

## Sale Primary School No. 545

### **Occupational Health & Safety (OHS) Policy**

**(incorporating Manual Handling Policy, Return to Work Policy, Elimination of Workplace Bullying Policy and Prevention of Falls from Heights Policy and Contractor Induction handbook)**

Sale Primary School No 545 recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

This policy is consistent with:

- (a) The DE&T Mission Statement that schools provide a safe and appropriate teaching and learning environment for both staff and students.
- (b) The school's legal obligations under the Victorian OHS Act 1985 and Common Law duty of care.

### **Policy Objectives**

- To comply with OHS related legislation and DE&T directives or guidelines relating to health and safety.
- To minimise the occurrence of injury and illness in the school through systematic hazard.
- Identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing recurrence.
- To maintain written records on all OHS activities undertaken.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.
- Adequate resources will be provided to support this policy.

### **Responsibilities**

As employers, the Principal and School Council have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

Employer's direct duties under the OHS Act also include:

- Providing and maintaining safe plant and systems of work.

- Making arrangements for the safe use, storage and transport of plant and substances.
- Maintaining the workplace in a safe and healthy condition.
- Providing adequate facilities for staff welfare.
- Providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.

**Responsibility for Occupational Health and Safety has been assigned to:**

(The Principal is the OHS management representative by default and the Assistant Principal is the DE&T OHS representative in an operational capacity (ie OHS Coordinator), but the overall responsibility is still the Principal's. The school will also have the role of staff Health and Safety Representative/s (HSR) as per *section 21(4ca) OHS Act*).

**Professional Learning Team Leaders (Team Leaders)** are responsible for the health and safety performance of their team. This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any hazards identified to the staff Health and Safety Representative/s.
- Actively promoting and implementing agreed OHS procedures.

**All staff** have a responsibility to:

- Take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures.
- Follow established safe work procedures, as outlined in Sale Primary School policies, procedural material and DE&T directives.

Sale Primary School No 545 is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

## Implementation

1. The roles of the OHS Management Representative (Assistant Principal) and the staff Health and Safety Representative/s (HSR) to include members of the school's building and grounds sub committee.
2. Relevant OHS responsibilities will be included in all job descriptions and responsibilities and will be publicised annually in the school's operational policies and administration handbooks.
3. Staff will be encouraged to select the staff Health and Safety Representative (HSR).
4. The elected HSR will be provided with training and practical support to fulfil his/her role effectively (as stipulated in the OHS Act).
5. OHS considerations will be integrated into the financial and human resources practices of the school, for example:
  - Facilities design, upgrades and maintenance.
  - Contractor management (see Appendix 1 – Contractor Induction Handbook)
  - Staff welfare
  - Professional development and induction procedures
  - Staff allotment and timetabling.
  - Curriculum design.
6. Risk reduction will be a central goal of the school and the Risk Management program will aim to reduce both the frequency and severity of injury and illness arising from school activities through the implementation of:
  - Regular evaluation of compliance with relevant OHS Regulations and DE&T directives.
  - Formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.
  - Programmed tours of school facilities by HSR to identify hazards/potential hazards (minimum of every six months) and detailed report on attached proforma presented to Building and Grounds Sub-committee. (See Appendix 2).
  - Reporting and documenting of all injuries and incidents in the General Office.
  - Investigating of accidents and recording of outcomes in a log in the General Office.
  - Periodic analysis of records to identify incident patterns.
  - Scheduled and documented preventative maintenance programs for plant and equipment (eg. boiler, air conditioners, kiln, computers).

- Provision of appropriate first aid facilities and trained personnel including a school First Aid Coordinator who is responsible for the management of first aid equipment, supplies
  - Emergency management procedures which are documented, publicised and practised and to coordinate professional development and training for staff (see School Emergency Procedures Policy)
7. A Return to Work Coordinator (RTW) (Principal) will be nominated and given appropriate training.
  8. Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally once per year in a minor review by the Buildings and Grounds Sub-committee at its October meeting, prior to budgets being prepared for the following year.
  9. OH&S performance targets will be developed at the October Buildings and Grounds meeting, prior to budgets being developed for the following year
  10. OHS initiatives and performance will be included in the Annual Report.

