

# New Year checklist

## Start the year with health, safety and wellbeing in mind

- Give new staff and volunteers health, safety and wellbeing procedures and information specific to your school/workplace as part of the induction process. Remember to include part-time staff and those that work outside normal hours such as cleaners.
- Make sure staff know their local health, safety and wellbeing contacts: Health and safety advisor, Rehabilitation and return to work coordinator, members of the local health, safety and wellbeing committee and regional support including; the Employee assistance service and other organisational health staff. Regional contacts can be found at: <https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts>
- Prevent strains and sprains by making sure staff moving furniture and resources have enough time, assistance and equipment to do these tasks easily and safely. If moving major items, contractors may be the most effective option.
- Prevent repetitive strain injuries through job rotation and by ensuring adequate rest breaks.
- Keep walkways and common areas clear and unobstructed to prevent the risk of trips and falls. Encourage staff to keep staff rooms tidy, cull resources and prioritise requirements for storage.
- Reinforce the importance of staff wearing appropriate footwear for the school environment and the task they are undertaking e.g. traversing stairs and uneven surfaces, supervising sport and practical classes, playground duty and other activities.
- To prevent staff from being injured during sporting activities, remind all staff to assess their own ability to physically participate in the activity. Staff should also warm up adequately, wear appropriate clothing and engage in the activity according to their level of fitness.
- Sun safe behaviour is important for staff wellbeing and to model sun safe behaviour to students. Staff working outside should wear a hat, appropriate clothing and sunscreen. Encourage staff to drink water regularly and to be aware of strategies to prevent heat related illness.
- If a staff member has sustained an injury or illness during the holidays, or is returning to work with a pre-existing injury or illness, ask them if they need any assistance to return to work safely. If so, ask staff to provide their doctor's recommendations regarding their limitations and requirements e.g. safe access to classrooms and facilities.
- Encourage and support staff with New Year's resolutions or ideas about wellbeing activities e.g. walking groups, morning tai chi, social events and other ideas to promote health.
- If you require any assistance, discuss these issues with your Health and safety advisor, Rehab and return to work coordinator or your Regional organisational health staff.

## For more information:

Creating Healthier Workplaces – <https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/>

OnePortal (DoE employees) -

<https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/Pages/default.aspx>

Contacts - <https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts>