



PC004	Work Health and Safety Policy
<b>Purpose</b>	To regulate the school's health and safety and wellbeing issues.
<b>Authority</b>	Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA)
<b>National Principles for Child Safe Organisations</b>	<p>Principles:</p> <ol style="list-style-type: none"> <li>1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.</li> <li>7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</li> <li>8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</li> <li>10. Policies and procedures document how the organisation is safe for children and young people.</li> </ol>
<b>Policy</b>	<p>The school will:</p> <ul style="list-style-type: none"> <li>• As far as reasonably practicable, provide and maintain a healthy and safe working and learning environment for all workers, students and visitors.</li> <li>• Take remedial action where injuries have occurred to prevent recurrence.</li> <li>• Support those who have suffered an injury at school.</li> </ul>
<b>Delegation</b>	Principal
<b>Related Policies</b>	PC008 Risk Management
<b>Date approved</b>	September 2024
<b>Next Review Due</b>	September 2027
<b>Review Authority</b>	Governance
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<b>Authorised by:</b>  <b>Chairman</b>	
<b>Date:</b>	
<b>Author/Reviewer:</b>	C Brearley – August 2024



### VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
1	Apr 2011		
2	Mar 2015		
3	May 2019		
4	Sept 2024	Add NPCSO, update policy to be consistent with WHS Act 2020. Reword policy statement to reflect legislation, definitions, due diligence, notifiable incidents, Science & Tech areas, resource links to WHS codes of conduct and SOP's.	C Brearley



## PC004

## Work Health and Safety Procedure

The school's risk management approach has at its core:

1. A commitment from all staff members and the School Committee to promote the health, safety and welfare of all workers, students, volunteers and visitors at school.
2. An expectation that issues of concern will be resolved through effective management, communication and consultation.
3. A Work Health and Safety Committee which has the mandate to ensure that WSH standards are met.
4. Documentation of the risk management process of hazard identification, assessment, and control management via the Risk Register (See Appendix to policy PC008).

### RESOURCES:

Codes of practice to assist compliance with the WHS Act are found at:

[https://www.commerce.wa.gov.au/worksafe/approved-codes-practice.](https://www.commerce.wa.gov.au/worksafe/approved-codes-practice)

Standard operating procedures (SOP), and risk assessments for plant and equipment:

[Equipment and machinery resources \(education.qld.gov.au\)](http://Equipment%20and%20machinery%20resources%20(education.qld.gov.au))

### DEFINITIONS:

**PCBU:** A person conducting a business or undertaking, in this instance The Albany Free Reformed Church Education Association.

**Primary duty of care:** The PCBU has a primary duty of care to ensure, as far as is practicable, the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors and students.

**Officer:** An officer is a person who makes, or participates in making, decisions that affect the whole, or substantial part, of a PCBU. For the school this is the Principal and school committee members.

**Reasonably Practicable:** That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or the risk; and
- (c) what the person concerned knows, or ought reasonably to know, about —
  - (i) the hazard or the risk; and
  - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

**Safety management System (SMS):** A safety management system is a set of policies, plans, actions, and procedures that provide a systematic approach to managing health and safety and underpin continuous safety improvement.



**Worker:** As defined in the WHS Act includes employees, contractors, and subcontractors (and their employees), work experience students, volunteers and trainees.

**Other Persons:** As defined in the WHS Act includes students and visitors to the school.

### **DUE DILIGENCE:**

The School Committee and Principal as officers are required exercise due diligence by taking reasonable steps to:

- (1) acquire and update their knowledge of health and safety matters.
- (2) understand the operations of the school and associated hazards and risks.
- (3) ensure that the school has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done.
- (4) ensure that the school has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks.
- (5) ensure that the school has, and uses, processes for complying with duties or obligations under the WHS Act.
- (6) Verify that the resources and processes mentioned in 3-5 above are fully implemented and functioning effectively.

### **THE SCHOOL COMMITTEE:**

Has overall responsibility for managing work health and safety and to verify that a safety management system is in place and being followed to ensure the school meets the requirements of the WHS Act and Regulations.

The school committee will:

- Provide leadership in this area.
- Exercise due diligence.
- Raise with the Principal any identified health and safety deficiencies.
- Set and communicate the schools work health and safety management expectations.
- Receive reports from the WHS committee to monitor and verify compliance with policies and procedures.

