



Purnululu Aboriginal Independent  
Community School (PAICS)

Occupational Health and Safety Policy

(Updated September 2016)  
Next review September 2017

## Responsibility

This policy recognises that the health and safety of all employees, students, contractors and visitors of PAICS is the responsibility of the Principal. In fulfilling this responsibility, the Principal has a duty to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risk to health. This includes:

- i. providing and maintaining safe plant and systems of work
- ii. making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
- iii. maintaining the work place that is safe and without risks to health
- iv. providing adequate facilities for the welfare of all employees and students
- v. providing such information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner

The Principal is responsible for the implementation and monitoring of this policy.

The health and welfare of all employees at PAICS is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

In fulfilling the objectives of this policy, the Principal is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

## Duties

PAICS will take all reasonable practicable steps to provide and maintain a safe and healthy work environment for all employees, students contractors volunteers and visitors.

The Principal is responsible for the effective implementation of the school's health and safety policy and shall:

- observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and regulations that apply within the state
- ensure that all specific policies operating within Purnululu School are periodically revised and are consistent with school health and safety objectives
- provide relevant information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school
- ensure that all employees, students, contractors and visitors inform the school of incidents and accidents occurring on the school premises so that health and safety performance can be accurately gauged

## All Employees

- have a duty to take reasonable care of which they are capable for their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between the Principal, employees and with the elected occupational health and safety representative
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- must act in accordance with agreed school procedures for accident and incident reporting and report potential hazards to the Principal

## Contractors

Outsourcing work to contractors does not remove an employer's occupational health & safety obligations.

PAICS shall, as far as practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work in the school also have obligations to ensure safe work practices and shall comply with the contractors policy.

The contractor and the Principal or Principal's nominee will complete a Job Safety Analysis. See **Attachment No 1**.

At PAICS Contractors need to be:

- (i) Suitably experienced to perform tasks;
- (ii) In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- (iii) Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

PAICS has a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor shall

- Confirm with the Principal/Principal's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the **completion of work** the Principal or Principal's nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

# The Management of Occupational Health and Safety

## Consultation with staff

*All employees are involved in OHS at various stages.* PAICS has a process for involving employees in identifying hazards, reporting problems and providing possible solutions to OHS issues.

This, in part, shall be done by the involvement of the Health and Safety Representative, the OHS Committee and by direct involvement of affected employees.

## Direct Involvement of Staff

All general staff meetings shall contain OHS as an agenda item in which the employer can provide information on general changes to the work place and inform staff if the OHS committee has recently meet. Staff will have an opportunity to raise any concerns at this stage.

PAICS encourages employees' participation in reporting health and safety risks.

## Induction of new staff

All new staff at PAICS will be informed of the Occupational Health and Safety policies of the school through the normal induction process. Staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the principal and staff of the school to safety and the prevention of accidents in the workplace.

## Health and Safety Committee

Purnululu School has established a health and safety committee. The names of the committee members are:

Corrie Baxter (principal) Paul Butters (AEW) Peter Ellis (PAICS Preferred Building Contractor)
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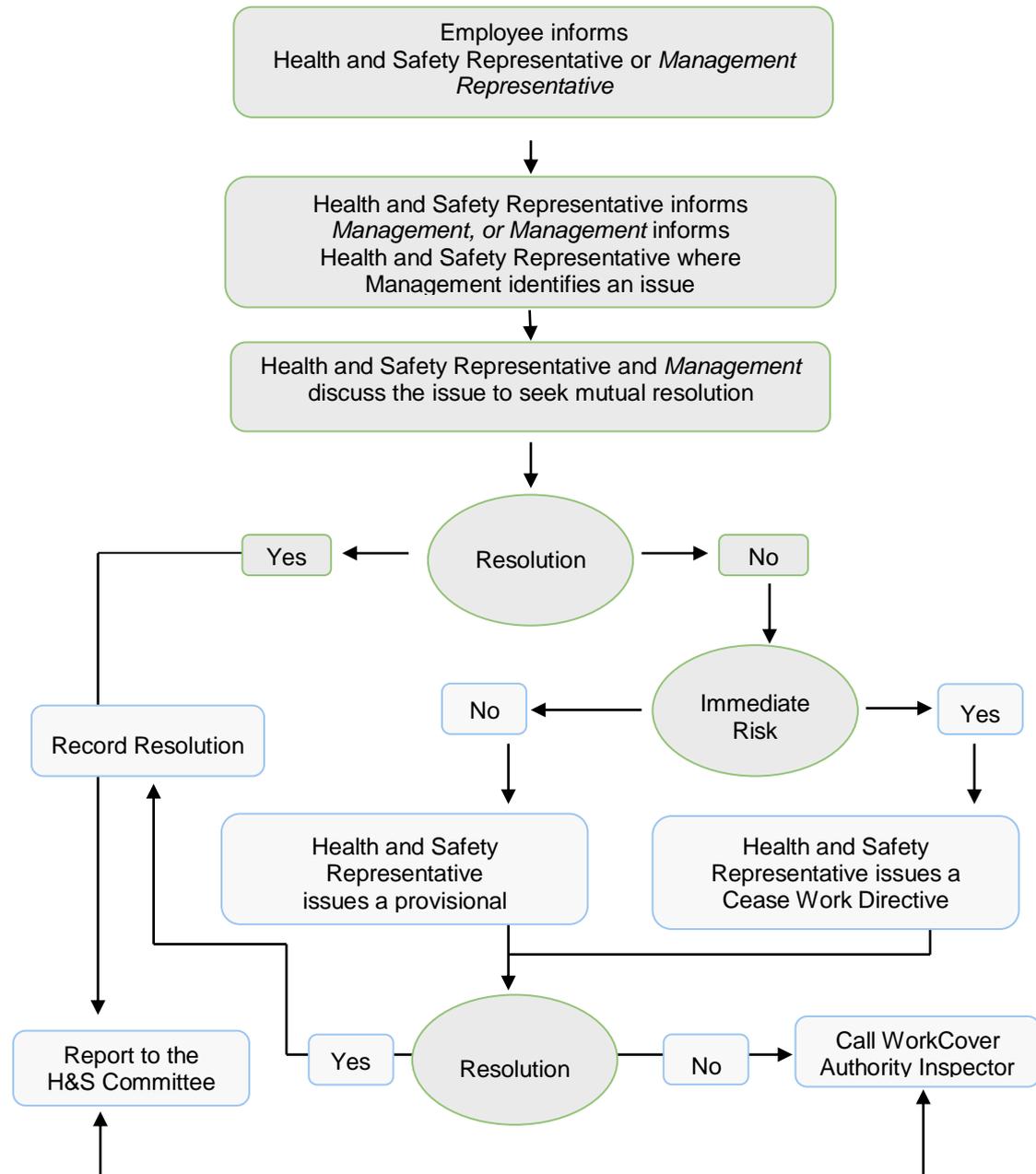
The role of the committee is:

- to facilitate co-operation between the employer and employees with a view to ensuring the health and safety of the employees
- to provide employees with information including standards, rules and procedures relating to health and safety which are to be carried out or complied with at the workplace
- to deal with any other relevant matter as agreed
- to assist the OHS representative and the Principal to ensure the OHS responsibilities of management and staff are met on a regular basis

- to assist in the communication of staff of OHS practices and awareness
- minutes of meetings will be kept and distributed to all staff

## Issue Resolution Procedures

These procedures are based on prescribed procedures in the Occupational Health and Safety (Issue Resolution) Regulations 1999.



# OHS and Risk Management Policy

PAICS actively works towards meeting the safety needs of its community as effectively as it can. A systematic process of evaluation is in place to provide information on which to base plans for improvement, by reducing the risk factors for accidents. It is the intention of the school that involvement in such a process raises the level of consciousness and sensitivity of all involved to issues of workplace health and safety.

The risk management policy of the school requires:

- Annual Audit of the school; and
- Ad hoc audit by way of a Hazard alert Register

## Annual Audit

An annual audit is conducted by the OH and S Committee. This involves:

- collection of information to identify potential hazards
- analysis of potential risks
- prevention of future accidents through risk control
- audit of practices, equipment and facilities in the school.
- **Attachment No 2** sets out the areas that will comprise this **annual audit**

## Hazard Alert Register

In addition to the annual audit, PAICS has instituted a process of identifying hazards and risks. This process involves keeping a school Hazard Alert Register (**Attachment 3**) as a means of identifying and controlling hazards in PAICS. This register contains:

- a. date
- b. description of hazard or near miss
- c. reported by
- d. reported to
- e. action taken

## Slips, Trips and Falls

To reduce the incidents of slip hazards in the general environment PAICS uses a checklist to identify slip hazards. See **Attachment No 4**.

PAICS is aware that accidents happening to employees by slipping, tripping and falling are common accidents in schools and as such, all employees, as a matter of policy, need to take special care in moving around the school. Special attention is drawn to:

- stairs
- tripping
- wet floor/ground
- falls from chairs/tables
- falls from ladders
- falls over mats and ramps
- removal of balls from school building roofs

### **Dangerous goods and equipment**

PAICS has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all persons are aware of any potential safety risks involving the goods and equipment. **Attachment No 5** sets out the areas that are closely monitored by our school.

### **Electrical**

Purnululu School conducts safety checks of all electrical equipment in the school. Our practices include as part of this policy:

- an annual inspection of leads if mobile and 5 yearly if location is permanent. The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor

### **Environmental issues**

PAICS has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues. **Attachment No 6** sets out the areas that are closely monitored by our school.

### **Fire, Explosion and Emergency management.**

The school has a separate policy on fire, explosion and emergency procedures and this policy covers evacuation procedures

## **PHYSICAL HAZARDS**

### **Manual handling**

Purnululu School complies with the Manual Handling Code of Practice which requires employers, in consultation with employees and health and safety representatives, to examine and assess manual handling tasks likely to be a risk to health and safety.. The Principal is aware of the need to protect employees from the risk of musculoskeletal disorder (MSD). Purnululu School Occupational Health and Safety Committee is responsible for the examination of the Manual Handling Code and for the manual handling training of employees. **Attachment 7** is used to identify and address manual handling risks in our school

### **Noise guidelines**

Purnululu School complies with its obligations as detailed in the Occupational Health and Safety (Noise) Regulations that describe the maximum allowable exposure to noise in a workplace.

Teachers are to ensure that classrooms noise whilst may be productive does not affect others.



# PAICS

## ANNUAL AUDIT

### Checklist for Housekeeping in Offices, Staff Rooms and Class Rooms

	Yes	No	Action
<b>Class rooms</b>			
▪ Is the no-smoking policy observed throughout the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there enough space for staff to carry out their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there enough cupboards, shelving, in room for class requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are all exits and entry free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers readily accessible and their location known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are different types of fire extinguishers marked and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are class room tables and chairs at appropriate heights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff have access to and training in use of ladders to reach elevated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff have seating appropriately designed to maximise comfort and minimise poor posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office

	Yes	No	Action
<i>All the above may be checked. Other areas that may need inspecting include:</i>			
▪ Is the non-smoking policy observed throughout the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are computer screens placed so that there is no glare on the screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are monitors fully adjustable for height, tilt and distance from front of desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are adjustable chairs provided and correctly adjusted for the person using it, eg back support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are desks at the right height for the work being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are keyboards/books/files/paper within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the operator have an adjustable document holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency numbers attached to phones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are first aid kits fully equipped, and available, and their location known to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers correctly marked with identifying markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there staff trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have you considered the Manual handling (Occupational Overuse Syndrome) Code of Practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Staff rooms

	Yes	No	Action
<b><i>Eating area</i></b>			
▪ Is the non smoking policy observed throughout the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is crockery chip and crack free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are the facilities hygienically clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are waste bins available and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do all electrical/leads/cables/sockets fit properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is all electrical equipment safely maintained, eg if an urn is well balanced and secured to the bench? Does the outside get hot to the touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is rubbish left lying around?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Work area</i></b>			
▪ Do work areas have sufficient space around desks, tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there sufficient storage for teacher requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the access to this area good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there any manual handling problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are chairs adjustable for a variety of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is lighting sufficient for any work being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is ventilation sufficient for the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## PAICS

### Check list for slip hazards

	Yes	No	Action
Are outdoor surfaces kept free of leaves, mud, clippings, paper, gravel and moss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable mats present at entrance of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant strips applied to walking or working surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, walkways, entrances and exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpet, tiles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there folders, brief cases, bags on the floor or in passageways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths smooth and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other tripping or slipping hazards in the grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of steps clearly marked and well lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PAICS

### Dangerous Goods and Equipment

	Yes	No	Action
▪ Does the school have all general safety/warning signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has the school implemented the provisions of the Dangerous Goods code of practice. In the case of Science facilities have the “Guidelines for the Storage of Science Chemicals” been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the school require a HAZCHEM sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so are there ways of reducing chemicals to eliminate this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has an audit of dangerous goods been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a chemical register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have material safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these data sheets in an accessible place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fume cabinets installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage for the area adequate, well laid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has chemical segregation/storage been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have procedures for the disposal of chemicals been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Action
▪ Does any work process generate dust, smoke, fumes, gases or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so what options are there to deal with this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there an effective system of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are tests of air conditioning systems conducted regularly and reports obtained and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there adequate circulation of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff in this area suffer from eye, nose, throat or skin irritations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is protective apparel available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these checked for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do teachers and students use protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have accident reports been checked to identify any chemical hazards needing further action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are work areas, equipment and machines kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PAICS

### Checklist on Environmental Issues

	Yes	No	Action
<b>Outside ground layout</b>			
▪ Are fences and gates all in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are sports and physical education areas designed to accommodate activities safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Could they be causes of accidents, eg can the gate rebound if a child pushes it hard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the fence have broken wire, holes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are handrails in good repair and free from splinters, breaks in the wood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there any blind corners or posts, which can cause accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are entrances and exits clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are playground equipment areas kept covered with appropriate layers of tanbark and is this raked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency exits clear and accessible from inside the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are people aware of when doors are going to be opened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Ventilation, heating and cooling

	Yes	No	Action
▪ Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there draughts in rooms, corridors, etc., that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is heating ample for all rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have passive insulation measures been fully assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Storage

▪ Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is capacity adequate in each area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff been trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have manual handling tasks been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Office staff collecting heavy loads of mail	<input type="checkbox"/>						
Writing on blackboard/whiteboard	<input type="checkbox"/>						
Obtaining resources from shelves on staff desks (Steps)	<input type="checkbox"/>						
Climbing onto roof to collect balls	<input type="checkbox"/>						

*If you ticked one or more of the boxes for a particular task, you must do a risk assessment of that task.*

Hazardous manual handling must be identified for all existing and proposed tasks in your workplace. You must also identify hazardous manual handling whenever changes occur in the workplace, or new information or reports of MSD are brought to your attention (See Section 11 of the Code of Practice)

