the Corporate Data Warehouse (CDW) reporting system.

This means you can view your own data in a graph or report format and still “drill down” to specific incident information using the features of CDW. As with all data displayed via the CDW, all access is password protected to ensure confidentiality.

A complete calendar year of information (2002) is now available. Your school can view this information at:

[cdw.qed.qld.gov.au](http://cdw.qed.qld.gov.au)

The next update of SMS is in March 2004—we are aiming for changes to be incorporated that reflect the new legislation and to streamline the reporting process.

## NEW REHABILITATION CONSULTANTS!

Welcome to the new Rehabilitation Consultants who have been appointed for 12 months. Located around the state are: Yvette Wareham, Veronica O'Neill & Marian Peters (Metropolitan South CSU), Janette White & Denise McNamara (Metropolitan North CSU), Lisa Clancy (Outback), Judi Sinnamon (Central), Meeca Lynch (Far Northern CSU) and Belinda Hemmatt (Northern).

## WHSO TRAINING

Depending on demand, it is expected that WHSO courses will be conducted during Term 4 and next year. Please contact your local Health & Safety Consultant to register your interest. The number, location and dates of courses will then be advised according to the demand for courses.

**Remember**—contact details for your local Health & Safety Consultant are available on the website at: [education.qld.gov.au/health/](http://education.qld.gov.au/health/) [go to Contacts](#).