



## Welcome

The Second semester of 2004 is moving quickly with the HR Branch involved in many new projects and initiatives for schools.

Projects include consolidating systems for the preparatory year, managing class sizes and managing the teacher transfer and recruitment processes. There have also been changes within the HR Branch with Mr John Ryan being appointed as the Director of the new Workforce Standards and Performance Unit. This unit will manage ethical standards, student protection, code of conduct and staff performance and discipline issues.

The Health & Safety Team continues to be focused on state wide strategies to raise awareness and improve

the management of risks in schools. The new Injury, Illness and Dangerous Event Policy HS-08 has been endorsed, and the increased use of the SMS system to record accidents and incidents is also a fantastic achievement by all schools. This allows more accurate data gathering and analysis to improve information and resources back to schools.

With the assistance of many schools around the state, the Health & Safety Team has also developed the Manual Handling of Students Resource Package. This package provides systems and resources for schools to minimise manual handling risks when assisting students access the curriculum.

*Jeff Hunt - Director Human Resource Services*

## Catch of the day!

### MANUAL HANDLING OF STUDENTS - RESOURCE PACKAGE

It's finally here! The Manual Handling of Students Resource Package will be provided to all schools over the coming weeks. The resource package is in CD format and includes self paced presentations, risk management examples, record keeping templates, checklists and other resources.

Manual handling of students relates mostly to tasks where staff support students with disabilities and includes physically demanding tasks such as assisting students with daily living activities, transfers, maintaining mobility and accessing the curriculum. The package does not refer to restraint related to behaviour management issues.

The Manual Handling of Students Resource Package may be most relevant to staff supporting students with disabilities, however sections of the package on causes and prevention of injury will be useful to all staff groups.

#### Content of the package

- Presentations
- People Handling Advisory Standards
- HS -12 Manual Handling of Policy
- Case Studies
- Resources

If you have any enquiries about how to receive your school's copy of the package please contact your local Health & Safety Consultant.



Please send feedback about the package to your H&S Consultant or [janet.edgar@qed.qld.gov.au](mailto:janet.edgar@qed.qld.gov.au)



# School Safety Scribbles

## DISCARDED SYRINGES IN OUR SCHOOLS

Unfortunately finding discarded syringes in the grounds of our schools is becoming more frequent. If you have found a syringe in your school this is not an indication of the “quality” of your school or a reflection of the suburb location. The Police inform us that intravenous drug users do not choose schools on this basis - the school’s grounds may simply provide an opportunity.

Common places syringes are being found in our schools are sandpits, down drains, in the car parks and street gutters, roof gutters, drinking troughs, gardens, school ovals, under rubbish and on the ground.

Students should **never** handle syringes. Queensland Health recommends a gloved hand (latex or rubber glove) when picking up the syringe or a suitable syringe handling tool – not plastic tweezers that may flick the syringe. Do not sweep up the syringe with a dustpan and brush as this may also flick the syringe and cause further risk.



## What to do if you find used syringes

- Do not attempt to recap the syringe.
- Bring your rigid-walled, puncture-resistant, sealable container to the syringe.
- Always take the sharps container to the syringe, do not walk with the syringe.
- Place the container on the ground next to the syringe.
- Do not hold the container while you are placing of the syringe into it.
- Pick up the syringe by the middle of the barrel.
- Keep the sharp end of the needle facing away from you at all times.
- Place the needle in the container sharp end first.
- Securely place the lid on the container.
- Remove gloves and wash your hands with running water and soap.
- Place the sealed container into your sharps disposal bin or contact your local council or health department regarding safe ways to dispose of your sharps container.
- Other items that have come into contact with blood (i.e. gloves) should be handled and disposed of with the same caution as the syringe.

Ensure you have sharps containers located at numerous locations around the school grounds, not just in the administration building. The School Facilities Officer and cleaning staff should have their own sharps containers.

Please contact :

Queensland Health Clean Needle Helpline for further information regarding the safe disposal of syringes and managing needlestick injuries, Telephone: 1800 633 353.

## Hepatitis B Vaccination

As a further precaution, schools should recommend and fund hepatitis B vaccinations for individuals working in roles such as cleaning, building and grounds maintenance and work involving frequent handling and disposal of used needles or syringes. Contact your local OHS Consultant to find out how to go about organising staff vaccinations. See DOEM HS-18 Infection Control for more information <http://education.qld.gov.au/corporate/doem/healthsa/hs-18000/hs-18000.html>

*Bronwyn Goopy & Leanne Sked - Met North CSU*



# What's on the Safety Net?

## SCHOOL SAFETY ALERTS

To find out the latest school safety alerts remember to look for this red star on the Creating Healthier Workplaces Web Site - Health & Safety  
<http://education.qld.gov.au/health/healthsafety/>



### Most Recent Alerts

*Use of Rodent Baits in Schools*  
<http://education.qld.gov.au/health/pdfs/healthsafety/rodents-alert.pdf>  
*Portable Lamp—Fotolight*  
<http://education.qld.gov.au/health/pdfs/healthsafety/fotolite-alert.pdf>

Look out for Hazard Alert #4 “Router Table and Spindle Moulder Equipment”.

