



Welcome

Welcome to the first Safety Net for 2004! As we settle in for the year it is a great time to ensure that the necessary systems and procedures are in place for health and safety at your school.

The Health and Safety Team has been busy over the Christmas break and the first part of Term 1 developing systems and resources. These include the electronic publication of our Organisational Health Policy Statement as signed by the Director General, the Workplace Health and Safety (WHSO) Annual Assessment Proforma which has been designed specifically for our locations and the Influenza Vaccination Program just to name a few!

Further, as this edition goes to print, we are eagerly awaiting the rollout of the School Management System (SMS) 2004.1. This release includes modifications to

align the Workplace Health and Safety Module with recent legislative changes.

In terms of improved access to information and resources, it is very pleasing to see the benefits of the Creating Healthier Workplaces Web Site being available via the internet. A review of the site shows significant usage of this very valuable resource. Results show that the Health and Safety page received 664 hits in the month of February alone.

Thank you again for your support of Organisational Health initiatives and to the continued commitment to the health and wellbeing of colleagues, students and the community.

John Ryan, Director – Human Resource Services.

Catch of the day!

WHSO ANNUAL WORKPLACE ASSESSMENT

The last edition of *Safety Net* detailed recent changes to the Workplace Health and Safety Act. In particular, the legislation now requires that Workplace Health and Safety Officers (WHSOs) conduct an "Annual Workplace Assessment".

The purpose of the Annual Workplace Assessment is to review the status of workplace health and safety. A set of approved criteria is used to complete the assessment.

The Health and Safety Team have developed a Fact Sheet to explain the legislative requirement of the Annual Workplace Assessment and advise on how to perform the task. The team has also developed an "Assessment Tool" that is specific to the needs of Education Queensland. This tool compliments the existing Occupational Health and Safety Toolkit (found on our Creating Healthier Workplaces Web Site and Orange

Folder) and focuses on the major hazard categories that are found in the school environment. Education Queensland's Assessment Tool has been endorsed by Workplace Health and Safety Queensland (formerly "the Division of Workplace Health and Safety").

The annual assessment document is currently in draft but will soon be available on the Organisational Health Unit's – Creating Healthier Workplaces Web-site. Stay tuned for more information.



While the legislation only specifies the Annual Assessment for WHSOs (i.e. at locations where there are 30 or more workers), all schools are encouraged to complete the process. After all, health and safety is a legislated requirement no matter *how many* staff there are at your location.



School Safety Scribbles

PROFILING AN INCIDENT

In this segment, we discuss the details of a work caused injury. Information about "what went wrong" is provided so similar incidents can be avoided. In most cases it is not simply a matter of "accidents just happen". Injuries and work caused illnesses occur when the warning signs are ignored.

Outcome: A staff member sustains a major back injury that has resulted in a degenerative condition.

The Incident: Staff member tripped on a mat.

History: A large high school experienced a number of staff tripping on the upturned corner of a doormat. The hazard had been notified to administration three times. The risk reduction strategy was to invert the mat to hopefully return it to a flat state. The expected outcome did not occur.

The fourth staff member to trip suffered a minor back injury that turned into a major back degenerative condition within a relatively short period of time. While costs associated with the injury totalled in excess of \$70 000 the impact on the staff member was a lifelong, debilitating condition.

What went wrong: Even though the reporting processes had been followed correctly and the accident report forms completed at the time, no realistic risk assessment took place. The significance of the potential injury i.e.

Consequence was not recognised. The *Probability* of the accident occurring was underestimated. The risk level reduction strategy put in place did not correspond to the Risk Reduction Hierarchy, i.e. elimination of the mat and replacement with one that did not cause a hazard should have been the first option considering the cost associated, its repeated corner distortion and the ease of removal.

What can we learn from this? Very few accidents / incidents occur "out of the blue", especially in an organisation of our size. In risk management terms our *Exposure* is very high.

Summary: Slips, trips and falls present a very large portion of the compensation payments for EQ. Many of the incidents have very significant negative impacts on the personal lives of the people involved. Some may tend to regard these incidents as trivial, or having a comical aspect, but they are serious events for both an organisation and the persons involved.



Don't let these slip through the Net

MAKE THE *CREATING HEALTHIER WORKPLACES WEBSITE* A "FAVOURITE"

The Organisational Health Unit staff have been busy ensuring that all schools and indeed school communities have free access to our website. The *Creating Healthier Workplaces (CHW) Website* is a one-stop shop for all of our resources, policies, frequently asked questions and latest information.



Unfortunately, many people forget where the site is located so here are some simple instructions to add us to your "Favourites" i.e. your favourite web pages list.

Here's what to do:

1. Open the *Creating Healthier Workplaces Web Page*: <http://education.qld.gov.au/health/>
2. Click on the "Favourites" button on your webpage toolbar.
3. Select "Add" and then "OK".

The CHW Web Site is now in your favourites list.

To quickly find the site again, simply:

1. Open "internet explorer"
2. Click on your "Favourites" button
3. Select "Creating Healthier Workplaces" from the favour-

DIRECTOR GENERAL'S ORGANISATIONAL HEALTH STATEMENT NOW ON THE WEB

As we all know, the best way to achieve real progress in health and safety is via management commitment. To that end, the *Organisational Health Policy Statement for Education Queensland* is now on our web site. To download your own personal copy, simply go to the following internet address:

<http://education.qld.gov.au/health/docs/orghealth-policy-statement.pdf>.

So if you haven't seen this document, you can print off your own personal copy in colour or black and white.

HEALTH & SAFETY DATA FROM THE CORPORATE DATA WAREHOUSE

Thank you to all schools that successfully downloaded data in the recent SMS download. The data from your *Workplace Health & Safety Module* is stored in the *Corporate Data Warehouse (CDW)* for analysis. Schools, District Offices and Corporate Service Units all have access to relevant data, graphs and reports.

A number of graphs and reports have been specifically designed for this purpose. Why not take a look yourself. If you are authorised to access the CDW, simply log on to the *Corporate Data Warehouse* at:

<http://cdw.qed.qld.gov.au/>.

Once in the CDW, select "Graphs and Reports" and then choose "Workplace Health and Safety" from the subject areas available. The Graphs and reports are then broken up into School, District, CSU and Central Office areas.



What's on the Safety Net?

CHEMWATCH

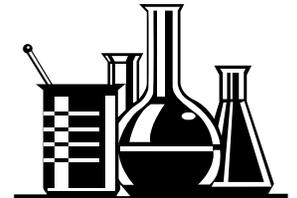
Schools will be pleased to know that the annual corporate subscription for Chemwatch has been renewed. The corporate subscription that has been negotiated, provides all EQ schools with an on-line database of chemical information at no charge. Schools that prefer to use the CD version of Chemwatch were recently contacted to ask if they wanted to continue this format.

Some schools have indicated that their internet speed is insufficient to run Chemwatch. EQ's Information Management Services have advised that Chemwatch itself is not the problem, but rather the high volume of internet traffic between 9.00am and 3.00pm. Schools will find that if they use Chemwatch outside of these peak times, the program,

and indeed all internet functions will run faster. More good news is that over the next year, approximately 300 schools are having their internet services upgraded.

Prices for the arrangement have not changed, i.e. free for schools using the "online version" and \$35.20 per year for schools using the CD version. The CD is updated 4 times per year. For more information, please refer to a recent article in the last issue of Safety Net: <http://education.qld.gov.au/health/pdfs/healthsafety/hs-safetynet-issue5.pdf>.

Contact: Phil Cooper – 32359964.



Casting the Net

NEWS FROM QUEENSLAND HEALTH

Dengue Fever Update

There is currently an outbreak of Dengue Fever in the Torres Strait Islands area. Dengue is a mosquito-borne viral disease found in most tropical areas.



Dengue Fever Hits the Far North

With the ongoing problem of dengue fever in far north Queensland, our Cairns based Senior Health and Safety Consultant (Brett Moore) organised a guest speaker from the Tropical Public Health Unit (TPHU) to address the issue of managing the risk of mosquito breeding sites in FNQ schools.

Alistair Hart, Vector Control Officer for the TPHU in Cairns addressed a large group of WHSO's, WHS reps and interested parties at the WHSO network meetings in Cairns, Innisfail and Atherton.

Some interesting facts that came from the presentation included the fact that 98 deaths were recorded in Brisbane in the 1905 epidemic, leading to the removal of all rainwater tanks in the greater Brisbane area. Whilst a very small percentage of recorded dengue cases in Australia are fatal,

30 - 50% of cases result in death in 3rd world countries. There is an approximate total of 2500 fatalities due to Dengue Fever each year world wide.

The group was briefed on the most common breeding sites and the most effective control measures to eliminate these sites. The presenter made a strong point that schools provide a very effective distribution system for Dengue Fever as students often live in a wide geographic area around the school. Schools through their communities have a major responsibility to ensure students, staff and visitors are not exposed to the *Aedes aegypti* mosquito whilst attending an Education Queensland school.

Queensland Health has some excellent resources available via the internet. For further information, refer to the:

Fact Sheet:

<http://203.147.140.236//phs/Documents/cphun/8887.pdf>

Dengue Fever Management Plan:

<http://203.147.140.236//phs/Documents/tphun/9168.pdf>

or contact the [Tropical Public Health Unit](http://203.147.140.236/phs/tphun/) on 40503600

<http://203.147.140.236/phs/tphun/>.



WHSOnet

DON'T FORGET TO CHECK YOUR SUBSCRIPTION TO THE CHW DISCUSSION LIST

Owing to a number of changes to Education Queensland Internet Services you may have been inadvertently removed from the Creating Healthier Workplaces Discussion List.

If your email address has changed recently you can easily

resubscribe to the list via the Creating Healthier Workplaces Website.

Simply follow the procedure below:

1. go to the following site:
<http://education.qld.gov.au/health/discussion.html>.
2. Enter your details (name and email) into the yellow coloured box titled: "Join the List".
3. Select the "Join" button.

WHSO AND WHSR TRAINING

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

Confirmed Courses at this stage are:

Location	Course	Dates
Mt Gravatt	WHSO	28-30 April 17-19 May
Mt Gravatt	Recertification	10,11 June
Maroochy	WHSO	12-14 May 26-28 May
Maroochy	Recertification	24-25 May
Ipswich	WHSO	2-4 June 16-18 June
Gold Coast	WHSO	28-30 July 11-13 August
Maryborough	WHSO	4-6 August 18-20 August
Maryborough	Recertification	2,3 August

FETES AND AMUSEMENT DEVICES

Mobile amusement devices encompass a range of "rides" often found at fairs and fetes. Over the past 3 years Workplace Health and Safety Queensland have audited these devices to check for structural and procedural safety. This practice is expected to continue. While fete organisers have minimal obligations in this regard, EQ is encouraged to support safe practices by the owner/operator of an amusement ride. EQ is currently preparing a checklist to assist your school in engaging a reliable company.



ENSURING YOUR RECORDS ARE CORRECT

Information regarding your school's workplace health and safety management arrangements is drawn from the data downloaded from SMS. It is therefore extremely important that this information is complete and correct.

To view what your school has indicated as their workplace health and safety management arrangements, simply run an Administration/Audit report from SMS. Here are the steps:

1. Open SMS
2. Select - School Module / Workplace Health & Safety / Reports.
3. From the "reports" menu, select "Administration/Audit".

Please check these details for accuracy and currency. To update any of these details your WHS Administration screen will need to be edited. Here are the steps:

1. Open SMS.
2. Select: School Module / Workplace Health & Safety / Administration / Administration.
3. Open the most recent record and select "Edit" to update.
4. Save your edits by selecting the "Save" button.

SMS WORKPLACE HEALTH AND SAFETY MODULE

The 2004.1 (March) release of SMS includes updates to the Workplace Health and Safety Module. The updated version incorporates recent changes to the Workplace Health and Safety Act and redirects the fax destination for particular types of accident/incident reports.

The SMS 2004.1 Release Notes will guide schools through the "set up" procedures to ensure that the relevant updates are incorporated into your school's system.

These changes have been made to streamline reporting, to update the system so that it aligns with legislative requirements and to ensure that your vital reports go the correct person.

Remember - not only is there a legal obligation to record and report incidents but also to investigate the situation to prevent recurrence.

LOCAL SENIOR OCCUPATIONAL HEALTH & SAFETY CONSULTANTS

Do you know the name of your local Senior Occupational Health and Safety Consultant? If not, you can find their details below.

District Area	Senior Health & Safety Consultant	Contact Details
Chinchilla Darling Downs Roma South Burnett Toowoomba Warwick	Alan Singleton <i>Southern CSU</i>	Ph: 46169128 Fax: 46169100
Emerald Gladstone Rockhampton	Anne Lawton <i>Central CSU</i>	Ph: 43713602 Fax: 49713699
Mackay Townsville	Bob O'Doherty <i>Northern CSU</i>	Ph: 47263154 Fax: 47263184
Corinda Geebung Ipswich Mooloolaba Murrumba Nambour Stafford West Moreton	Leanne Sked Bronwyn Goopy <i>Metro North CSU</i>	Ph: 33507827 Fax: 33594243
Longreach Mt Isa Roma	Lisa Clancy <i>Outback CSU</i>	Ph: 47448204 Fax: 47448200
Bundaberg Fraser-Cooloola Isis Burnett	Liz Lindsay <i>Central CSU</i>	Ph: 41211684 Fax: 41211645
Bayside Coopers Plains Gold Coast North Gold Coast South Logan Beaudesert Mt Gravatt	Neil Rogers <i>Metro South CSU</i>	Ph: 34202547 Fax: 34228364
Cairns and Cape Table-Lands Johns- tone Torres Strait Islands	Brett Moore <i>Far Northern CSU</i>	Ph: 40465244 Fax: 40465200