

# Work Health and Safety Policy

Purpose:	The purpose of this policy is to outline the Montessori International College (MIC) governance framework for achieving excellence in health and safety and the protection of the environment in which it operates.	
Scope:	This policy applies to employees, including Board and volunteers, and to contractors working on the school site. It outlines the steps the Montessori International College takes to safeguard the health and safety of people working on the school campus; as well as providing information about sun safety, safety equipment, manual handling, and workstations. The Policy also includes the school's position and policy on rehabilitation.	
Status:	Approved	Supersedes: Policy dated May 2020
Authorised by:	Board Chair	Date of Review: August 2021

Review Date:	Annually	Next Review Date: July 2022
Policy Owner:	School Governing Body	

Legislation:	<ul style="list-style-type: none"> <li>● Workplace Health and Safety (Codes of Practice) Notice 2005</li> <li>● <i>Workers' Compensation and Rehabilitation Act 2003</i></li> <li>● <i>Workers' Compensation and Rehabilitation Regulation 2003</i></li> <li>● <a href="#">Work Health and Safety Act 2011 (Qld)</a></li> <li>● <a href="#">Work Health and Safety Regulation 2011 (Qld)</a></li> <li>● <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>● <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>● MIC Risk Management Policy</li> <li>● MIC Incident Reporting Form</li> <li>● MIC Workplace Bullying Policy</li> <li>● MIC Complaints Handling Policy</li> <li>● Incident Reporting Form</li> <li>● Other related policies and documents</li> </ul>
References:	

	<ul style="list-style-type: none"><li>○ MIC Critical Incident Policy</li><li>○ MIC Sexual Harassment Policy</li><li>○ MIC Workplace Bullying Policy</li></ul>
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## Responsibility

Principal

## Points of Contact

Workplace Health and Safety Officer/Business Manager

## Policy Statement

MIC is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as students, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011* (Qld) and the *Work Health and Safety Regulation 2011* (Qld), this means that MIC will ensure, so far as is reasonably practicable:

- that the school complies with all legislation relating to health and safety;
- to eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- to provide information, instruction and training to enable all workers to work safely;
- to supervise workers to ensure work activities are performed safely;
- to consult with and involve workers on matters relating to health, safety and wellbeing;
- to provide appropriate safety equipment and personal protective equipment;
- to provide a suitable injury management and return to work program

This commitment is in line with MIC's responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011*.

## Definitions

Definitions relevant to this policy include:

- Person Conducting a Business or Undertaking
- Officer
- Dangerous incident
- [Due diligence](#)
- [Health and safety representative](#)
- [Reasonably practicable](#)
- [Serious injury or illness](#)

- Worker

## Responsibilities

MIC acknowledges that a duty under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* cannot be transferred or delegated to another person.

MIC also acknowledges that in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

1. More than one person can concurrently have the same duty
2. Each duty holder must comply with that duty to the standard required by the legislation even if another duty holder has the same duty
3. If more than one person has a duty for the same matter, each person—
  - a. retains responsibility for their duty in relation to the matter; and
  - b. must discharge their duty to the extent to which they have the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity; and
  - c. must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter

The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

### Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, MIC must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

MIC will ensure, so far as is reasonably practicable, the health and safety of:

- a. Workers engaged, or caused to be engaged by the school; and
  - b. Workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
2. MIC will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the school.
  3. MIC will also ensure, so far as is reasonably practicable—

- a) the provision and maintenance of a work environment without risks to health and safety; and
  - b) the provision and maintenance of safe plant and structures; and
  - c) the provision and maintenance of safe systems of work; and
  - d) the safe use, handling and storage of plant, structures and substances; and
  - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities; and
  - f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the school; and
  - g) that the health of workers and the conditions at the school are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the school.
4. MIC will ensure, so far as is reasonably practicable, that the school, the means of entering and exiting the school and anything arising from the school are without risks to the health and safety of any person.
5. MIC will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
6. MIC will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation
7. MIC will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation
8. MIC governing body must also undertake its role and responsibilities under the *Education (Accreditation of Non-State Schools) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

## Officers

In their legal role as Officers, MIC's board members, principal and members of the senior executive team (Including WH&S Officer Edward Johnstone) must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. If MIC has a duty or obligation under the legislation, an officer will exercise due diligence to ensure that the school complies with that duty or obligation.

