

*Tarpeena Primary*



## **OHS&W Induction Book**

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## **1. Introduction**

### ***Our commitment to Occupational Health, Safety and Welfare***

Tarpeena Primary School is committed to ensuring that the standards of OHS&W are met. by complying with the Occupational Health, Safety and Welfare Act 1986 and the relevant regulations and codes of practice, the school has achieved a position of excellence in the handling of OHS&W issues affecting employees, students and members of the public involved in school activities.

#### ***Strategies:***

- 1.1 Management is involved and committed.
- 1.2 Supervisors are responsible and accountable.
- 1.3 Employ effective methods for employees' consultation.
- 1.4 Ensure that health and safety policies and procedures are widely distributed and understood.
- 1.5 Ensure all staff and students are informed through induction and that the information process is ongoing through existing communication channels.
- 1.6 Ensure that opportunities for staff development in OHS&W are supported.

New and existing staff will be required to sign the induction checksheet verifying they are familiar with the OHS&W procedures contained in this manual, this needs to be completed prior to commencing their first class at Tarpeena Primary School. This will be subject to audit annually.

Staff should ensure they understand the implications of the procedures, and their responsibilities towards maintaining safe working practices, and seek clarification of any aspect they do not understand with either the Principal or OHS&W representative.

#### **ELECTED OHS&W REPRESENTATIVE**

- Kym Gray 2010

## OCCUPATIONAL HEALTH, SAFETY AND WELFARE: POLICIES

### 2. **GENERAL POLICY**

- 2.1 In accordance with the Occupational Health, Safety and Welfare Act, 1986, and regulations under the Act and with reference to the policies and procedures of DECS, Tarpeena Primary School brings to notice of its employees its general policy of health, safety and welfare in the workplace. This policy will be reviewed annually in November.
- 2.2 Tarpeena Primary School management will, so far as is reasonably practicable:
- 2.2.1 provide a safe working environment;
  - 2.2.2 provide safe systems of work;
  - 2.2.3 maintain plant and substances in safe condition;
  - 2.2.4 provide adequate facilities of the prescribed kind
  - 2.2.5 provide adequate information, training instructions and supervision to ensure that each employee is safe from injury and risks to health;
  - 2.2.6 monitor health and welfare of the employee in so far as it is relevant to the prevention of work-related injuries;
  - 2.2.7 provide information and records relating to work related injuries in accordance with legislation
  - 2.2.8 provide information to employees in relation to health, safety and welfare in the workplace;
  - 2.2.9 ensure that any employee who is to undertake work of a hazardous nature not previously performed by that employee receives proper information, instruction and training before commencing work and adequate supervision to ensure his or her health and safety.
  - 2.2.10 ensure that any employee who could be put at risk by a change in the workplace, in any work or work practice, in any activity or process is given proper information instruction and training before the change occurs and receives adequate supervision to ensure his / her safety;
  - 2.2.11 ensure that any Principal or supervisor is provided with such information, instruction and training as necessary to ensure that each employee under his / her management or supervision is, while at work, so far as is reasonably practicable, safe from injury and risks to health;
  - 2.2.12 monitor the working conditions at any workplace that is under the management and control of the employer
  - 2.2.13 prepare and maintain written policies protecting the health & safety of the school community. This must be done in consultation with relevant persons in accordance with the Occupational Health, Safety and Welfare Act, 1986.
- 2.3 An employee shall take reasonable care to:
- 2.3.2 ensure the health and safety of any other person through any act or omission at work and in particular, shall so far as is reasonable use any equipment provided for health and safety purposes; obey any reasonable instruction that his / her employer may give in relation to health or safety at work; comply with the health and safety policy that applies at the workplace; ensure that he / she is not, by consumption of alcohol or a drug, in such a state as to endanger his/ her own safety at work or the safety of any other person at work.
  - 2.3.3 all teaching staff should inform students of procedures to ensure their health, safety and security.
- 2.4 Students and visitors to Tarpeena Primary School shall not -
- 2.4.1 misuse or damage anything provided in the interest of health, safety or welfare.
  - 2.4.2 place at risk the health or safety of any other person while that person is at work.
- 2.5 In accordance with the Occupational Health, Safety & Welfare Act, 1986; Section 34 - Tarpeena Primary School management must "consult the health and safety representative and health and safety committee on any proposed changes to any section of the workplace, the plant used at any workplace, the work to be conducted at any workplace or the procedures of carrying out work at any workplace, where those changes might affect the health, safety and welfare of employees at the workplace".
- 2.6 **Review of Policy**  
The Health and Safety policy will be reviewed annually in consultation with the Health and Safety Committee.  
**The review will involve assessing the effectiveness of the policy and program by such means as:**  
Reviewing overall health and safety performance  
Monitoring the effectiveness of policies and procedures
- 2.7 **Dissemination of Policy**  
As part of the employee's induction, they will be provided with a copy of Tarpeena Primary School's Occupational Health and Safety Induction Handbook. Employees will have ready access to all health and safety policies and procedures through their Principals and health and safety representative. Additional detailed information is on the Administrative Computer Network under OHS&W.

