# Management systems

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):** | |
| **Person/s completing checklist:** | **Date:** |
| Management procedures | **Action if required (✓ if no action)** |
| Staff have access to department’s Health, Safety and Wellbeing (HSW) statement and any procedures relevant to this site. Relevant information has been included in their induction and records of induction are maintained. |  |
| Staff are made aware of department-wide prohibitions e.g. prohibited chemicals, roof access. |  |
| Where the need has been identified, there is a local worksite Health and Safety Policy to supplement department HSW procedures. |  |
| The worksite has a copy of the *Workplace Health and Safety Act 2011* (online or paper copy). |  |
| Copies of relevant Regulations and Codes of Practice are available (online or paper copy). |  |
| Staff have ready access to the current WHS department’s Policy and Procedures Register (PPRs). They are informed of its existence/relevance to their subject area and know how to access it. |  |
| An active forum for workplace health and safety discussion/consultation is established at the site e.g. HSW Committee. |  |
| HSW is a permanent agenda item at staff meetings. |  |
| Processes are in place to identify, assess and control workplace hazards (e.g. staff meetings, audits, near miss sheets) and these are recorded in a workplace hazard register (e.g. MyHR WHS). Staff are involved in this process. |  |
| Regular site safety inspections are conducted by principals, HSAs or safety reps. The outcomes of site safety inspections are noted and followed up promptly. Relevant actiosn are recorded and finalised. |  |
| An Annual Safety Assessment is conducted annually. |  |
| Annual Assessment results are documented, sanctioned and reviewed. |  |
| Procedures are in place for reporting damage or maintenance. |  |
| Emergency procedures | Action if required (✓ if no action) |
| Staff are aware of Emergency Action Guidelines for the following: |  |
| * + Fire |  |
| * + Chemical spills |  |
| * + Lockdown |  |
| * + Fume/vapour/gas leaks |  |
| * + Medical emergencies |  |
| * + Explosions |  |
| * + Bomb threats |  |
| School emergency planning procedures are prominently displayed in all areas. |  |
| Lists of all emergency services telephone numbers are prominently displayed. |  |
| There is a location guide for gas, electricity, water isolation devices and earthing system. |  |
| Training | Action if required (✓ if no action) |
| There is a formal induction/information booklet for new staff. |  |
| All staff members have been made aware of their obligations under the Workplace Health and Safety Act. |  |
| All new staff receive induction training which includes Workplace Health, Safety and Wellbeing issues e.g. mandatory induction courses. |  |
| A training needs analysis has been conducted as part of staff developing performance requirements (inclusive of all staff)*.* |  |
| All staff have received training appropriate for their duties e.g. task specific training*.* |  |
| Workplace health and safety training is included with other PD opportunities for all staff. |  |
| Emergency evacuation procedures and lockdowns are regularly practiced. |  |
| Training records for all staff training are maintained and current. |  |
| First aid | Action if required (✓ if no action) |
| All staff members are aware of first aid arrangements/ procedures for staff and students. |  |
| Workers’ Compensation forms are readily available to staff. |  |
| All first aid kits comply with the First Aid Code of Practice. |  |
| Emergency telephone numbers are displayed prominently. |  |
| There is an appropriate number of trained first aid people in the workplace. |  |
| All HSW incidents are entered in MyHR WHS for incidents/injuries/psychological health issues involving staff. |  |
| Appropriate first aid records are kept. |  |
| Consultation | Action if required (✓ if no action) |
| All staff are provided with information on occupational health and safety issues including reference to the [Creating Healthier Workplaces website](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces). |  |
| All staff members are given the opportunity to be meaningfully involved in discussion on issues which affect their health, safety or welfare while at work. |  |
| The views of employees are actively sought prior to changes at the worksite or work procedures practices, etc. |  |
| General | Action if required (✓ if no action) |
| If applicable, the site provides adequate maneuvering room for wheelchairs. |  |
| Management ensures that all electrical equipment and fittings are properly maintained and tested in accordance with departmental guidelines. |  |
| Where applicable, there is a ready supply of appropriate personal protective equipment (PPE). |  |
| Employees have been trained in the correct use and maintenance of this PPE. |  |
| Staff are aware that they have a responsibility to wear/use this PPE when provided. |  |
| Management enforces the wearing of PPE when mandated through risk assessment. |  |
| There is a Safety Data Sheet (SDS) register of all hazardous chemicals used on the worksite. |  |
| The Hazardous Chemical register is up to date (and amended as new substances purchased) and easily available to persons who may be exposed to chemicals. |  |
| SDSs are also available where the substances are stored. |  |
| A system is in place to ensure risk management is undertaken prior to purchasing equipment, chemicals, furniture, etc. |  |
| A system is in place to ensure school equipment and machinery is regularly maintained and serviced as appropriate. |  |
| There is documentary evidence of this maintenance (e.g. equipment maintenance registers). |  |
| Contractors/visitors working at your worksite are given appropriate information prior to commencing work (e.g. first aid officer, emergency evacuation, Smoking Policy, driving on school premises, Asbestos Register, injury/illness reporting etc). |  |
| A system is in place to ensure contractors/maintenance workers possess appropriate certification and authorisation prior to commencing work (e.g. electricians, gas fitters etc). |  |
| Occupational Health, Safety and Wellbeing aspects are included in the School Development Plan. |  |
| **Use the following space to record additional issues and or comments you wish to raise with site management and staff.** | **Action if required** |
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