2. Due diligence includes taking reasonable steps—
  - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
  - b. to gain an understanding of the nature of the operations of MIC and generally of the hazards and risks associated with those operations; and
  - c. to ensure that MIC has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the school; and
  - d. to ensure that MIC has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
  - e. to ensure that MIC has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
  - f. to verify the provision and use of the resources and processes mentioned above.

## **Workers**

In their legal role as Workers, employees of MIC, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by MIC to allow compliance with the legislation; and
4. co-operate with any reasonable policy or procedure of MIC relating to health or safety at the school, that has been notified to workers.

In addition, the school has a designated Workplace Health and Safety Officer. The WH&S Officer is: Edward Johnstone, Property Officer; and a Workplace Health and Safety Committee which has six main functions. To:

1. encourage cooperation between administration and employees to carry out and monitor measures designed to ensure health, safety and welfare issues that arise at the workplace;
2. assist in resolving health, safety and welfare issues that arise at the workplace;

3. assist in the formulation of health, safety and welfare policies, practices and procedures that are to be followed in the workplace;
4. consult on any proposed changes to health, safety and welfare policies, practices or procedures, which may affect health, safety or welfare;
5. review developments in the field of rehabilitation and the employment of workers with some form of disability; and
6. assist in the return to work of employees who have suffered from work related injuries.

The Workplace Health and Safety Committee undertakes a Risk Management Audit annually.

The members of the Workplace Health and Safety Committee are:

- Grant Vayro
- Larissa Rook
- Chiray Fitton
- Edward Johnstone

## **Responsibilities of Others at the School**

In their legal role as Other Persons at the school, board members, students, parents and visitors, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by MIC.

## **Implementation**

### **Implementation under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011***

In practice, MIC's commitment to protecting workers and other persons against harm to their health and safety means that it will implement the following measures in line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- A risk management process
- Provide information, training, instruction and supervision
- Provide a process for consultation, cooperation and issue resolution

Further details of these measures are provided below.

### **Risk management process**

MIC's Risk Management Framework provides further guidance on the process and approach to managing risks at the school.

### **Provide information, training, instruction and supervision**

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, MIC will ensure that appropriate information, training, instruction and supervision is provided to workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

The nature of the work carried out by the worker; and

The nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and

The control measures implemented.

MIC will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

MIC's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to workers at the school.

### **Provide for consultation, cooperation and issue resolution**

MIC acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking, who are or are likely to be directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

MIC will consult with workers in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
- b) when making decisions about ways to eliminate or minimise those risks;

- c) when making decisions about the adequacy of facilities for the welfare of workers;
- d) when proposing changes that may affect the health or safety of workers;
- e) when making decisions about the procedures for—
  - (i) consulting with workers; or
  - (ii) resolving work health or safety issues at the workplace; or
  - (iii) monitoring the health of workers; or
  - (iv) monitoring the conditions at any workplace under the management or control of MIC; or
  - (v) providing information and training for workers; or
- f) when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, MIC will ensure:

- a) that relevant information about the matter is shared with workers; and
- b) that workers be given a reasonable opportunity—
  - (i) to express their views and to raise work health or safety issues in relation to the matter; and
  - (ii) to contribute to the decision-making process relating to the matter; and
- c) that the views of workers are taken into account by MIC;
- d) that the workers consulted are advised of the outcome of the consultation in a timely way; and
- e) that records of the consultation process and outcome are retained

MIC's Complaints Handling Policy and Procedures provide further guidance on resolving work health and safety issues.

### **Training**

MIC will train its staff on this policy and any related processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually.

### **Implementing the Processes**

MIC will ensure it is implementing this policy and any related processes relating to the health, safety and conduct of staff and students by auditing compliance with this policy and related processes annually.



## **Accessibility of Processes**

This policy and any related processes relating to the health, safety and conduct of staff and students are accessible on the [MIC Website](#) and will be available on request from the Administration Office.