### 3. **Staff Responsibilities**

#### 3.1 **Principal**

The Principal as the responsible officer has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies.

In particular the Principal will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety.
- mechanisms are provided which enables the identification, development, implementation and review of appropriate health, safety and welfare related polices and procedures.
- principals are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities.
- mechanisms are provided to regularly monitor and report on health and safety performance.
- annual health and safety strategic plans are developed and implemented to meet health and safety objectives.
- the roles and responsibilities as detailed in the relevant health and safety polices and procedures are adhered to.
- relevant health and safety issues are identified, assessed and effectively controlled.
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified.
- employees have adequate knowledge and skills to carry out their health and safety responsibilities.
- OHSW Rep and employees are consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees.

#### 3.2 **Occupational Health and Safety Representative**

The Occupational Health and Safety Coordinator has the responsibility to coordinate Tarpeena Primary School's management of health and safety on behalf of the Principal. The Occupational Health & Safety coordinator does not assume the responsibilities of Principal.

The Occupational Health and Safety Coordinator has a responsibility to:

- coordinate the identification, development, implementation and review of health and safety related policies and procedures;
- assist the principal in the identification, assessment and selection of measures to control hazards and risks to health and safety'
- assist the principal in monitoring and evaluating hazards and risk control measures;
- assist the principal in the identification, development and provision of appropriate health and safety related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the Principal and the Health & Safety Committee on the school's occupational health and safety performance, support employees and to ensure policies and safe work procedures are developed

#### 3.3 **Employees**

All employees have a responsibility in their areas of control to ensure they:

- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;

- obey any reasonable instruction aimed at protecting health and safety while at work; assist in the identification of hazards, the assessment of risks and the implementation of risk control measures; consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other person's health and safety.

***Employees have a responsibility for:***

**3.4 Reporting of Accidents**

Staff are responsible for reporting all school accidents as promptly as possible. Accidents need to be reported to the front office as soon as practicable following any injury to a staff member or student. Staff also need to note all relevant details of any accident and identify any witnesses to the accident for future reference by Workcover Officers.

Where an accident is only minor and does not result in any obvious injury, the details need to be reported (ED 155M or Needs Attention Form) to ensure that the circumstances from which an accident results is not due to a hazard that can be rectified.

**3.4.1 Identifying Safety Procedures to Students:**

It is the responsibility of all staff to ensure that students are aware of the safety procedures in case of emergency, and are aware of the exit points, where safety equipment such as fire extinguishers are located, where First Aid supplies are available and the names and location of First Aid Officers.

**3.4.2 Supervision and Competency of Students:**

Where students are required to operate equipment owned and managed by the school, the staff member responsible must ensure that students are familiar with the equipment and have sufficient competency to operate it in a safe manner and have read the Safe Operating Procedures.

Staff are required to ensure there is adequate supervision of students during all school scheduled classes, particularly where equipment is being used.

**3.4.3 Safety Drills**

Follow the correct procedures in a drill and actively supervise students in accordance with attachment (a) Bush Fires and attachment (b) emergency procedures

**3.5 Health & Safety Committee**

Tarpeena Primary School will maintain a health and safety committee consisting of the Principal and employee representatives. The Health and Safety Committee will be a forum wherein management consults with employees on broad health and safety and policy issues.

The responsibilities of the Committee are to:

- assist in the monitoring and review of health and safety policies and procedures; consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- promote the importance of health and safety amongst management and employees;

**3.6 Health & Safety Representative**

Tarpeena Primary School will encourage and facilitate the election of a health and safety representative to represent employees on health and safety matters.

***The role of the health and safety representative is to:***

- represent employees from their designated work group on health and safety matters;
- investigate health and safety related complaints prior to representation to management;
- make presentation to management and report back to employees on any matter relating to health and safety
- discuss with the employees, any proposals or matters which may affect the health and safety of employees

- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures;
- assisting in promoting adherence to health and safety policies and procedures;
- assist in the monitoring of risk controls and health and safety policies and procedures;
- immediately investigate any serious accidents that occur in the school.

### 3.7 **Responsibilities of Contractors**

In accordance with DECS policy, Tarpeena Primary School must ensure that where it has control over their work, contractors adopt safe systems of work and comply with statutory requirements.

The school management team must provide the contractors with any information about potential hazards of the environment in which they will be working.

## 4. **Procedures**

Tarpeena Primary School must comply with the state legislation (Occupational Health, Safety and Welfare Act, 1986 and regulations under the Act) and work under the guidance of departmental policy and procedures. In the event that there is no relevant Tarpeena Primary School policy, the DECS policy and procedure will stand.

### 4.1 **Accident Reporting**

All accidents must be reported: staff, students and visitors. Reports are used to identify and control hazards and to prevent further accidents..

Accidents are reported on DECS form ED155M (Accident/Injury Report) which should be completed as soon as possible following the accident.

Completed forms must be lodged on the day of the accident occurring or by the next day if this is not possible. One copy to be retained by the school for school records and recorded on IRMS data base.

Accident Injury Reports are **CONFIDENTIAL** and only to be used to identify hazards and ensure rehabilitation processes are followed.

#### **“Near Miss Incidents”**

“Near Miss” incidents are accidents (without actual damage or injury) which had the potential for damage or injury. This sheet is located on the OHS & W Board in the staff room.

Reporting “Near Miss” incidents is vital to the hazard identification process.

It is essential that these reports be lodged as soon as possible following an incident to ensure rectification of the cause.

### 4.2 **Bomb Threats**

In the event of a bomb threat set operative procedures into place (see attachment b). Staff are advised to become familiar with the bomb threat checklist (OHS&W noticeboard) to minimise delay in event of such a call. Postal or delivered suspicious packages must be treated with caution.

### 4.3 **Chemical Use, Storage and Handling**

In accordance with DECS policy- Chemicals to be stored separately, preferably in locked areas.

All employees involved in handling, dispensing, purchasing or using chemicals should be adequately educated and trained in the correct procedures. These procedures must be:

- (i) written and displayed prominently in work areas;

Safe handling and use of chemicals involves the use of appropriate storage and dispensing methods as well as the correct wearing of any necessary personal protective equipment. The procedure for the safe handling of chemicals must be written and available in areas using those substances.

A register of chemicals and Material Safety Data Sheets should be maintained by a nominated officer within the Science, Cleaning, Art and Groundstaff areas and at the school level in the front office.

All new chemicals must be assessed for their suitability before purchasing and the appropriate hazard assessment be filled in on the green order form.

Material Safety Data Sheets must be readily available to all staff who use, dispense or store chemicals. These are in a central file in the front office and available also in the storage areas, and elsewhere as required by the legislation.

- Any leakage or spillage of chemicals which results in the evacuation of an area should be notified to the OHS & W Representative.

#### 4.4 **Confidentiality of Health Records**

It is in the interest of health and safety of all school users to inform the school's First Aid Coordinator of any pre-existing medical conditions that may require treatment at the workplace. This information is to be treated with confidentiality as require by the regulations under the Occupational Health, Safety & Welfare Act, 1986.

Information from accident report forms is also treated with confidentiality.

*REFER: FIRST AID/ACCIDENT REPORTING*

#### 4.5 **Consultation**

The obligation of the management team is clearly outlined in the State Legislation, Section 34, of the Occupational Health, Safety and Welfare Act, 1986

**The Principal must consult the relevant elected Health and Safety Representative where there are any proposed changes to the workplace; in the work to be performed, the process or substances to be used; or in the way the work is to be done, and where the changes may risk affecting the health, safety and welfare of the employees.**

#### 4.6 **Drugs and Alcohol**

In the absence of a school policy for staff it is important to note that the relevant sections of the Occupational Health, Safety and Welfare Act apply.