### **THE PRINCIPAL:**

Is responsible for implementing and maintaining an appropriate safety management system to meet the requirements of the WHS Act and Regulations. The principal will exercise due diligence at the operational level by:

- Routinely placing health, safety and wellbeing issues on general staff meeting agendas.
- Anticipating the health, safety and welfare issues which are likely to arise when changing work practices, modifying work spaces, or commissioning new equipment and facilities.



- Immediately inspecting a location at which an accident has occurred, or a potentially dangerous situation has arisen to determine the likelihood of risk or injury to any person.
- Ensuring the prompt and accurate reporting of accidents, injuries and near misses. Monitor subsequent medical or rehabilitation implications which are likely to affect the work performance of an injured member of staff, and/or impact upon the educational programs of students.
- Ensuring that the highest practicable levels of health, safety and welfare are promoted by all with areas of assigned responsibility.
- Ensuring key teachers and members of the school's administrative team, have a delegated function on behalf of the Principal to ensure that their areas of assigned responsibility, and the members of staff over whom they have a supervisory role, are managed in ways which promote the highest reasonable practicable levels of health, safety and welfare within their span of control.
- Monitoring the work practices of staff to ensure these do not result in excessive fatigue or other mental complications.
- Monitor the need for training and development activities for individual staff members, including the provision of induction/orientation activities for staff members new to areas of responsibility.

## THE WHS COMMITTEE:

Will represent the workplace health, safety and welfare interests of schools workers and other persons by:

- Carrying out a minimum of 2, up to the preferred quarterly inspections of buildings and grounds as a preventative procedure and submitting a written report of findings to the School Committee.
- Promoting the identification and implementation of preventative health, safety and welfare measures.
- Identifying and monitoring potential hazards at the school.
- Assessing the degree of risk associated with any potential hazard identified.
- Designing safe work practices to eliminate or reduce potential risks to health, safety and welfare. (See Appendix 2)
- Advising the Property Manager of the need for repairs or alterations to buildings or areas of the school's grounds, replacement of furniture or equipment, and the isolation of potentially dangerous areas.
- Monitoring reports of accidents, injuries and near misses about members of the school community.
- Investigating work place health, safety and welfare issues raised by members of staff, and reporting the outcomes of those investigations to the staff, Principal and the School Committee as appropriate.
- Maintaining the hazard/maintenance register identifying repair/improvement work needed to be undertaken.
- Making representation to the Principal and School Committee on any matter which relates to health, safety and welfare issues at the school.
- Issuing default notices and/or directing work to cease as provided for in the WHS act and regulations.
- Provide written updates to the School Committee.

## WORKERS:

While at work, workers have the following responsibilities in relation to workplace health, safety and welfare matters:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.



- Comply, as far as they are reasonably able, with any reasonable instruction given by the school's officers or WHS Committee to allow the school to comply with WHS laws.
- To familiarise and comply with the school's health and safety policies and requirements, especially those which relate directly to his/her specific teaching/learning area.
- To comply with instructions from the Principal regarding workplace health, safety and welfare issues.
- To identify, assess and control potential risks to the workplace health, safety and welfare of staff, students and visitors.
- To establish and maintain safe and healthy work environments, and safe work practices for both staff and students. (See checklist at Appendix 2)
- To report accidents, injuries and potentially hazardous situations or circumstances or near misses to the Principal and/or the WSH Committee as a matter of priority. Serious occurrences must be reported immediately.
- Staff are to record accidents, injuries and near misses. Incidents involving students are recorded in the Incident Reporting system in Sentral. Incidents involving staff, volunteers, contractors, visitors are recorded using the incident report form (Appendix 1).
- To use personal protective equipment for health, safety and welfare purposes with care, ensuring that the condition of that equipment is monitored, and that regular maintenance of it is undertaken.

#### **OTHER PERSONS:**

Such as students and visitors to the school must at all times:

- take reasonable care for their own health and safety; and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the Principal, Staff member, or School Committee to allow the school to comply with the WHS Act.

#### **PROVISION OF SAFE SCIENCE & TECHNOLOGY LEARNING AREAS:**

The school recognises the higher than usual risk to health and safety of students and staff in the science and technology learning areas. To provide a safe work and learning space, hazards are identified, and mitigating controls are put in place to reduce the risk of harm or injury. Teaching staff in the science and technology learning areas will ensure:

- Learning programs are developed to use machines and equipment that is appropriate to the level of skill of the students.
- Standard operating procedures (SOP) are in place for machines and equipment.
- All staff and students have documented training that demonstrates they have the competence to operate the machine or equipment safely.
- All machines and equipment are safe to use.
- Students are instructed in and follow safety procedures.
- Learning areas have appropriate lighting, ventilation, and first aid facilities.
- Appropriate PPE is provided for and used by staff and students.



- Hazardous materials are used and stored correctly, and that Safety Data Sheets are available and up to date.

Refer to Appendix 2 Worksafe Education Checklist for detail.

### **NOTIFIABLE INCIDENTS:**

As part of their due diligence the schools officers will report notifiable incidents to WorkSafe. A notifiable incident means:

- (1) the death of a person.
- (2) a serious injury or illness of a person. This includes but is not limited to:
  - (a) The person was required to have immediate treatment as an inpatient in a hospital.
  - (b) A serious head, eye or burn injury.
  - (c) treatment required within 48 hours of exposure to a substance.
  - (d) An injury prevents the person doing their normal work for more than 10 days from the occurrence of the injury.
- (3) a dangerous incident. This includes but is not limited to:
  - (a) uncontrolled leakage of a substance
  - (b) electric shock
  - (c) collapse of a structure
  - (d) fall from height of any plant or thing.

### **PROCEDURES TO FOLLOW IN CASE OF PERSONAL INJURY OR INCIDENTS:**

For workers compensation insurance purposes, JCSA Administration must complete the employers claim form and lodge along with workers claim form and first certificate of capacity to the insurer within **5 business days** of receiving notification of the workers claim.

- Immediately seek first aid and report the incidents to the Principal as soon as possible.
- Injured staff member is to attend General Practice or Emergency at the hospital and must inform the doctor that it is a workers' compensation claim. The doctor will fill in WorkCover WA – FIRST Certificate of Capacity that is to be returned to JCSA Administration as soon as possible.
- The staff member is to see JCSA Administration and fill out Workers' Compensation Employer's Report Form together with a Workers' Compensation Claim Form.
- At each subsequent doctor's visit, the doctor will fill out a WorkCover WA – PROGRESS Certificate of Capacity which is to be handed to JCSA Administration.
- At the completion of the treatment the doctor will fill out a WorkCover WA – FINAL Certificate of Capacity which is to be handed to JCSA Administration.



**Appendix 1**

**Incident Report Form**



This Injury/Incident Report form must be filled in for an incident involving injury/illness, property/environmental damage, accidents, hazards or near misses, as well as incidents of harassment, including sexual harassment. Incidents involving students to be reported through Sentral.

PERSONAL DETAILS			
Name of person making report			
Name/s of person/s involved in the incident			
Name/s of witnesses.			
Signature of person making report			
INCIDENT DETAILS			
Date and Time of incident	Date:		Time:
Location of incident			
Type of incident	<i>e.g. injury, illness, property damage, accident, hazard, near miss, harassment</i>		
Description of incident	<i>What happened? Where? How? Who? Why? Causal factors, if any?</i>		
INCIDENT RESULTS			
Description of injury	<i>Include type of injury (e.g. bruise, sprain, fracture, cut, graze, choking) and body part injured (e.g. arm, leg, head, trunk)</i>		
Medical attention	<i>Describe nature of medical attention received and/or required.</i>		
Description of damage			





<b>Follow Up</b>	e.g. parents contacted; authorities notified...		
Has the incidents risk assessed (see below) as High and Extreme, or incidents involving broken bones, amputations, loss of sight, or injury likely to prevent work within 10 days must be <u>reported immediately to the Principal and the WSH Committee.</u>	<i>Tick if appropriate</i>	If reporting non-serious injuries, this form must be <u>placed in the labelled draw in the front office to be checked by the WSH officer and Principal.</u>	<i>Tick if appropriate</i>