*References*

1. *DE&T OHS Guidelines: Support Material for School (1994). The manual is available in hard copy in schools or in EDULibrary*
2. *Preventing Falls from Heights Policy*

## SALE PRIMARY SCHOOL NO. 545

### Manual Handling Policy

Manual handling is defined under the Occupational Health and Safety (Manual Handling) Regulations 1999 as 'any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any object'. Object is defined as animate or inanimate object, plant and any substance or material contained by an object.

**Hazardous Manual Handling** means:

- (a) Manual handling having any of the following characteristics:
  - (i) Repetitive or sustained application of force;
  - (ii) Repetitive or sustained awkward posture;
  - (iii) Repetitive or sustained movement;
  - (iv) Application of high force;
  - (x) Exposure to sustained vibration
- (b) Manual handling of live persons or animals
- (c) Manual handling of unstable or unbalanced loads, or loads which are difficult to grasp or hold.

This policy applies to all school staff, students, visitors, contractors and volunteers – especially on working bees.

The Principal will coordinate the plan for managing manual handling in the school, and will ensure that resources are provided to meeting OHS commitments.

Our aim is to promote and maintain the health and wellbeing of staff, students and visitors and to minimise the risks of manual handling injuries by implementing a systematic approach as outlined below.

1. Where possible, manual handling risks will be considered and **designed out** prior to any building upgrade, new activities and/or the purchase of all goods to be used at the school.
2. A **risk assessment** will be undertaken on tasks identified as having a manual handling component by the school's Health and Safety Representative (HSR), and tasks will be ordered in priority for assessment. Records of the risk assessment will be retained by the school in the school's OH&S Folder.
3. Once the risk assessments have been conducted, they will be ordered to establish **priorities for control**.
4. The risk control hierarchy will be as follows:
  - (a) **redesign** to eliminate or reduce the risk as a first step;
  - (b) **change the workplace, systems of work and/or the object;**
  - (c) **provide mechanical aids** to reduce the risk and **training** in their use;

- (d) **training and education** appropriate to the task.

For some manual handling tasks, a combination of the risk control methods for reducing risk may be appropriate for controlling the risk.

## **Manual Handling Risk Identification**

Tasks likely to cause manual handling injuries may be identified from the school's first aid register/register of injuries, by consultation with staff and by direct observation – especially of work practices.

In the Department of Education, Employment and Training, manual handling injuries are common and costly. These injuries range from sprains and strains due to sudden over exertion or forceful movements, to long term wear and tear related injuries including Occupational Overuse Syndrome (previously RSI).

### **Reducing the risk of manual handling injuries at 545**

At the Sale Primary School, procedures and equipment have been put in place to minimise the risk of manual handling injuries. These include:

- The provision of trolleys to move televisions from room to room
- The provision of step ladders in teacher workstations to enable staff to access these when putting up displays in their rooms (in accordance with correct ladder use – see school Administration Manual)
- The inclusion of display cables on pulleys – to allow displays to be elevated to a height, from the classroom floor level.
- Stair climbing trolley – available to move deliveries, photocopy paper, canteen supplies etc. without the need to carry these heavy items.
- Use of industrial trolley – transport deliveries and equipment.
- Provision of maypole trolley, gymnastic mat trolley and trestle table trolleys at the school to reduce manual handling risks.
- Bin lifter to empty wheelie bins into the industrial bin.
- The provision of ergonomic chairs for teachers to use when accessing computers in their classrooms.
- Storage stands for goal posts and net poles in the Market Square Hall.

## **Evaluation**

As a component of the Sale Primary School's OH&S Policy, initiatives and performance in the area of manual handling should be included in the school's annual evaluation of OH&S.

It is the role of the HSR and the school's OH&S Coordinator to report identified manual handling risks to the attention of the Principal, who is DE&T OHS management representative at the school.