Section 21 for staff            See 21 (l) (f)

Section 25 for visitors or students

2..5 (1) "A person (not being an employer, employee or occupier of a workplace) shall not place at risk the health or safety of any other person while that person is at work.

#### 4.7. **Electrical Equipment**

All electrical equipment hired out from the school **must be** re tested before these items are returned.

#### 4.8 **Emergency Procedures**

Under the OHS&W policies the Tarpeena Primary School is required to hold safety drills throughout the year to ensure that emergency procedures are effective.

Emergency Evacuation plans have been instituted to ensure the safety of the school community in the event of a building evacuation (fire, chemical spillage, bomb threat or other need as determined by the Fire Warden). The procedures are also outlined in the staff handbook and in all teaching areas of the school. The basic procedure is outlined below:

<b>REMOVE</b>	<b>Persons from danger</b>
<b>ALARM</b>	<b>Call C.F.S. 87259600</b>
<b>CONTAIN</b>	<b>Close all doors and windows</b>
<b>EVACUATE</b>	<b>Use designated EXITS only, assemble at prescribed area</b>
<b>EXTINGUISH</b>	<b>Only if it safe to do so</b>

##### 4.8.1 **BUILDING EVACUATION**

In accordance with attachments (a) and (b).

#### 4.9 **First Aid Services**

The Tarpeena Primary School will aim to provide first aid to all employees and students during the hours of 8.30am and 3.05pm by:

- Maintaining trained first aid officers to the level of Senior First Aid Certificate of First Aid for school's and centres.
- Providing opportunity for all staff to maintain qualifications in BELS First Aid Training
- Providing induction information in procedures to be followed when first aid is required to all employees
- Regularly maintaining all first aid kits
- Put in place procedures to ensure immediate access to treatment by a qualified person
  - (a) Recording the occurrence of injury and treatment
  - (b) Completing accident report and in cases of defined situations/hazards/occurrences, report to

#### 4.10 **Hazards**

All staff and students are responsible for reporting situations that may constitute a hazard, or have the potential to cause damage or injury.

Staff must ensure that the placement of all items on and around their work location or classrooms do not represent a possible hazard. Items such as filing cabinets need to be placed where open drawers do not impede normal traffic areas.

No loose items should be stored above head height on shelves or cupboards. No items must be stored on the floors where they constitute a possible hazard through people tripping. The use of extension cords for electrical items should be discouraged where possible, and any extension cords in use must not cross any traffic area.

Hazards such as sharp corners, protruding handles and knobs or exposed cords or wiring need to be minimised by careful placement of items to reduce possible accidental injury.

Classroom furniture should be arranged to allow easy access to all items, and in a manner to ensure that clear access is maintained to exits in case of emergency.

Any furniture which has sustained any damage which has the potential to cause an accident should be immediately reported to the front office staff for replacement. Loose chair legs or seats, splintered edges on desks or tables, drawers not closing correctly all constitute such hazards.

#### **Hazardous Substances**

Staff are to ensure that both they and students required to handle hazardous substances are familiar with safe handling practice appropriate to the substance being handled. Of equal importance is the safe storage of hazardous substances in accordance with OHS&W requirements.

Staff and students required to use hazardous substances should observe the requirements for the safe storage of unused portions and original containers.

**Staff are responsible for reporting any situation considered to be a possible hazards - to the OHSW Rep. or the Principal.**

**Definition:** materials which have intrinsic physical or biochemical properties that pose risks to human health or the environment when these materials are present in sufficient quantities and are not properly controlled.

Report hazards to the health and safety representative

##### **Hazard Audit**

Hazard or safety audits should be conducted on a regular basis. The audit will identify hazards, report on the risk and make recommendations for controlling or removing the hazard.

Hazard audits will be conducted by Health & Safety Rep.

##### **Evaluation**

Principals are responsible for evaluating the risk of illness or injury or property damage to determine the control procedures. This is usually done in consultation with the OHS & W Rep.

##### **Hazard Control**

Hazards once identified must be controlled, It is preferable to remove the hazard if possible rather than to modify worker behaviour. Principals are responsible for bringing hazards to the attention of the relevant authority where it cannot be adequately controlled without assistance.

##### **Monitor**

Hazard control must be monitored to ensure that a further hazard has not been created by the action taken to eliminate the first hazard. This responsibility lies with the Principal.

#### 4.11 **Health and Safety Policy**

The management of the school supports the development of an integrated health and safety policy. .

