



ST PATRICK'S WORK HEALTH AND SAFETY POLICY FEBRUARY 2018

1. PURPOSE

- i. To ensure the safety of all children staff and visitors while on site at St Patrick's Primary School.
- ii. To ensure that the children, staff and visitors understand and practice safe and healthy work practices and procedures.
- iii. To ensure that all children, staff and visitors are following WHS guidelines and practices.

2. POLICY STATEMENT

- i. St Patrick's Primary School has a duty of care to provide all students, staff members, volunteers and visitors with a safe and healthy environment. The school is committed to:
 - a. Providing a duty of care that protects people from harm, injury, illness or abuse;
 - b. Developing and administering WHS risk management systems;
 - c. Auditing WHS procedures and practices;
 - d. Consulting with all stakeholders when reviewing WHS policies;
 - e. Maintaining and storing WHS documentation and records in accordance with Catholic Schools Office requirements.
 - f. Providing its staff with WHS professional development and training;
- ii. It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all people to implement the service's OHS Policy, procedures and practices.

3. SCOPE

This policy applies to all staff members at St Patrick's.

4. GUIDING PRINCIPLES

At St Patrick's Primary School Swansea, we strive to ensure the health, safety and welfare of all students and staff, and any other people who may be part of the operation of our school community. In securing workplace health and safety, the school aims to achieve best practice in Work Health and Safety and to fulfil its statutory duties with Work Health and Safety at all times. This policy will clarify, for the whole school community, the health and safety measures to be followed and to ensure the health and safety of all.

5. RESPONSIBILITIES

The Annual Checklist (see Appendix 1) shows when and how frequently each of the following procedures must be implemented, as well as who is responsible for implementing them.

- i. Induction of new staff members
An experienced staff member will:
 - a. Walk around the school with the new staff member/s, highlighting access and egress points and potential hazards.
 - b. Explain the evacuation and lockdown procedures.
- ii. Annual induction of all staff members
 - a. Explain how hazards are reported at St Patrick's, i.e.
 - Hazards requiring immediate attention must be reported to the principal using the Hazard Notification form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom.

- Hazards that are not urgent are reported at the weekly housekeeping meeting.
 - b. Explain how injuries are reported at St Patrick's, i.e. by completing an "Initial Notification of Injuries and Disease" form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom.
- iii. Consultation
There are two methods of Work Health and safety consultation:
- a. Hazards requiring immediate attention must be reported to the principal using the Hazard Notification form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom.
 - b. Hazards that are not urgent are reported at the weekly housekeeping meeting.
- iv. First aid officer
- a. Assign a staff member to be the school's first aid officer.
 - b. Check that the first aid officer is appropriately qualified.
 - c. Check that the designated staff member is registered with the Catholic Schools Office as the school's first aid officer, and that the first aid officer is compensated for this role.
- v. Emergency evacuation and lockdown
- a. Ensure that evacuation and lockdown procedures are clearly displayed at all exits and other strategic locations throughout the school.
 - b. Schedule emergency evacuation and lockdown drills from classrooms, offices and playground.
 - c. Record these drills in 'Staff Drive / Work Health and Safety / Evacuation and lockdown drills.'
 - d. Following these drills, evaluate them at the following housekeeping meeting.
- vi. CPR training
At the beginning of Term 1 each year, engage Paul Stone (Lake Macquarie City Council) to deliver CPR training to the staff. A record of staff training must be maintained. Go to [Staff Drive / Work Health and Safety / Staff training records](#).
- vii. Emergency care training
At the beginning of Term 1 in even years (2018, 2020, 2022 . . .), engage Paul Stone (Lake Macquarie City Council) to deliver emergency care training to the staff. A record of staff training must be maintained. Go to [Staff Drive / Work Health and Safety / Staff training records](#).
- viii. Anaphylaxis training
- a. At the beginning of every school year, organise for the staff to undergo anaphylaxis training using the Education Safety Network – <http://www.whsnet.com>.
 - i. User name = HOSTING\mnsppsw.
 - ii. Password = mnsppsw19s.
 - iii. Go to e-learning – Anaphylaxis e-training for schools (ASCIA) - Schools courses for Australia or New Zealand.
 - iv. Create new ASCIA account.
 - v. Module 3 must be done with practice epipens (stored in principal's office)
 - b. A record of staff training must be maintained. Go to [Staff Drive / Work Health and Safety / Staff training records](#).
- ix. Pest inspections

Rentokil to be engaged to spray for spiders and cockroaches and to inspect for presence of termites.