## **References**

The Occupational Health & Safety (Manual Handling) Regulations 1999 and Code of Practice  
Reduce Manual Handling Injuries Victorian WorkCover Authority 1996  
Preventing Manual Handling Injuries, Ministry of Education 1991 reprinted by the DoE 1999  
Occupational Health and Safety, Support Material for School DSE 1994  
Schools of the Future Reference Guide section 6.12 Risk management

## **Sale Primary School No. 545**

### **Return to Work Policy**

The Sale Primary School No 545 is committed to:

- Providing a safe and healthy workplace for all employees, students and visitors.
- Ensure that the occupational rehabilitation process is commenced as soon as possible after an injury in a manner consistent with medical judgement.
- Ensure that injured employees stay at work or return to work as soon as possible, as per normal practice and expectation.
- Provide appropriate duties, where practicable, for an injured employee as an integral part of the rehabilitation process.
- Ensure that if appropriate duties cannot be provided at the employee's workplace, attempts will be made to provide these duties at another location.
- Consult with employees, and other relevant persons, during the development and implementation of the Return to Work plan to ensure effective operation of the rehabilitation process.
- Ensure that participation in a Return to Work program will not, in itself, prejudice an injured worker.

#### **Return to Work Coordinator**

This person is responsible for ensuring that occupational rehabilitation programs are implemented and that Return to Work plans is effective.

**The Return to Work Coordinator in this school is the School Principal**

#### **External Rehabilitation Provider**

The following approved providers are available to assist in the Return to Work of an employee following injury where external rehabilitation services are deemed necessary.

Names of nominated rehabilitation providers are to be found in the school WorkCover Manual, Form R4
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# Policy for Prevention of Falls from Heights

Protection from falls of greater than 2 metres is an issue that affects staff, students, volunteers and contractors in the school setting. Sale Primary School contains many buildings; each having a unique character with different roofs having different heights, pitches and points of access. Accessing each different type of roof at 545 presents particular problems and risks. Working where there is a risk of falling more than 2 metres is also involved in other tasks within the school eg building inspection and maintenance and cabling, removing equipment from the roof and accessing some storage areas.

The overriding aim of this plan is as follows:

- *To prevent falls in the workplace, especially where the fall potential is greater than 2 metres*
- *To implement procedures which comply with the OHS (Preventing of Falls) Regulations 2003.*

## **1. Eliminating the need to work where there is a fall hazard.**

Primary consideration will be given to trying to eliminate or reduce the need to work where there is a fall hazard .

Adopt School Council policy that balls (including those owned by students) will only be removed at a stated time (eg. Friday afternoon)

## **2. Procedure where there is a risk of a fall of MORE than 2 metres**

*(note this is outside the scope of the Prevention of Falls Regulations but there is a general duty of care under the OHS Act 1985)*

Where people need to access heights up to 2 metres, a sturdy suitable 2 or 3 step ladder will be provided and must be used. These step ladders will be made available and stored at convenient points around the school. At no time should staff use furniture (chairs or tables) to access heights. Tasks that may require use of these step ladders include putting up displays or accessing storage shelves.

## **3. Procedure where there is a risk of a fall of MORE than 2 metres**

The specific recommendations for prevention of falls will depend on the nature of the particular task and the construction and condition of the roof – if roof work is required.

### **3.1 Situations that have a fall potential of 2 metres or MORE at Sale Primary School**

- Changing lights or checking/installing equipment at ceiling level in the gymnasium
- Retrieving balls from roofs (single storey)
- Cleaning building (single storey), Newry, Art room, Canteen, Music room, Sports shed, Parents' Club shed, Rooms 3/4/5/6/8/9
- Cleaning building C gutters (two storey) (Rooms 10, 11)
- Servicing air conditioning units on all buildings

