



GREEN VALLEY ISLAMIC COLLEGE

OHS POLICY

OHS POLICY - GREEN VALLEY ISLAMIC COLLEGE

The Occupational Health and Safety Act 2001 sets out requirements that the school must put into place to identify, assess, control and eliminate health or safety risks.

General Policy

The Occupational health and safety of all persons employed within Green Valley Islamic College, students and those visiting the school are considered to be of utmost importance. Resources in line with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

It aims to do this by:

- Providing and maintaining safe plant and systems of work
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
- Maintaining the work place in a safe and healthy condition
- Providing adequate facilities to protect the welfare of all employees and students
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

Management Responsibility

The promotion and maintenance of occupational health and safety is primarily the responsibility of the Principal. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the responsibility of management to develop, implement and keep under review, in consultation with its employees, the organisation's OHS Policy.

Specific Responsibilities

a) School Executive

The Principal is required to ensure that this policy and the OHS Program are developed and effectively implemented in their areas of control, and to support coordinators and teachers hold accountable for their specific responsibilities.

b) Coordinators

Each coordinator is responsible, and will be held accountable, for taking all practical measures to ensure that:

- OHS Program compliance in the area of their control and employees are supervised and trained to meet their requirements under this Program
- Employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

c) Teachers and employees

All employees are required to co-operate with with the OHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace. They have a duty of care of which they are capable for their own health and safety and of others affected by their actions of work and must, in accordance with agreed school procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives.

d) Contractors

All contractors engaged to perform work on the school's premises and locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Occupational Health and Safety Program

In order to implement the general provisions of Green Valley Islamic College's OHS policy, a program of activities and procedures is in place, continually updated and carried out. The Program will relate to all aspects of occupational health and safety including:

- OHS training and safety;
- Work design and standard work methods;
- Changes to work methods and practice , including those associated with technological change;
- Emergency procedures and drill;
- Provision of OHS equipment, services and facilities;
- Workplace inspections and evaluations ;
- Reporting and recording incidents, accidents, injuries and illnesses; and;
- Provision of information to employees, contractors and sub-contractors.

OHS Consultation Statement

School Commitment

Green Valley Islamic College consults its staff on the implementation of safe work practices and procedures to ensure the health, safety and welfare of staff, students, volunteers, parents and contractors. The involvement of our staff is critical for ensuring safe and healthy school.

OHS Responsibility

OHS is a shared responsibility requiring the cooperation of all members of the school. The Principal will establish an OHS working party to implement an OHS and injury management system.

The members of the OHS working party are as follows:

- A member of the school executive (nominate role)
- The property manager
- A member of the teaching staff (nominate role / person)

In addition, it is acknowledged that:

- Each Head of department /Coordinators will have responsibility for the management of OHS issues for teaching staff in their subject areas

Green Valley Islamic College's OHS Committee

Shaukat Ali (Chairman) – represents property management

Dr. Mohammed Jafar – Principal

Alfaz Ali - (member of teaching staff)

Coordinators – are responsible for management of OHS issues for teaching staff under their control.

Assessment and Monitoring of Facilities

The above OHS members monitor the facilities on a monthly basis in particular hazards and industry activities which relate to:

- Identification of all hazards
- Assessment of risks arising from those hazards
- Implementation of measures to control those risks
- Provision of training, instruction and supervision of other staff members
- Ensuring workplace consultation
- Control of specific high risk hazards such plant, hazardous substances and hazardous processes
- Risks relating to construction work

Staff Consultation and Communication

OHS will be included on the agenda of regular staff meetings held at the school. It is the responsibility of the teaching staff OHS representative to refer issues to the OHS working party and ensure that action is noted in the minutes of the meeting. The OHS Committee / Working Party meetings take place monthly and inspection done monthly unless urgent issues arise. Minutes will be made available.

Visitors, parents and contractors will be encouraged to use the Hazard Report Form to notify the OHS Committee / Working party of issues needing to be addressed. The Hazard Report Form will be available at the front office and information about this form will be included in the newsletter.

Establishment of Consultation Arrangements

Green Valley Islamic College discusses establishing consultation arrangements with its employees at the beginning of each year. After feedback from staff meetings and discussion with staff, it was agreed to establish an OHS working party with defined structure and responsibilities (listed above). This took place by OHS elections.

Review of Consultation Arrangements

It has been arranged by the school and staff members that these OHS consultation arrangements will be monitored and reviewed, at the commencement of each term. This will ensure that consultation with all members of staff and personnel is effective and that all safety issues are being addressed.

TESTING AND TAGGING OF ELECTRICAL EQUIPMENT

At Green Valley Islamic College, there is a need to ensure that electrical equipment in the workplace is safe. Under the OHS Regulations we are required to regularly inspect, test and maintain all electrical equipment. The school ensures that plug-in type electrical equipment is inspected and maintained in a safe condition.

DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals or other substances that are hazardous to health. Regulations regulate the school's supply, transport and storage of these chemicals and other substances. This includes cleaning agents, disinfectants, timber, photo chemicals and acids.

These regulations provide for instructions for the storage, use and disposal of dangerous goods in the school and this includes the substances used in specialist subjects, for cleaning, weed control and similar purposes.

A Materials Safety Data Sheet is kept on file for all hazardous substances. This is obtained when purchasing of the product occurs and the school ensures that the contents of chemicals and other hazardous substances can be easily identified by product name, ingredients, possible harmful effects and instructions on how to use the substances safely. At Green Valley Islamic College, hazardous substances used in the science area will be closely monitored.

Procedures

At Green Valley Islamic College, to avoid accidents / incidents related to the use of chemicals, the following **procedures** are followed:

- Dangerous goods must be stored safely in consideration to relative hazards and to their compatibility with other substances
- Containers of dangerous goods must be labelled with appropriate labels once certain quantity is reached
- A register of hazardous substances stored on site is kept and readily accessible to all staff
- Areas where chemicals are being stored on site are kept locked at all times
- Materials Safety Data Sheets for all chemicals used or stored are readily accessible in that area.
- MSDS is obtained from suppliers. If they are not provided, they must be requested from the manufacturer.
- Chemicals are never to be mixed together

- No member of staff is to use any chemical that is unlabelled
- Gloves are to be worn at all times when using corrosive chemicals such as bleach.
- All Chemical containers are to be labelled correctly.
- The Cleaners Room contains hazardous substances and only he is allowed to enter the room.

The school trains its staff in hazards and risks and such training details are kept on file.

Risk Assessment Procedure

Risk assessment of hazardous substances involves a three- stage process:

- Chemicals for which no risk is likely in normal use or under most foreseeable circumstances – record keeping for this is simply noted in the register
- Chemicals for which small risks exists and for which the risk not under control in normal use or for most foreseeable circumstances –record keeping for this is formal risk assessment with report and action plan kept on file

GENERAL CHEMICAL PROCEDURES

Personal Protection

- Wear safety spectacles and appropriate personal protective equipment;
- Food and drink must not be taken into or consumed in an area where chemicals are handled or stored;
- Smoking is prohibited;
- Reactions in which a toxic or flammable material is being used or is likely to be produced should be carried out in a fume cupboard;
- Hazardous chemical substances must not be stored, prepared or used unless the area is properly equipped for those materials;
- First Aid equipment must be provided and its position known to the occupiers of the area.

General Protection

- Fire precautions must be suited to the chemical substances in use;
- Burners or flames must not be left alight in unattended areas – use electric heating or steam baths where possible;

- Cylinders of compressed and liquefied gases must be turned off at the cylinder valve when not in use and wherever possible separated from sources of heat;
- Any service (water , electricity etc.) that is required to be left in use while it is unattended must carry a signed and dated notice which advises “PLEASE LEAVE ON” and after hours contact details;
- Adequate instruction must be displayed so that in an emergency, the process can be safely stopped;
- Gas cylinders must be firmly anchored to the bench or wall and must only be moved with trolleys specifically designed for the purpose;
- Damaged apparatus must be placed in safe so as not to be a danger to other workers;
- Winchesters must only be transported in properly designed carriers;
- Running or boisterous behaviour in laboratories and workshops is forbidden.

Fire Protection

With fires or other potentially hazardous situations, if in doubt, get out and raise the appropriate alarm.

There are five classes of fires. The different types of portable fire extinguishers and kinds of fires on which they may be used are :

Class A – Fires involving carbonaceous solids – use water, foam or dry chemical type extinguishers.

Class B – Fires involving flammable liquids – use dry chemical, foam or carbon dioxide type extinguishers.

Class C – Fires involving flammable gases – attempt to turn off gas if safe to do so. Evacuate.

Class D – Fires involving combustible metals – specialist advice required but smothering with sodium chloride or sodium bicarbonate is suitable.

Class E – Electrical Hazards – use carbon dioxide or dry powder type. NEVER use water.

Fire blankets and a supply of dry sand or vermiculite should also be available in all laboratories and workshops.

Personnel should familiarise themselves with the location and type(s) fire extinguisher(s) in their workplace, and should be given regular demonstrations by their School Safety Officer in the use of fire extinguishers and attend the regular emergency evacuation lectures by Safety and Health Office staff.

Classification of Chemicals

Any chemical substance is primarily classified by its physical state as either solid , liquid or gas.

A chemical may enter the body in one of the following ways:

- by ingestion;
- by absorption through the skin;
- by inhalation;
- by injection

Once in the body the chemical may be :

- stored in body organs or tissues
- metabolised to either a more harmful or less harmful substance;
- excreted from the body either unchanged or as a metabolite;

Different chemicals cause a wide range of health effects. The various chemical groups are

- acute poisons where a short exposure causes an immediate effect ;
- chronic toxins which cause harm due to prolonged exposure;
- corrosive chemicals or irritants which usually affect mucous membranes (mouth, nose, throat, lungs);
- allergens or sensitisers which cause a change in the body's reaction to that substance, so that subsequent exposure causes a reaction, such as dermatitis or asthma;
- carcinogens which are chemicals capable of producing cancer;
- mutagens which alter the genetic code of cells and can cause mutations ; and
- teratogens which affect the growth of the fertilised egg and embryo, also causing mutations;

General Laboratory Practice

Technological advances and the implementation of new methods in recent years have considerably increased basic safety in many laboratories.

Laboratory Organisation

Good house-keeping is essential in accident prevention in all workplaces but especially in laboratories. Benches should be kept tidy and walkways clear. All bottles should be clearly labelled and fitted with stoppers or lids when not in use.

Adequate clamping and framework must be used when erecting apparatus and if for any reason work has to be carried out above head height a platform must be constructed with safe access thereto.

Warning signs should be placed in areas clearly visible to all laboratory personnel.

All accidents and hazards must be reported at once in accordance with the accident reporting procedure.

Laboratory safety

- Fire extinguishers are located in the science laboratory and are regularly checked.
- A fire blanket is present in the laboratory.
- Shower and eye-wash facilities are located at the rear of the science laboratory

Safety Equipment

Priority should always be given to eliminating or reducing hazards either by substitution of less hazardous materials, less hazardous processes or by engineering controls e.g. ventilation, containment.

Where hazards cannot be eliminated, personal protective equipment must be worn. Although due care should be exercised at all times when using chemicals, the protection of the individual from the result of error in procedure or technique is still necessary. The type of protection will depend upon the task undertaken but it is important to remember that protective devices do not eliminate hazards – they only minimise the effects.

Eye protection

Eye protection must be worn at all times whenever chemicals are handled or when glass apparatus is evacuated or recharged with gas or taken above atmospheric pressure.

Normal eye protection should take the form of wrap around poly-carbonate goggles or safety spectacles with side shields, Safety spectacles are now available that are comfortable, lightweight and stylish but combine high impact resistant lenses. A half or full face visor may be necessary for some jobs.

Whenever a chemical process is being undertaken in conjunction with the use of lasers, ultra-violet radiation or other intense light, specialised eye protection is required. Details are available from the Radiation Protection Office.

Contact lenses are dangerous in laboratories and should not be worn unless they are essential for therapeutic reasons. If they are worn then a face shield must also be worn. Gases and vapours can become concentrated and immobilised under the lenses and cause serious eye damage. If chemical splashes occur, it is almost impossible to remove the lenses to irrigate the eye thoroughly. Soft lenses are especially dangerous, as even behind a face shield, they may absorb vapours and stick to the eye.

Gloves

Plastic gloves of a suitable weight are essential laboratory equipment. They should be worn when strong acids, strong alkalis and organic liquids and other chemicals which may be absorbed across the skin are being handled. They may also act as an effective barrier to chemicals which may be dermal sensitisers. It should be noted that various types of gloves can be pervious to some chemicals.

Clothing

Laboratory coats should always be used since they offer a good first line of defence in an accident situation and can readily be removed in a hurry. Care should be taken in the selection of the type of laboratory coat – light cotton with ribbed close fitting sleeve cuffs is recommended; nylon is not recommended as it is easily destroyed by heat; synthetic fibres offer poor protection against liquids by allowing passage through the material with little or no absorption.

Footwear

Because of the possibility of chemical spills and glass breakage, enclosed footwear is essential. Thongs and sandals shall not be worn in laboratory.

Respirators

Respirators appropriate to the chemical in use, particularly gases, should always be made available. However, they should be viewed as a second line of defence for use in an emergency and must not be used as standard day- to- day equipment. Beards do not allow respirators to fit properly. Persons with beards attempting to use respirators may end up inhaling hazardous airborne materials.

Other Personal Protection

For the more toxic chemicals, complete body protection may be desirable. Such items as rubber boots, leggings, plastic or rubber aprons and arm length gloves may be required.

In some instances, a process may require the full and unimpaired use of the hands as well as protection and suitable barrier creams may be employed. These however must be chosen with great care as they are unsuitable for all situations.

Adequate ventilation of laboratories is essential!

Fume cupboards are the most commonly used means of removing gases, dusts, mists vapours and fumes from laboratory operations thereby minimising the toxic exposure and flammable concentrations.

For storage of chemicals requiring continuous ventilation, particularly organic solvents, special fire resistant storage cabinets should be used. In some cases, these storage cabinets may be exhausted by being connected into the exhaust duct from a continuously operating fume cupboard. However, in most cases a separate exhaust system is required.

Local exhaust ventilation works by capturing the contaminants near their point of release and removing them from the operator's breathing zone. Common types include extraction fans and exhaust hoods.

Australian Standard AS2243, Part 8 – 1992 Safety in Laboratories, Fume Cupboards, is the accepted reference for information on all aspects of fume cupboard operations. The following is a summary of the major requirements given in the standard:

1. Requires a uniform face velocity with an average value of 0.5 metres per second
2. Transparent, easily moveable horizontally sliding or vertically rising sash;
3. Minimum sash opening to limit the face velocity and to ensure an adequate air flow to dilute the exhaust of heat and fumes generated within the cupboard. The maximum sash opening for safe working should be clearly marked;
4. Provision of fume scrubbers or wash down facilities if the fume cupboard is to be used for Procedures involving perchloric acid digestion or other large scale digestions or evaporations using aggressive acids;
5. All controls for services to be colour coded and placed on the outer surface of the fume cupboard;
6. Reduction of turbulence within the fume cupboard by aerodynamic leading edges and aerofoils;
7. Regular six – monthly maintenance check and testing of face velocity.

Legislation

The New South Wales Occupational Health and Safety Act, 2000 aims to secure the health, safety and welfare of people at work. It lays down general requirements which must be met at places of work in New South Wales. The provisions of the Act cover every place of work in New South Wales. The Act covers self employed people as well as employees, employers, students, contractors and other visitors.

In addition a number of different Acts and Regulations endeavour to control other aspects of chemical usage in NSW. New OHS Legislation came into force on September 1 2001: the [NSW OHS Act 2000](#) and the [NSW OHS Regulation 2001](#).

The College is obliged to comply with the relevant parts of the following legislation:

- Dangerous Goods General regulations (1999)
- Environmentally Hazardous Chemical Act 1985
- Dangerous Goods Act 2003
- [Australian Standard 1940-1993](#)
- Health Act 1991
- Pesticide Act 1999
- Poisons Act 1966 and Regulations 1994
- Radiation Safety Act 1990 and Regulations 1993

Handling of Chemicals

Handling of chemicals must be carried out with great care and the following Procedures shall be observed:

1. Obtain and read the manufacturer's material safety data sheet (MSDS) for every chemical used ;
2. Use the minimum amount of any chemical and if there is a choice, use the least toxic or least flammable substances;
3. Clearly label all containers and include a standard warning label as necessary.

Always carry out correct storage and disposal Procedures:

4. Lock scheduled drugs and poisons in a cupboard ;
5. Use correct handling methods, protective devices and clothing required for the particular substance;
6. Find out beforehand the correct treatment, in the case of an accident, for the harmful effects of hazardous materials;
7. Wash hands after handling chemicals.

In addition the following Procedures should always be observed:

NEVER allow toxic materials to get into the mouth or touch the lips;

NEVER pipette solutions by mouth;

NEVER pour water into concentrated acids;

NEVER sniff at possibly toxic materials;

NEVER store any flammable solvent in a domestic refrigerator unless the storage compartment has been modified to ensure it is non-speaking;

NEVER work alone if performing hazardous Procedures.

Spillage of chemicals should be dealt with immediately. The method employed will depend upon the type of material spilt and the surface on which it has been split.

Flammable and explosive vapours should be prevented from spreading and the area isolated or evacuated if necessary.

For liquid spills, the area should be roped off as someone may be unaware of the spill and could slip on the floor with subsequent injury.

Storage of Chemicals

All chemicals must be stored under appropriate conditions as specified in AS 1940 and AS2243.10. The storage area should be located some distance from any work area and only minimal quantities of chemicals sufficient for the task being undertaken should be kept at the work place.

Amounts of flammable solvents should be restricted to minimum quantities necessary and stored in fire resistant cabinets. Glass bottles containing liquid chemicals must be stored on properly secured shelves or in sectioned crates. Do not allow direct sunlight onto agent bottles.