#### 4.12 **Heat Stress**

Staff are reminded that heat stress is a serious condition. Tarpeena Primary School's policy is in accordance with the guidelines provided by DECS to meet its obligation under the Occupational Health, Safety and Welfare Act, 1986 and its obligations at common law to ensure, so far as is practicable, that employees are safe from injury and risks to health including heat stress, while at work. In addition they are intended to facilitate improved management of working in hot conditions by drawing to the attention of Principals, employees etc. ways in which the detrimental effects of heat stress can be reduced.

#### 4.13 **Manual Handling**

**Definition:** any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

In accordance with the Occupational Health, Safety and Welfare (Manual Handling) Regulations, 1990, Principal must ensure that work practices and the work environment are designed, implemented and maintained to be safe and without risk to the health and safety of employees.

4.14 **Material Safety Data Sheets** REFER: CHEMICAL USE, STORAGE AND HANDLING

4.15 **Noise**

Noise induced hearing loss is a workplace hazard. It is important that Principals are aware of the risk and have workplaces assessed if in doubt. Advice can be sought from Health and Safety Representative & Principal.

4.16 **Resolution of OHS&W Issues**

There are several avenues for resolution of any OHS&W issues. **The preferred is to consult with management.** If this does not provide a satisfactory response the elected Health & Safety Representative is trained to assist employees. It may be necessary to raise the issue with the OHS & W. Committee. One role of the committee is to advise the Principal on workplace health and safety issues.

4.17 **Safety Procedures**

It is the responsibility of all teachers to induct all students in the safety procedures and equipment of the school during the first class lesson.

During all initial class sessions teachers are to identify the location of fire extinguishers in areas being used, exit points, and explain emergency procedures to students.

Teachers should identify the assembly point for students adjacent to the room being used, and the route to be taken by students in case of fire or other emergency (see attachment c). They should identify the procedure for moving out of classrooms to the nominated assembly point where necessary, the order in which students will exit.

Staff are also to ensure that students know where the First Aid is located, and identify the First Aid Officer to students.

Staff are also required to make students aware of the need to report any accident or near miss incident which happens within the school and grounds and ensure they know to whom to report any incidents.

4.17.1 **Specialist Groups:**

Where the premises are used by specialist groups or hired, where group organisers or participants are not familiar with the OHS&W procedures, the staff member negotiating with the group will ensure they are aware of the safety procedures in place at the school and provide a copy of this induction book prior to the scheduled session commencing.

4.17.2 **Visitors**

Where visitors are in the school and in the company of a staff member familiar with the OHSW procedures, no induction in these procedures is necessary, although ALL visitors must sign in.

However, where a person visiting the school is to be located in some section of the school, and out of the company of a staff member, it is required that they be made familiar with the school's emergency procedures.

4.17.3 **Sexual Harassment**

It is school policy that such actions between staff, or between staff and students which could be construed as sexual harassment is to be avoided. Such actions include unsolicited touching, sexual innuendo and jokes likely to embarrass because of sexual connotations.

Family & Youth Services may be contacted on - Phone – 87-232500 or at 9 Elizabeth Street, Mt. Gambier or Personnel

4.19 **Smoking**

In accordance with the DECS Policy, Tarpeena Primary School is a smoke free environment, no smoking is allowed in any part of the school building or grounds.

4.20 **Stress**

Psychological hazards can cause psychological or physical injuries at the workplace. As with any other hazard it must be identified, evaluated, monitored and controlled. Principals are referred to the Workplace Services guidelines "Workplace Stressors Psychological hazard identification and injury prevention guidelines for Principals".

4.21 **Sun Protection**

In accordance with DECS policy, sunscreen will be provided to Tarpeena Primary School staff required to work outdoors for prolonged periods.(Groundsperson, HPD staff). Sun hats and sunglasses will be supplied to these employees. ALL student's are to wear a hat when outside.

4.22 **Supervision of the Competency of Students**

Where students of Tarpeena Primary School are required, as part of their scheduled courses, to operate any equipment or machinery, it is the responsibility of the supervising staff to ensure that they are competent to safely use the equipment. Staff are required to assess the competency of students to use equipment unsupervised prior to a student using any equipment while not fully supervised.

## 5. **INDUCTION PROCESS**

All orientation and induction programs throughout Tarpeena Primary School must include certain specified OHS&W matters. These are in accordance with DECS policies and procedures and are directed towards Staff and Students.