### 3.2 General guidelines where there is a risk of a fall of MORE than 2 metres

- Only authorised people are allowed to work where there is a risk of a fall of MORE than 2 metres. Other people are strictly forbidden from carrying out such tasks at all times.
- Authorised people are those who have successfully completed the DE&T Safe Ladder Training eg. Principal, Assistant Principal, Groundsman and other persons identified by the Principal.
- Prior to authorisation, personnel (school staff and volunteers) will be given appropriate instruction, training and information. Authorised people (school staff) will be given written procedures which they will be expected to follow for the use of equipment (eg. ladder safe work practice guidelines Appendix 3) where there is a fall risk of greater than 2 metres. School contractors will, as a minimum, comply with school safe work practices.
- Should a staff member identify that there may be a risk of falling more than 2 metres they must inform the Principal. A full risk assessment (*refer DET/NAA Prevention of Falls Compliance Guidelines Attachments PF-4 and PF-5*) of the task must be conducted. **Where the same task is done repetitively (eg tasks listed in Section 4.1) a generic risk assessment of the task will be done.** The generic risk assessment must cover ALL potential risks. Risk control solutions will be based on the hierarchy of control below:

1. Eliminate the task if possible (refer to Section 2 of this procedure)
2. Work on the ground
3. Work from a 'solid construction' (defined as surface strong enough to support workers and equipment + edge protection (eg handrail) + non slippery surface (smooth surface max gradient 7°; cleated or grated surface max gradient 23°) + access and egress via stairway or tied off ladder). A platform step ladder may also be used
4. Use a passive fall prevention device \* (eg scaffold, cherry picker, scissor lift, roof safety mesh, guard railing).
5. Use a work positioning system \* (eg travel restraint system)
6. Use a fall injury prevention system \* (eg catch platform, safety harness)
7. Use a ladder
8. Use administrative controls

*\*specialised contractors only will use this equipment. Refer to Attachment PF-6 of DET/NAA Prevention of Falls Compliance guidelines for illustrations*

- No staff member or volunteer will be expected to work at heights they feel uncomfortable doing so. Records will be kept of people who are authorised and the date that they received safe work practices. If equipment is used in contravention of the safe work practice, authorisation will be withdrawn.
- School staff and volunteers will not be authorised to use specialised equipment such as cherry pickers, scissor lifts, scaffolding (with the exception of pre-fabricated mobile scaffolding), harnesses, fall arrest devices and vertical rope access systems. Authorised and experienced contractors will undertake work of this nature.
- Slip resistant footwear will be used when accessing heights.

- Ladders and other equipment for use above 2 metres will be stored and secured in such a way as to limit access of unauthorised staff to this equipment. Signage will be attached to the equipment, or the locked area in which it is stored, indicating that it is only to be used by authorised persons.
- The school will discourage access to roofs.

### **3.3 Roof Access Points and Ground Marking for Extension Ladders**

- See Appendix 4 (Map) for the locations of school roof access points. Access to the roof must occur only at these points.
- The roof access points have been chosen using the following criteria:
  - closest to most balls most of the time
  - allows convenient access to equipment that requires maintenance such as air conditioners, antennae and satellite dishes. Contractors will be consulted as appropriate.
  - Solid flat ground.
- For roof access points, extension ladder fixing devices will be installed just below the top ladder support (eg. Eyelets in the walls with chains, proprietary ladder devices)
- In the case of nominated roof access points, to ensure correct placement of the extension ladder every time at a slope of no greater than 4:1, the ground will be marked with paint on concrete or roofing nails in asphalt indicating where the base of the ladder should be placed.

### **3.4 Volunteers**

- Volunteers must comply with all requirements of the Procedure for Preventing Falls of greater than 2 metres.

### **3.5 Contractors**

- Contractors must comply with all requirements of the Procedure for Preventing Falls of greater than 2 metres.
- Any contractor carrying out work where there is a potential to fall more than 2 metres must first complete a risk assessment for the task and demonstrate to the Principal or nominated representative that the work being done is in accordance with the *OHS (Prevention of Falls) Regulations*.
- The contractor must have emergency procedures and must communicate these to the school as part of the risk assessment process.