## **Complaints Procedure**

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under MIC Complaints Handling Policy.

## **Compliance and Monitoring**

In line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* and its duties MIC is committed to monitoring the health of workers and the conditions at the school.

MIC has implemented an Incident Reporting Form which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. MIC will regularly monitor, collate and report on hazards and incidents in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

MIC is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.

## **Reporting Hazards**

To ensure the safety of the workplace, all hazards should be reported even if you think someone should already have done so. If you have discovered a hazard you should report it to the Workplace Health and Safety Officer.

If the hazard is potentially serious or life threatening you should send someone else for help and, without causing any danger to yourself, stay at the scene to warn others of the danger. **DO NOT ENDANGER YOURSELF BY BEING TOO CLOSE TO THE HAZARD OR TRYING TO FIX THE PROBLEM.** Remain at the scene until help arrives or the situation becomes too dangerous to remain.

***No task is so important as to compromise health and safety.***

## **Reporting Incidents**

All incidents that occur on school premises or during off-campus school activities should be reported and recorded on an incident form. [Incident report forms](#) are available in the Staff Forms Team Drive.

If a major incident occurs you should stay with the victim and send someone else for help. If you are close to a phone you should ring school reception (Ext: 101) with the following information:

- who you are
- where you are
- what has happened
- how serious the injury is
- what assistance you need.

If you are trained in first aid, apply the appropriate first aid measures to assist the victim. Whatever your training is, be sure to pass on your observations and any information you have regarding the situation to those who come to aid the situation.

### **Sunsmart**

Skin cancer is a major public health problem in Australia, with two out of three people requiring treatment for some form of skin cancer during their lifetime. Exposure to ultraviolet radiation (UVR) from the sun is a major cause of skin cancer. The incidence of skin cancer can be reduced by minimizing personal UVR exposure.

This policy aims to reduce employees' exposure to UVR from the sun by implementing appropriate occupational health control strategies. These strategies include:

- Where possible, work (and classes) will be carried out in shaded areas or temporary shade will be erected.
- Where possible, work, including lessons which involve outdoor activities that must occur in the direct sun, will be scheduled before 11: 00am or after 3:00pm.
- At all times (including cool and overcast days) employees who are working outdoors will protect themselves against UVR by wearing approved hats, clothing and applying SPF 15 (or higher) broad spectrum sunscreen.
- The school will include sun protection issues in any strategic plans and plans for environmental changes.
- The school will include sun protection procedures in any induction course for new employees.

### **Safety equipment**

The most visible safety equipment is fire extinguishers and hose reels. Staff members are advised to familiarise themselves with the placement and method of operation of such equipment by reading the instructions attached. Regular inservicing in the use of this equipment will occur (at least once per year and as part of the induction of new staff).

Other safety equipment includes:

- fire and smoke detectors

- security alarms
- security sensors
- etc.

Safety equipment also includes personal protective equipment. If you are directed to wear personal protective equipment you must do so and also wear it in the proper manner.

### **Manual Handling**

Careless lifting and carrying can cause serious injury. Whenever practicable, heavy lifts are to be made by mechanical means. If manual handling is unavoidable:

- size up the load and seek help if necessary;
- position the feet correctly, as close as possible to the object to be lifted;
- bend knees and get a secure grip;
- maintain a straight back and ensure you are comfortable;
- take a deep breath, keep your head erect and lift by straightening your legs;
- keep your back straight, your arms in and your elbows and knees slightly bent;
- when carrying a load, hold it close to the body and avoid twisting the back; and
- when lowering the load, follow the procedure in reverse, keeping the back straight.

### **Keyboard Workstations**

Some school employees spend a great deal of time sitting in the one position at a keyboard. For this reason correct posture, a correctly adjusted seat and correct positioning of the keyboard and monitor are important.

To adjust the seat correctly, adjust the height so feet rest firmly on the floor and weight is through the feet. Thighs should be fully supported except for a two-finger width space behind the knees. Adjust the backrest depth to achieve this.

Maintain a relaxed posture where:

- your shoulders are relaxed
- your elbows are by your side
- your forearms and hands are parallel to the ground
- your wrists are not bent when using the keyboard
- you are seated at a comfortable distance from the keys (the length of your forearm away).

Ideally the top of the screen should be approximately at eye level and about 60-70 cm from your eyes. Your neck should be at rest and relaxed.

You should be able to maintain the recommended seating position when using the keyboard. The keyboard should be placed 6-7 cm from the edge of the keyboard surface to allow the wrist/forearm to rest when you are not keying.

The document you are working on and the screen should be the same distance from your eyes. Use a document holder which allows you to place the documents in the most convenient position. The document should be placed:

- in a level position beside the screen when the keyboard is in the central position or
- directly below the screen just above the keyboard.

Altering the angle of your screen may overcome problems with glare and reflection; however your screen should only tilt 5 degrees upwards. Generally the best position for the screen is at right angles to the window and parallel to overhead fluorescent lights. The contrast of text and background on the screen should be adjusted to a moderate level. It is also desirable to have an outlook on which to rest the eyes occasionally.

### **Rehabilitation**

While Montessori International College is committed to providing a safe and healthy work environment, in the event of illness or injury where employment is a significant contributing factor, the school recognises the substantial benefits gained from workplace rehabilitation.

The school accepts that workplace rehabilitation facilitates the healing process and subsequent return to work, and commits to the early provision of timely and adequate services to support medically approved duties programs for employers who are injured or ill.

The aim is, as much as possible, to:

- maintain ill or injured workers in the workplace
- facilitate an early return to work
- maximise independent functioning of the worker if work is precluded.

In order to do this, the school will:

- ensure the workplace rehabilitation commences as soon as possible following injury in accordance with medical advice;
- ensure appropriate medically approved suitable duties programs are available to all ill or injured workers;
- consult with employees in the formulation of safe structured rehabilitation plan development;
- respect rights and confidentiality, both written and verbal, of all employees;
- ensure all staff are aware of workplace rehabilitation and will support injured workers;
- adequately resource the position of the Rehabilitation Coordinator;
- adopt a multidisciplinary approach to rehabilitation and comply with legislative obligations; and
- review this policy and procedures every three years to ensure legislative requirements are met.

### **Suitable Duties Program**

A suitable duties program in the rehabilitation process enables an injured worker to return to work through a graduated and supervised return to work process. The goal of the program should be meaningful and achievable.

Selected duties are individually developed and matched to the capabilities of the worker, taking into account the worker's age, skills, education, work experience and nature of the incapacity. The suitable duties program is regularly reviewed and upgraded on advice from the treating doctor and takes into account any restrictions, limitations and amendments recommended by the doctor.

Suitable Duties Plans may be:

- Fully funded by Workcover.
- Partially funded by both the employer and the insurer or employer and Workcover. The employer pays wages for hours worked and insurer/Workcover funds the balance.
- Medical expenses only. Employer pays the up front cost and the insurer reimburses.

### **Responsibilities – general**

All staff and visitors are required to:

- adhere to standard work processes and instructions for workplace health and safety;
- perform all duties in a manner which ensures the health and safety of all; and
- cooperate with management to enable compliance with health and safety responsibilities.

Employees, contractors and visitors will be expected to:

- comply with all relevant legislation and statutory requirements and working procedures, codes of practice and industry standards;
- wear appropriate protective equipment, if applicable;
- report, and where appropriate, rectify hazards and participate in the analysis of accidents; and
- accept responsibility for protecting themselves and others.

### **Responsibilities - rehabilitation**

It is the responsibility of anyone injured at work to:

- apply for worker's compensation within six months of the entitlement;
- advise their chosen doctor of workplace rehabilitation availability and organise completion of the Work Capabilities Checklist;
- actively participate in workplace rehabilitation, minimising the cost of injury;
- communicate regularly with the Rehabilitation Coordinator regarding compensation issues; and
- be aware of the School Grievance Procedure Policy.