**RISK ASSESSMENT**

		CONSEQUENCE				
		<b>Insignificant</b> Minor injury requiring no first aid	<b>Minor</b> Injury requiring first aid	<b>Moderate</b> Injury requiring medical attention	<b>Major</b> Injury requiring hospital admission	<b>Catastrophic</b> Fatality or permanent disability
LIKELIHOOD	<b>Almost Certain</b> Expected to occur regularly under normal circumstances	Moderate	Moderate	High	Extreme	Extreme
	<b>Likely</b> Expected to occur at some time	Low	Moderate	High	Extreme	Extreme
	<b>Possible</b> May occur at some time	Low	Moderate	Moderate	High	Extreme
	<b>Unlikely</b> Not likely to occur in normal circumstances	Low	Low	Moderate	High	High
	<b>Rare</b> Could happen, but probably never will	Low	Low	Low	Moderate	Moderate

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**To be completed by the Principal and (if applicable) the WHS Committee Representative ONLY**

INVESTIGATION				
<b>Risk Assessment</b>	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>	Extreme <input type="checkbox"/>
<b>Investigation Results</b>	<i>(What is the hazard? Risk? Root cause?)</i>			
CORRECTIVE ACTIONS				
<b>Detail of corrective actions</b>	<i>Possible options: eliminate the hazard, avoid the hazard, reduce or control the hazard, staff training, discipline, etc.</i>			
<b>Risk Assessment following controls</b>	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>	Extreme <input type="checkbox"/>
RISK REVIEW				
<b>Monitor and review actions.</b>				
<b>WSH Representative Name and Signature</b>				
<b>Principal Name and Signature</b>		<b>Has this form been saved digitally?</b>		



## Appendix 2 | Worksafe Education Checklist

Saved separately as PDF.

### SUMMARY OF WORKSAFE EDUCATION CHECKLIST

#### Manual Tasks

- No lifting of heavy items
- Lift safely
  - Do not bend forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
  - Never lift a heavy object above shoulder level
  - Avoid twisting or turning your body while lifting or holding a heavy object.
- Use a trolley to transport heavy or multiple items.
- Heavy items are to be stored at waist height, lighter items on top shelves.
- Access to shelves, storage areas and cupboards is not to be obstructed.
- Take adequate breaks to avoid risk of fatigue and/or injuries.

#### Slips, Trips and Falls

- Ensure safe movement around the workplace – passages are kept free from obstruction.
- Floors, stairs or ramps have unbroken and slip resistant surfaces and free from obstruction.
- Ramps and guard rails are provided.
- Small changes in floor level are clearly evident.
- Warning signs are available and erected near spills.
- Adequate safety steps, (step) ladders or platform ladders are provided to reach higher areas – no standing on milk crates, chairs or tables/desks to reach high areas (e.g. when displaying students' art work)
- Practicable control measures have been implemented and maintained to eliminate or reduce falls from heights such as:
  - Safe means of access
  - Adequate edge protection or fall prevention.
  - Suitable ladders

#### Electricity

- Electrical installations and equipment are maintained, protected and tested to minimise risk of electric shock or fire.
- Handheld portable equipment is protected by Residual Current Device (RCD)
- Flexible cords and extension cords are used in a safe manner.
- Plugs, sockets, cord and extension leads are in good condition.

#### Drop Off and Pickup of Students

- Adequate systems are in place to ensure safety of pedestrians.

#### Hazardous Substances

- Register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances and is complete (includes a contents list and current Safety Data Sheets – SDS) and current (not older than 5 years)



- Hazardous substances are properly labelled and adequately stored (empty food and beverage containers should not be used to store chemicals)
- Risk assessments have been completed for all hazardous substances and records kept.
- Practical control measures have been implemented and maintained taking into account the hierarchy of control, for instance:
  - Substances are used in accordance with the SDS to minimise the risk of exposure.
  - Substances are stored in accordance with the SDS.
  - Substances are stored in such a manner that they are not accessible to students.
  - Adequate personal protective equipment as per the SDS is provided and used.
  - Adequate systems of work are in place when hazardous substances are decanted.

## Violence and Aggression

- Adequate control measures and systems are in place to prevent violence and aggression, including:
  - A no-tolerance policy
  - All incidents of violence and aggression are reported.
  - Any threats of violence and aggression are addressed.
  - Employees receive training in de-escalation techniques.
  - Behavioural management plans are in place and followed where relevant.
- Systems are in place to recover from violence and aggression, including hot and cold debriefs and evaluation.

## Infectious Diseases, Sharps and Body Fluids

- Procedures are in place for:
  - Immediate first aid response after exposure to blood and body fluids
  - Reporting of exposure to blood and body fluids including needle stick injuries
- Information and training have been provided to employees in relation to:
  - What are the risks of exposure to blood and body fluids?
  - Systems including precautions to prevent the spread of infectious diseases (e.g. use of personal protective equipment, hand washing, etc.)
  - Infectious diseases (e.g. Hepatitis A, B, C, HIV, Tetanus)
  - Covering open cuts
  - Decanting waste/rubbish
  - Cleaning up blood or body fluids
  - Systems for handling and removal of needles/syringes (e.g. sharps containers)
  - Cleaning up broken glass (e.g. using puncture resistant gloves, throwing out the cleaning cloth containing glass)
  - Immediate first aid treatment after needle stick incidents or exposure to blood or other body fluids onto mucous membranes or broken skin (i.e. thoroughly wash the area with soap and water and go to a doctor or nearest emergency department asap)
  - Benefits of vaccinations (i.e. for Hepatitis B, Tetanus)

## Design and Technology

- Woodworking:
  - Dust extraction system in woodwork area is present and maintained.
  - Flat sheets are stored in a safe manner (i.e. side on so that the sheets don't suction onto each other when the top one is retrieved)
  - Personal protective equipment (PPE) is provided and stored in an adequate manner.
  - Adequate warning signs of hazards and PPE to be worn for the activity are displayed.
- Storage of wood panels:
  - Large wood panels are stored securely in toaster racking or secured on A-frame racks.



- **Welding:**
  - Welding screens are provided and are in good condition.
  - Adequate ventilation/fume extraction has been provided.
  - Adequate personal protective equipment has been provided.
  - Adequate signage for personal protective equipment to be worn for the activity.
  - Flash back arrestors are fitted (oxy-acetylene or oxy-LPG)
  - Electric welding equipment is fitted with voltage reduction devices.
  - Risk factors have been considered including, but not limited to:
    - The proximity of combustible material in the work area
    - The proximity of other workers
    - Weather conditions (wind velocity and temperature)
    - Inappropriate workplace practices
    - Inadequate or inaccessible fire-fighting resources
- **Spray painting:**
  - Spray painting booth is designed, constructed, installed and maintained in accordance with Australian and New Zealand standards AS/NZS 4114
  - Personal protective equipment (PPE) is stored in an adequate manner (e.g. clean and dry; respiratory equipment is stored in a sealed or airtight container)
  - Adequate warning signs of hazards and PPE to be worn for the activity are displayed.
- **Abrasive blasting:**
  - Abrasive blasting units are adequately enclosed, and a suitable media is being used (e.g. garnet and not sand)
- **Personal protective equipment:**
  - Safety glasses must be worn at all times in work areas.
  - Safety footwear must be worn at all times in work areas.
  - Appropriate gloves must be worn.
  - Close fitting protective clothing must be worn (no loose clothing)
  - Hearing protection is required.
  - Long and loose hair must be contained.
- Exhaust ventilation systems are installed and adequately maintained, consider areas such as welding, machining, 3D printing, computer repairs, woodworking, etc.
- Electrical equipment complies with Australian Standards
- Emergency gas shut off valves are installed and adequately signed.
- **Machinery:**
  - Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space.
  - Guards or safety devices must never be removed or adjusted, except by an authorised person for maintenance purposes.
  - Working parts should be well lubricated and free of rust and dirt.
  - The area around the machine must be adequately lit and kept free of materials, which might cause slips or trips.
  - Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.
  - Familiarise yourself with and check all machine operations and controls.
  - Faulty equipment must not be used. Report faults immediately.
- A specific guarding and isolation of plant and machinery checklist is available in the original Worksafe Education Checklist on pages 7 and 8.

## **Personal Protective Equipment**



- Personal protective equipment (PPE) is provided where necessary – e.g. eye protection, hearing protection, safety helmets, safety boots, gloves, high visibility vests, and other personal protective clothing or equipment.
- PPE meets relevant Australian Standards
- PPE is maintained in good working order and replaced if damaged.
- PPE is used by all workers on site.
- PPE is stored in adequate manner.