### **3.6 Emergency Procedures**

- Emergency procedures will be developed to ensure that people working where there is the risk of a fall of greater than 2 metres can be rescued. For example, if a contractor was using an individual fall arrest system they would need to prepare emergency procedures for the rescue of a person suspended over the side of a building as outlined in the Code of Practice for Prevention of Falls.
- Working alone should be avoided. As a minimum, there must be an emergency procedure to ensure a person can receive assistance. This could consist of a sign in/out system plus a means of communication such as a mobile phone.

#### **4. Review**

If an incident occurs involving a fall of greater than 2 metres this procedure will be reviewed. As a minimum this procedure will be reviewed every 12 months.

Sale Primary School No. 545 is committed to ensuring this procedure is publicised and implemented and will regularly monitor and review its effectiveness.

# Elimination of Workplace Bullying Policy

## AIMS

In keeping with the school's responsibilities under the Victorian Occupational Health, Safety and Welfare Act (1986), and the belief that our school should provide a safe and supportive workplace, 545 aims to:

- Promote the right of every employee to a work environment that is free from workplace bullying
- Eliminate workplace bullying
- Provide redress for employees who have been bullied

## GUIDELINES

At 545 it is unlawful for an employee or group of employees to:

- Bully any other
  - Employed or group of employees
  - Worker or visitor on school premises
- To request, instruct, induce, encourage, authorise or assist another employee to bully

## DEFINITION

Bullying is repeated unreasonable behaviour directed towards an employee or group of employees, that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- Excluding someone from workplace activities
- Giving someone the majority of unpleasant tasks
- Verbal abuse
- Humiliating someone through sarcasm or insults

Bullying can be interpreted as situations in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be intimidated.

## IMPLEMENTATION

- The school's Staff Health and Safety Representative (HSR) will also be the school's workplace bullying contact person as part of his/her role
- The HSR will ensure that there is an awareness among employees and School Council about what constitutes unacceptable behaviour (which might be identified as bullying)
- Development of appropriate procedures to provide redress for employees who feel they have been bullied.
- Monitor the workplace for indications of bullying and investigate any issues identified – records such as
  - Work related injuries
  - Absenteeism
  - Productivity
  - Community complaints
  - Grievances
- Acting promptly to address workplace bullying incidents. This may include:
  - An apology to the person bullied
  - Consequences for the bully

- such as a formal written warning
- compulsory counselling or retraining
- other penalties as appropriate under Teaching Service Act

#### **EVALUATION**

**Minor.** The school (HSR) will provide a Bullying Contact Person and include a report as part of the Building and Grounds Sub-Committee's annual minor review.

**Major** Evaluation within the Triennial Review process

#### **RESPONSIBILITY**

School Council

Principal

The School Health and Safety Representative (SHR)

*For more information, assistance or advice about how to address workplace bullying, visit the WorkCover Corporation website at [www.workcover.com](http://www.workcover.com) or call 13 18 55*

# **Contractor Induction Handbook**

## **Policy**

The health and safety of all school employees and contractor employees is a vital concern at the school. Contract personnel will be treated in a manner consistent with Sale Primary School No 545's safety philosophy to protect people, control losses and comply with applicable law.

Sale Primary School No. 545 will comply with all applicable laws and regulations; promote waste reduction, resource and property conservation and environment protection, and train employees to be knowledgeable about all matters relevant to their work.

## **Procedures**

Prior to each job contractors must complete and sign the attached checklist. Regular contractors carrying out similar work on each visit to the site, eg electricians, plumbers and glaziers, should complete and sign when they take on the contract, when there are changes to school procedures or work requirements or when there is a change of personnel.

If necessary specific requirements for each job (eg access arrangements) must be discussed, agreed to, added into, or documented and attached to, the handbook prior to the commencement of work.

The safety rules outlined in this handbook are to be strictly observed by all contractors or employees of contractors.

It is the responsibility of contractors to pass on to their employees the information contained in this handbook.

Failure to observe the safety rules may result in the contractor being required to leave the campus, thereby resulting in their organisation being removed from Sale Primary School's list of approved contractors.