x. Workplace inspections

- a. Use the documents in ‘Staff Drive / Workplace inspection proformas’ to conduct workplace inspections. These inspections will take place in lieu of a staff professional development meeting during week 4 of each term.
- b. Use the documents in ‘Staff Drive / Summaries of workplace inspections’ to summarise:
 - Hazards
 - Suggested actions
 - Who is responsible for following up on the suggested actions
- c. Disseminate this information to the staff as soon as possible after the workplace inspections.
- d. Indicate on this document when the suggested actions have been completed.

xi. Risk assessment

- a. A risk assessment must be completed:
 - Whenever the students leave the school premises, either within school hours or outside of school hours.
 - Whenever there is a big event on the school property, e.g. a fete, a fun day.
 - For daily activities for which there is a risk to people’s health and/or safety, e.g. manual handling; working alone at school.
- b. The risk assessment must be saved to ‘Staff Drive / Work Health and Safety / Risk assessments’.
- c. Risk assessments must be written using the proformas in the ‘Risk Assessments’ folder on the Staff Drive. These risk assessments can be adapted to excursions and school activities.

xii. Inspection of fire extinguishers, fire blankets, emergency light circuits

“Guardian Safety Solutions” checks these items. As the company schedules the inspections, we do not need to organize them.

xiii. Electrical safety

During the twice yearly workplace inspections, the staff inspects all electrical cords throughout the school. “Guardian Safety Solutions” tests and tags electrical equipment during Term 4 each year. St Patrick’s follows the test and tag standard for Australia and New Zealand – AS/NZS 3760:2010. Accordingly, we have annual inspections of the following items of equipment:

All classrooms	<ul style="list-style-type: none"> • Extension leads. • Powerboards, except those that are secured and never moved. • Computer power leads under student desks. • Any other electrical items that are moved around – i.e. not desktop computers. • Trolley for computer tablets.
Kindergarten	<ul style="list-style-type: none"> • Electric pencil sharpener.
Year 1	<ul style="list-style-type: none"> • Electric pencil sharpener.
Library	<ul style="list-style-type: none"> • Electric pencil sharpener. • Bar code scanner.
Study room	<ul style="list-style-type: none"> • Electric pencil sharpener. • Vacuum cleaner.

	<ul style="list-style-type: none"> • Computer power leads under student desks.
Secretary's office	<ul style="list-style-type: none"> • CD player.
Staffroom	<ul style="list-style-type: none"> • Laminator. • Slow cooker. • Sandwich toaster. • Toaster. • Hot water urn. • Pie warmer.
Canteen	<ul style="list-style-type: none"> • Electric jug base. • Two sandwich toasters. • Frypan cable. • Popcorn machine. • Portable stove. • Blender.
Sport room	<ul style="list-style-type: none"> • Compressor.
Hall	<ul style="list-style-type: none"> • Two coffee makers. • Electric jug base. • Hot water urn. • Electric fan. • Floor polisher.
Cleaner's room	<ul style="list-style-type: none"> • 2 vacuum cleaners.
Access toilet	<ul style="list-style-type: none"> • Extension lead.
Shed	<ul style="list-style-type: none"> • Portable PA system.
All residual current devices (RCDs).	

All other electrical appliances are considered not to be:

- In hostile environments
- Subject to flexing in normal use
- Open to abuse

Consequently, visual inspections during workplace inspections are considered to be adequate. If, during a visual inspection, a piece of equipment is found to be defective, an "out of service" label is placed on the equipment until the item has been either replaced or repaired.

xiii. Chemical safety

Material Safety Data Sheets (MSDS's) must be kept for chemicals that are used and stored on site. The MSDS's hang on the wall in the cleaner's storeroom. These must be checked for currency.

6. BUDGET

The school will make provision each year in its annual budget for professional development opportunities for the staff in regard to this area.

7. NEXT REVIEW DATE

This policy will be reviewed in 2020 in consultation with relevant staff.

8. DEFINITIONS

- WHS: Work health and safety.
- CPR: Cardiopulmonary resuscitation.

- iii. Emergency care: emergency medical attention given to an individual who needs it. It includes those medical services required for the immediate diagnosis and treatment of medical conditions which, if not immediately diagnosed and treated, could lead to serious physical or mental disability or death.
- iv. Evacuation drill: The method of practising how to evacuate the school in the event of a fire or other emergency.
- v. Lockdown drill: The means of practicing preparedness in a workplace in the event of an intruder or criminal act.
- vi. Anaphylaxis: An acute allergic reaction to an antigen (e.g. a bee sting) to which the body has become hypersensitive.
- vii. Risk assessment: a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

9. LEGISLATIVE / PROFESSIONAL GUIDELINES

- i. Safe Work Australia – <http://safeworkaustralia.gov.au>
- ii. Comcare – www.comcare.gov.au
- iii. WorkCover New South Wales – www.workcover.nsw.gov.au/default.htm