The Business Manager fulfils the role of Rehabilitation Coordinator and maintains current Rehabilitation Coordinator Accreditation. The Rehabilitation Coordinator is responsible for:

- determining that absence from work is due to actual illness or injury. If absence exceeds two (2) consecutive work days, the employee must provide a doctor's

certificate within seven (7) days to support the absence and give it to the Business Manager;

- ensuring an efficient system exists for immediate reporting of injuries to establish early worker contact regarding rehabilitation; and ensuring compliance with the employers' duty to notify Workcover, treating all information confidentially;
- educating all workers regarding the Workplace Rehabilitation Policy and Procedure following an injury; and for educating supervisors of their role and responsibilities in the Rehabilitation process;
- developing, coordinating and monitoring individual plans with treating doctor, and ensuring such plans and amendments are signed by the treating doctor;
- maintaining an objective confidential file of workers participating in the rehabilitation program. Such files must contain accurate signed case notes, all communications, actions and decisions relating to the case. Verbal and written confidentially must be observed;
- promoting the School Workplace Rehabilitation Program internally with all staff and externally with treating doctors; and
- maintaining accurate statistics including claim duration, average claim cost and injured worker evaluation.

All staff members are expected to offer support and encouragement to the injured worker. Workplace rosters and procedures are adjusted to enable successful rehabilitation plan implementation. Managers, Supervisors and Fellow Workers are to actively assist the Rehabilitation Coordinator in identifying duties to develop suitable return-to-work plans.

**Appendix – workplace risk assessment checklist**

**Please note this checklist is a guide only. It is not exhaustive and may not apply in total to individual sites.**

Date inspected: \_\_\_\_\_

Persons undertaking inspection: \_\_\_\_\_

**1. Management**

	Yes	No	N/A	Comments	Action
1. Is the School's Workplace Health and Safety Policy clearly understood?					
2. Is there a designated WH&S Officer?					
3. Are there safe operating procedures or risk assessments?					
4. Are staff aware of specific safety guidelines and procedures?					
5. Are key safety rules displayed in work areas such as laboratories, art rooms, technology centres etc.?					
6. Are checks made on qualifications and training of staff who are involved in areas where there may be workplace health and safety risks?					
7. Are accidents reported and recorded?					
8. Is there an adequate system in place for reporting and rectifying hazards?					

**2. Training**

	Yes	No	N/A	Comments	Action
1. Is induction training provided on general WH&S policy etc? (This includes students)					
2. Is training provided specific to the individual workplace area/department?					

**3. Work environment**

	Yes	No	N/A	Comments	Action
1. Do school buildings provide sufficient ventilation?					
2. Are local exhaust systems installed to remove harmful gases, vapours, fumes and dusts?					
3. Are noise levels acceptable?					
4. Is lighting sufficient?					
5. Is the room temperature comfortable?					

**4. Ergonomics**

	Yes	No	N/A	Comments	Action
1. Is the layout of work areas suitable for tasks					
2. Are appropriate manual handling controls in place?					
3. Are excessively repetitive tasks avoided?					
4. Is appropriate mechanical handling equipment available?					
5. Are work stations supplied with ergonomically suitable furniture and equipment?					



**5. Amenities**

	Yes	No	N/A	Comments	Action
1. Are separate and clean meal-rooms provided?					
2. Is drinking water readily available?					
3. Are washing facilities adequate?					
4. Are toilets sufficient?					
5. Are staff amenities kept clean?					
6. Is secure storage available for personal items?					

**6. Personal protective equipment**

	Yes	No	N/A	Comments	Action
1. Has the need for protective equipment been assessed?					
2. If yes, has it been provided?					
3. Is training provided on the use of protective equipment?					

**7. Waste management**

	Yes	No	N/A	Comments	Action
1. Are there sufficient bins provided?					
2. Is there a system for disposal of general waste?					
3. Is there a system for disposal of chemical waste?					
4. Is training provided on waste disposal procedures?					

**8. Floors & aisles**

	Yes	No	N/A	Comments	Action
1. Are floors structurally sound?					
2. Is the floor surface even?					
3. Are floors clear of waste, oil and water?					