## Pressure Vessels

- Pressure vessels such as air receivers are registered with WorkSafe when the hazard level is A, B, or C, according to the criteria set out in Australian Standard AS 4343-2005
- Proof of the registration is available at the workplace:
  - The registration number of the item of plant is legibly stamped on the item.
  - A copy of the evidence is displayed on or near the pressure vessel.
- Periodic inspections of the pressure vessel are carried out by a competent person.
- Parts of the compressor are inspected, repaired and maintained as per manufacturer's procedures.
- Manufacturer's instructions of the compressor are available.
- Log book of maintenance records is kept.
- Drive belts, pulleys and moving parts of air compressors are guarded.

## Home Economics and Kitchens

- Adequate guarding has been provided to plant or equipment including:
  - Food preparation mixer is provided with an interlocked guard.
  - Double roll blades meat mincer is provided with an interlocked guard.
  - Cool room fans have been provided with adequate guards.
- Written instructions (or operators manual) are provided and followed in relation to the meat slicer.
- Oil, used in deep fat fryers, is cooled down before handling for disposal.
- The area around the fat disposal/oil drum is kept in a clean condition.
- Drains are not overflowing and plumbing is not leaking.
- Cleaning of range hoods/extraction equipment is conducted on a regular basis to reduce risks of fire.
- Safe knife handling procedures are in place and include storage of knives, carrying knives (blade downwards), sharpening of knives, cutting on stable surfaces.
- Aerosol cans containing cooking oil or fly spray are kept clear of ignition sources and heat sources such as lit gas burners, on top of range hoods, naked flames, direct sunlight.
- Portable butane cookers are not to be used.
- Microwave ovens are located in safe positions (e.g. not above shoulder height) and adequate containers are used to reduce the risk of burns from spillage of hot foods or liquids.
- Emergency gas shut off valves are installed and adequately signed, and employees know how to use them.
- Fire prevention and control equipment such as fire extinguishers and fire blankets are provided.

## Other Issues

- Induction, training and supervision:
  - Induction and training are provided in relation to:
    - Task specific hazards
    - Safe operating procedure
    - Provision, use and maintenance of PPE.
    - Hazards and injury reporting
    - Emergency evacuation procedures



- Fit for work procedures (e.g. fatigue, alcohol and drugs at work)
  - Bullying, aggression and violence procedures
- Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures.
- Adequate supervision of students is provided when conducting high risk tasks such as chemical use, welding, plant and equipment use, etc.
- Noise:
  - A risk assessment has been conducted.
  - Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels >85dB (A)
  - Hearing protection has been provided to workers and is used.
- Working alone:
  - Where employees are working alone (e.g. cleaners) safe systems of work are in place to ensure the safety and health of employees, e.g. adequate lighting and secure parking.
  - If employees are isolated from other persons, there is a means of communication which enables the employee to call for help in an emergency.
- Workplace behaviours:
  - Policies and procedures are provided for managing bullying, violence and aggression in the workplace and incidents are reported.
- Emergency procedures:
  - Evacuation procedures and a diagram of the workplace are available, displayed and practiced.
  - Exit signs are provided and clearly visible.
  - Portable fire extinguishers are provided, regularly maintained and mounted and signs provided in accordance with Australian Standards AS 2444
- First Aid:
  - Adequate first aid facilities (i.e. first aid kit, eye wash station, emergency shower) are provided.
  - Adequate number of persons trained in first aid are provided.
- Excursions and school outings:
  - A risk assessment has been conducted in relation to the activities being undertaken.
  - Adequate emergency and first aid procedures are in place.
  - Adequate number of first aid trained persons are available.
  - Adequate communication system is provided in case of an emergency.
  - Adequate means of transport has been provided.
  - Driver of vehicle or bus is in possession of the relevant drivers license.
- Shelving/racking:
  - Racking is adequately secured.
  - Safe working load is displayed on racking.
  - Shelves are not overloaded and bowed.
  - Metal shelves are not corroded.

#### **Automotive**

- See Worksafe Education Checklist, p. 20

#### **Quad Bikes**

- See Worksafe Education Checklist, p. 21

#### **Contractor Management, Visitors and Volunteers**

- See Worksafe Education Checklist, p. 22

#### **Construction Work**

- See Worksafe Education Checklist, p. 23