Appendix 1: Work Health and Safety annual checklist		
What	When	Who is responsible
<p>1. <u>Induction of new staff members</u> An experienced staff member will:</p> <ul style="list-style-type: none"> • Walk around the school with the new staff member/s, highlighting access and egress points and potential hazards. • Explain the evacuation and lockdown procedures. 	Term 1, week 1.	Principal.
<p>2. <u>Annual induction of all staff members</u></p> <p>d. Explain how hazards are reported at St Patrick's, i.e.</p> <ul style="list-style-type: none"> - Hazards requiring immediate attention must be reported to the principal using the Hazard Notification form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom. - Hazards that are not urgent are reported at the weekly housekeeping meeting. • Explain how injuries are reported at St Patrick's, i.e. by completing an "Initial Notification of Injuries and Disease" form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom. 	Term 1, week 1.	Principal.
<p>3. <u>First aid officer</u></p> <p>e. Assign a staff member to be the school's first aid officer.</p> <p>f. Check that the first aid officer is appropriately qualified.</p> <p>g. Check that the designated staff member is registered with the Catholic Schools Office as the school's first aid officer, and that the first aid officer is compensated for this role.</p>	Term 1, week 1.	Principal.
<p>4. <u>Emergency evacuation and lockdown</u></p> <ul style="list-style-type: none"> • Ensure that evacuation and lockdown procedures are clearly displayed at all exits and other strategic locations throughout the school. • Schedule emergency evacuation and lockdown drills from classrooms, offices and playground. • Record these drills in 'Staff Drive / Work Health and Safety / Evacuation and lockdown drills.' • Following these drills, evaluate them at the following housekeeping meeting. 	Term 1 week 3 and Term 3 week 2.	Principal.
<p>5. <u>CPR training</u></p>	Early in Term 1 every year.	Principal.

Engage Paul Stone (Lake Macquarie City Council) to deliver CPR training to the staff.		
6. <u>Emergency care training</u> Engage Paul Stone (Lake Macquarie City Council) to deliver emergency care training to the staff.	Early in Term 1 in even years (2018, 2020, ...).	Principal.
7. <u>Anaphylaxis training</u> <ul style="list-style-type: none"> • Highlight students and staff members who are anaphylactic. Review their action plans. • Use the PowerPoint show at the link shown below to review the causes, signs, symptoms and treatment of anaphylaxis. • Use practice epipens (stored in principal's office) to review how to use an epipen. 	Early in Term 1 every year.	Principal.
8. <u>Pest inspections</u> Rentokil to be engaged to spray for spiders and cockroaches and to inspect for presence of termites.	Christmas school holidays.	Principal.
9. <u>Workplace inspections</u> <ul style="list-style-type: none"> • Use the documents in 'Staff Drive / Workplace inspection proformas' to conduct workplace inspections. These inspections will take place in lieu of a staff professional development meeting each term. • Use the documents in 'Staff Drive / Summaries of workplace inspections' to summarise: <ul style="list-style-type: none"> b. Hazards c. Suggested actions d. Who is responsible for following up on the suggested actions • Disseminate this information to the staff as soon as possible after the workplace inspections. • Indicate on this document when the suggested actions have been completed. 	Twice each year – Term 1 and Term 3.	Principal.
10. <u>Risk assessment</u> <ul style="list-style-type: none"> • A risk assessment must be completed: <ul style="list-style-type: none"> ○ Whenever the students leave the school premises, either within school hours or outside of school hours. ○ Whenever there is a big event on the school property, e.g. a fete, a fun day. ○ For daily activities for which there is a risk to people's health and/or safety, e.g. manual handling; working alone at school. • The risk assessment must be saved to 'Staff Drive / Work Health and Safety / Risk assessments'. 	Prior to the activity, and allowing sufficient time for communication of the potential risks and control measures to be communicated to the students, staff and volunteers.	Staff member who coordinates the activity/event.

<ul style="list-style-type: none"> Risk assessments must be written using the proformas in the 'Risk Assessments' folder on the Staff Drive. These risk assessments can be adapted to excursions and school activities. 		
<p>11. <u>Inspection of fire extinguishers, fire blankets, emergency light circuits</u> "Guardian Safety Solutions" checks these items. As the company schedules the inspections, we do not need to organize them.</p>	Six-monthly – approximately February and August.	Principal
<p>12. <u>Chemical safety</u> Material Safety Data Sheets (MSDS's) must be kept for chemicals that are used and stored on site. The MSDS's hang on the wall in the cleaner's storeroom. These must be checked for currency.</p>	Early in Term 1.	Principal.