4. Are floors free of tripping hazards?					
5. Are aisles of sufficient width? e.g. workshop walkways, classroom rows					

**9. Special work procedures**

	Yes	No	N/A	Comments	Action
1. Is there a permit and induction procedure for outside contractors?					
2. Is specific WH&S advice supplied to cleaners and maintenance personnel entering biological or chemical laboratories?					
3. Are there special procedures in place for hot work?					
4. Are there special procedures in place for working in confined spaces?					
5. Are there special procedures in place for working at heights?					
6. Are there procedures for out of hours work or working alone?					

**10. Mechanical & heat hazards**

	Yes	No	N/A	Comments	Action
1. Is machine guarding adequate?					
2. Is there adequate railing on ramps, walkways and stairs?					
3. Do ladders and steps appear adequate?					
4. Is pressure equipment installed?					
5. Are the pressure relief valves, gauges and other safety systems regularly tested?					

**11. Electrical equipment**

	Yes	No	N/A	Comments	Action
1. Is electrical work carried out in accordance with legislated regulations?					
2. Are all items of specified electrical equipment tested and tagged on an annual basis?					

3. Are power points, multi-outlet boards of an appropriate type and clear of benches and floors?					
4. Are electrical leads in positions of safety?					

**12. Chemicals (general)**

	Yes	No	N/A	Comments	Action
1. Is there a register of hazardous chemicals?					
2. Are staff adequately trained in the use and handling of hazardous chemicals?					
3. Are MSDS (Materials Safety Data Sheet) available for all chemicals? e.g. Chemwatch.					
4. Are containers and their labels complete and in good condition?					
5. Is general storage of chemicals sufficient, including security?					
6. Is the use of chemicals subject to risk assessment?					
7. Is there a procedure for dealing with chemical spills?					
8. Are safety glasses available in all laboratories?					
9. Are safety gloves available in all laboratories?					

**13. Flammable liquids**

	Yes	No	N/A	Comments	Action
1. Are quantities of flammable liquids kept to within the storage limit?					
2. Are suitable containers provided for storage of flammable liquids?					
3. Are flammable liquids used and stored well away from heat and ignition sources?					
4. Are staff members trained appropriately in the use and storage of flammable liquids?					
5. Are incompatible flammable liquids segregated?					

**14. Compressed & fuel gases**

	Yes	No	N/A	Comments	Action
1. Are cylinders inside rooms kept to a storage limit?					
2. Are incompatible gases segregated?					
3. Are cylinders securely restrained?					
4. Are gas systems periodically pressure and leak tested?					

### 15. Biological hazards (general)

	Yes	No	N/A	Comments	Action
1. Is appropriate equipment available?					
2. Are staff members adequately trained in the use of equipment?					
3. Is the laboratory in a safe, clean and tidy condition?					
4. Management and disposal of dissection materials follows correct safety procedures?					
5. Storage, transportation and disposal of biological materials follows correct safety procedures?					
6. Sterilising techniques are to the appropriate standard?					
7. Procedures are in place for the correct handling of animals?					

### 16. Emergency equipment

	Yes	No	N/A	Comments	Action
1. Are written emergency procedures available to all staff?					
2. Are emergency contact telephone numbers prominently displayed?					
3. Are eye-wash materials easily accessed?					
4. Are staff and students provided with regular training in the use of safety equipment?					
5. Is all safety equipment periodically tested?					
6. Are first aid kits available and regularly checked?					

7. Are there trained first aid officers on staff?					
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**17. Evacuation procedures**

	Yes	No	N/A	Comments	Action
1. Are evacuation procedures displayed?					
2. Are emergency exits displayed in all rooms?					
3. Are emergency exit staff members appointed?					
4. Are staff members trained in what to do in the event of an emergency evacuation?					
5. Are regular emergency practices conducted?					
6. Are emergency exits kept clear?					
7. Is there emergency lighting where appropriate?					

**18. Fire protection**

	Yes	No	N/A	Comments	Action
1. Are enough fire extinguishers provided?					
2. Is there a fire alarm system/smoke detector system in place?					
3. Is the push-button alarm accessible?					
4. Is there clear access to the school site for fire services officers and vehicles?					
5. Are fire extinguishers checked regularly?					

This policy and associated procedures may be updated or revised from time to time. The College will not notify you each time the policy or procedure is changed. If you are unsure whether you are reading the most current version, you should contact the Assistant Principal.