### What's New?

You can also find out “What's New” to the Creating Healthier Workplaces Web Site. Our most recent item is a *Checklist for School Fete / Event Organisers - Mobile Amusement Devices*.

### What's New?

This checklist was developed in consultation with Workplace Health and Safety Queensland and is available at : <http://education.qld.gov.au/health/pdfs/healthsafety/amusement-rides.pdf>.

The course was aimed at staff working in agricultural departments and school farms and was developed in response to a number of incidents that have occurred during school farming activities. The aim of the course was to assist schools in meeting their obligations under workplace health and safety legislation.

Topics covered included a review of previous injuries on school farms, WH&S legislation, obligations, risk management, induction guidelines and information resources.

Further courses are being planned for other areas in Queensland. Contact your local Senior OHS Consultant for details.  
*Bronwyn Goopy & Leanne Sked - Met North CSU*

## CHEMWATCH TRAINING - CENTRAL CSU'S EXPERIENCE

Recently two ChemWatch training courses were held at the Wide Bay Resource Centre, Maryborough for Fraser Cooloola, Isis Burnett and Bundaberg district schools. The one-day courses were conducted by Peter Kernke from ChemWatch and attended by 28 district staff. Liz Lindsay, the Central CSU Senior OH&S Consultant who facilitated the training days, said comments following the courses were very positive and attendees felt confident they could fully utilize the Chemwatch system at their workplace. Another course will be scheduled later in the year should demand be sufficient. Those wishing to access future training should contact Liz on 41211684 or 0407148709

*Liz Lindsay - Central CSU - Maryborough*

## Casting the Net

### FARM SAFETY IN SCHOOLS TRAINING - METRO NORTH'S EXPERIENCES

A *Managing Farm Safety in Schools* Training Day was held in Metropolitan North CSU on 12 July with great success.

Sixteen representatives from ten schools participated in the day presented by Cindy Hartwig, Farm Safety Consultant and First-aid Trainer from *Agforce* in conjunction with Peter Chapman, Senior Rural Health and Safety Inspector, WH&S Queensland.



ChemWatch - Training participants

# Don't let these slip through the Net

## NEW ACCIDENT REPORTING POLICY—HS-08

DOEM Policy HS-08 has been updated to reflect amendments to the *Workplace Health and Safety Act 1995* as well as procedural changes such as the SMS Workplace Health and Safety Module in schools. The policy is now called HS-08: Injury, Illness and Dangerous Event Recording and Reporting and can be found electronically on the intranet -

DOEM: [http://education.qld.gov.au/corporate/doem/healthsa/hs-08000/sections/preface\\_.html](http://education.qld.gov.au/corporate/doem/healthsa/hs-08000/sections/preface_.html)

and also via the Creating Healthier Workplaces Website:

<http://education.qld.gov.au/health/healthsafety/hs-mod-accident.html>

The data collection form for WHS Events in SMS has also been updated and is available on the Creating Healthier Workplaces Web Site at:

<http://education.qld.gov.au/health/pdfs/healthsafety/worksheet-injuryevent.pdf>

Now that this policy is in place, school and non-school locations should become familiar with the recording and reporting requirements. The policy includes: policy statement, definitions, applicability, principles, accountabilities, links, procedures and a check list of forms.



## NEWS FROM THE WARM AND SUNNY FAR NORTH

There's an old saying in Far North Queensland.... just another day in paradise...with maximum temps of 27c and minimums of 11C it's definitely payback season for those of us in the tropics.

Term 2 was busy, with a focus on undertaking a series of manual handling assessments of special education sites. Many thanks to staff at the Woree SHS SEU, Woree SS SEU, Bentley Park SS SEU, Smithfield SHS SEU and Innisfail Special School for your help and commitment to your safety and the safety of your students.



The WHSO network meetings focussed on induction for new staff and students and was presented by Mr Trevor Kerlin, WHS Manager for the Tropical Institute of TAFE. Trevor has an extensive collection of safety related photos which he shared with us all.

Bentley Park College trialled the use of an external WHS consultant to assist them complete their workplace assessment. This was found to be a very helpful approach as the school has approximately 2500 students across three campuses. The school has also co-ordinated an inservice session for all scientific assistants in FNQ on ChemWatch to be run on the 12 July. Keep up the great work Bentley Park College !

WHS Qld also assisted us with two "toolbox" type professional development sessions at the Whitfield SS and Cairns SHS. Thanks go to the local WHS Qld staff and Gloria Pyne (WHSO — Whitfield SS) and Alistair Ingram/Tony Knight (WHSOs-Cairns SHS).

Finally, whilst working with Tully SHS (arguably the wettest town in Qld) on mosquito eradication issues, I happened to get a happy snap of the principal, "Buk" Bukbardis standing next to his schools Art Kiln, proudly displaying the Art Kiln safety alert poster. Until the next newsletter... from the beautiful and warm tropics.

*Brett Moore - Snr OH&S Consultant - Far Northern CSU.*