All work must be discussed with school management or their representative prior to commencement each day unless otherwise agreed.

Contractors are to sign the school visitors/contractors book each day.

## **Regulatory Compliance**

The contractor is expected to comply with the requirements of all relevant Acts and Regulations.

## **School Specific Requirements**

Smoking and alcohol consumption is strictly prohibited on school grounds, including the office, amenities and car park areas. No dogs or loud radios are permitted during school hours.

## **Safety Equipment**

Sale Primary School No. 545 requires personnel to wear the following in signed areas and as required for job specific tasks

- \* Approved hard hats
- \* Eye protection

- \* Hearing protection
- \* Approved safety shoes

All equipment must be in good repair or access to the school will be denied. The contractor must provide all equipment unless otherwise agreed by the school management.

Additional equipment that must be supplied by the contractor includes; face shields, welding and grinding masks, goggles, gloves, aprons etc.

### **Tools and Equipment Inspections**

All tools and equipment used by the contractors must be available for inspection at any time as requested by school management or their representative.

All electrical equipment brought onto site by a contractor must have a valid electrical test tag as per AS/NZS 3760-2001.

### **School Access**

Contractors shall restrict their movements and activities within the school to those areas, and times agreed to, required by the project or job. Management or their representative must approve entry into other areas of the school.

### **When accidents happen**

*All accidents must be reported to School Responsible Officer – Principal or Office Manager*

Although the school has a first-aid room and first-aid kits are available in various areas around the school, it is expected that the contractor will provide a basic first-aid kit.

Any spills of fuel, oil, paint, solvent, chemical or pollutant must be reported to school management immediately. The contractor will be required to participate in completing the environmental investigation and the physical clean up.

### **Alarms, evacuation, exits and fire equipment**

The contractors should familiarise themselves with the school's emergency procedures attached to this handbook, as well as observing instructions given by the school via the public address (PA) system.

Should an emergency arise resulting in part or total school evacuation, the contractor's most senior representative on site is to advise management that all personnel under their control are accounted for and safe.

If necessary contractors will be informed of evacuation drills prior to the event.

Fire equipment is not to be used for cleaning or construction purposes. If any of the equipment is used, notify school management so it can be documented and replaced if necessary.

### **Working with chemicals and material waste.**

No products classified as Hazardous Substances and/or Dangerous Goods may be brought onto site without consent of the school management.

All Hazardous Substances and Dangerous Goods brought onto the site by contractors (eg. cleaners) must be listed and have a Material Safety Data Sheet (MSDS) provided by the contractor. All

containers for these products must be correctly labelled and stored while on the site. This would include such things as oxy acetylene sets brought on site by contractors.

Contractors are required to remove rubbish that has accumulated from the work task unless arrangements are made for disposal using the school's rubbish disposal system.

In addition, no one is allowed to contaminate the sewer system. Be sure to discuss the correct method to dispose of hazardous waste with school management or their representative.

### **Fall protection policy and procedure**

All work that is required to be carried out at a height greater than 2 metres above a level surface and/or within 2 metres of an edge is classified as working at height under the soon to be proclaimed Falls Prevention Regulations and fall protection must be provided.

1. Where possible the preferred fall protection system for working at height is an elevated work platform, temporary guardrails or scaffolding erected by a competent person.
2. Where physical conditions prevent use of the above a personal fall arrest system is to be used.

### **Requirements specific to cleaning contractors**

The contractor must provide information regarding the identified hazards associated with their work and any implemented risk controls. This may take the form of a register of chemicals, Material Safety Data Sheets (MSDS) and documented control measures. Identified hazards, other than chemical hazards, may relate to Manual Handling. In which case documented controls as a result of a risk assessment process should be provided.

### **Job specific information and requirements**

Are any of the following involved in the job

- \* Confined space entry – requires documented procedure and permit system from contractor
- \* Hot work – requires documented procedure and permit system from contractor
- \* Lock out system (electrical and gas work etc.) – requires documented procedure from contractor
- \* Other requirements