### 5.1 **New Staff**

**AIM:** To ensure that all new employees are aware of facilities available and general workplace expectations.

**INSTRUCTOR:** Principal

**WHEN TO BE COVERED** First day of employment

<b>CONTENT</b>	<b>POINTS TO BE COVERED</b>	<b>INSTRUCTION AIDS</b>
General Welfare	Location of First Aid or medical facilities. How to obtain first aid	Tour of Workplace
Personal Hygiene & safety	Personal cleanliness Expected work place dress standards Hazards associated with loose clothing, long hair and jewellery when working with machinery Smoking regulations General behaviour expectation Emergency exits Knowing hazards affecting job Issues of required safety equipment Function of machinery and work procedures	Use examples with machinery in the workplace policy.  Tour of workplace  Demonstration
Job Requirements		

### **HEALTH AND SAFETY POLICY**

**AIM** To ensure new employees are fully aware of and understand the Tarpeena Primary School Health and Safety Policy.

<b>CONTENT</b>	<b>POINTS TO BE COVERED</b>	<b>INSTRUCTION AIDS</b>
Health & Safety Policy	Elected Health & Safety Representative Statutory Requirements Breaches of Health & Safety Regulations - potential for disciplinary action	Occupational Health Safety and Welfare Act 1986

### **SUBJECT SAFETY AND ACCIDENT PREVENTION**

**AIM:** To ensure that new employees are fully aware of the Accident Prevention Program

**INSTRUCTOR** Principal, OHS & W Representative

<b>CONTENT</b>	<b>POINTS TO BE COVERED</b>	<b>INSTRUCTION AIDS</b>
Accident procedures	Routine to be followed for both simple and emergency situations. Use of Accident Report Forms ED155 Importance of recording and treating all injuries Reporting for follow-up treatment if necessary	Accident Investigation Report Form ED155
Treatment for Electric shock	What to do in an emergency Reporting incident to Workplace Services Immediate notification to OHS&W Rep.	First Aid Officer  Occupational Health, Safety and Welfare Regulations

Protective clothing and footwear	Protective clothing and foot wear to be worn where issued Only approved footwear permitted to be worn within workshop area Disciplinary action	OHSW Act 1986 Protective Footwear Policy
Accident Prevention Program	Untidiness – how can this lead to accidents? Keeping passageways and stairs clear Hazards created by oil and wastes Disposal of waste material Checking tools and equipment – replacement policy Reporting of accidents and near misses Workers Comp. Form and procedures	Accident Investigation Report Form Workers Compensation Forms

## 6. **APPENDIX**

<b>FIRE</b>		<b>87259600</b>
<b>POLICE - Kalangadoo</b>		<b>87393045</b>
<b>Mount Gambier</b>		<b>87351020</b>
<b>AMBULANCE</b>		<b>000</b>
<b>HOSPITAL Mount Gambier</b>		<b>87211200</b>
<b>DOCTOR- Hawkins Clinic</b>		<b>87255266</b>
<b>Ferrers Clinic</b>		<b>87254261</b>
<b>POISONS INFORMATION CENTRE</b>		<b>131126</b>
<b>CHEMICAL SPILLS</b>		<b>08-82233000 (MFS Adelaide)</b>
<b>REGIONAL DIRECTOR</b>		<b>87245300</b>
<b>WORKPLACE SERVICES</b>		<b>87351199</b>

**FIRE PREVENTION & PROCEDURES:** To ensure new employees are fully aware of the role they have to play in fire prevention

**INSTRUCTOR** Principal, OHS& W Representative  
**WHEN TO BE COVERED:** First fortnight of employment

<b>CONTENT</b>	<b>POINTS TO BE COVERED</b>	<b>INSTRUCTION AIDS</b>
Causes of Industrial Fires	Unauthorised smoking Electrical faults Flammable liquids - Solvents and cleaning fluids Students	
Location of Fire fighting Equipment	Location of extinguishers in the school etc Types of extinguishers and purpose of particular extinguishers How to use extinguishers	Tour of school
Fire Drills and Alarms	What to do in the event of fire	
Flammable Liquids	Storage of flammable liquids and materials	

**Review date: Term 1 - 2012**

**Principal: Stuart Miller**

**OHSW Rep: Kym Gray**