Do not store chemicals on high shelves or leave loose on the floor.

Dissimilar reactive materials must be kept separated. It is undesirable to store the following in proximity to one another:

- Storage acids, bases, oxidising and reducing agents;
- Strong acids with ammonia;
- Perchloric acid with alcohol or oils;
- Nitric acid with alcohol or acetone;
- Hydrogen peroxide with organics (particularly acetone);
- Benzoyl peroxide or sodium peroxide with organics;
- Permanganate with glyceryls, glycols or other organics.

BEWARE! The use of plastic containers for some chemicals is not recommended.

Volatile flammables and other dangerous chemicals should not be stored on the shelves or in the door of refrigerators. If refrigerated storage is necessary for these types of chemicals then the refrigerator storage compartment must be fitted with spark-free and explosion – proof controls and the chemicals must be neatly stored (in minimal quantities) on the main shelves. It is recommended that only spark free refrigerators be used in laboratory areas.

Workshops

The safety code already given for laboratories also applies to workshops. There are however additional points in relation to chemical safety which are particularly relevant to workshops.

These include;

1. Harmful or potentially harmful processes should be carried out using properly designed and well maintained equipment and where practicable in separate areas restricted to a minimum of persons;
2. If harmful concentrations of fumes or gases develop in certain processes, specific provision should be made for their extraction using local exhaust ventilation in addition to the general ventilation of the workshop;
3. Provision should be made to afford protection against chemical agencies such as harmful dusts, mists, vapours;
4. Chemicals bearing trade names should not be used unless the supplier or manufacturer provides a material safety data sheet giving full information on the precautions which need to be taken when handling the chemical;
5. The possibility of toxic or flammable gases existing or being generated should be indicated by proximately displayed notices.

Spray painting and Coating

All spray painting should be done in a properly constructed and mechanically ventilated booth. The spray area in which all operations and personnel need to be properly supervised is defined as the area within the booth and within 3 metres of the entrances to any booth.

Anyone engaged in or exposed to spray painting of lead paint, silica paint or epoxy resin must wear suitable protective clothing and head covering.

The following substances are prohibited for use in spray painting operations:

- Carbon bisulphide and carbon tetrachloride ;
- Tetrachloroethane;
- Arsenic or any of its compounds;
- Any compound containing greater than 1% benzene or methanol.

The following substances may be used:

- Amyl, methyl amyl and n-butyl acetates;
- Mineral turpentine;
- Toluene and xylene.

With chemicals prompt action is often essential.

Heat and Chemical Burns to Body

- If clothing is on fire, lay person down immediately to stop the spread of the flames;
- Put out the flames by rolling the person in a blanket or by immediately holding them under a shower if one is available;
- Ask someone to contact the nearest first aid officer to give treatment.
- Do not attempt to pull away clothing or remove any substance which has burnt into the skin.

Chemical Burns to Eyes

These injuries require instant treatment:

- Irrigate the eyes with water under the tap, hand held shower or direct into the eye(s) a stream of water from a wash bottle – do this for at least 20 minutes;
- Make no attempt to touch the eye(s) or remove any particles from it.

Acute Poisoning (by ingestion)

Treatment depends upon the nature of the substance swallowed, but generally:

- Do not induce vomiting
- Give copious amounts of water or milk;
- Wipe the substance away from the mouth and face.

Vomiting should only be induced if the poison is a medicinal substance – SYRUP OF IPECACUANHA should be given, if available, to achieve this.

First Aid Plan

All students have a completed medical form filed away at school. This medical form informs the school of any medical illness (es) the child suffers. Teachers are then made aware of any medical illness any child (ren) may have in their classrooms and the administration staff provides them with any further information they may need.

Green Valley Islamic College has first aid policy and procedures and trained first aiders. College ensures employees are in-serviced in senior first aid and are awarded certificates by Non Government Organizations such as Sir John's Ambulance.

Accident and Hazard Reporting System

The college accident and hazard reporting system utilises forms to be used in different circumstances. These forms are available in the Administration office and obtainable from the Administration staff.

1. GENERAL CHECKLIST – SCIENCE LABORATORIES

S/NS/Na/R			Notes	Comments, Action Required
	1.1	Is area tidy, clean & well kept?	Benches should be uncluttered and wiped down daily with 70% Ethanol	
	1.2	Are floors, walkways & doorways free of obstructions?	Remove all trip hazards.	
	1.3	Are there strong odours present?	Identify source of strong odour, it would suggest the vessel is leaking. May require breathing apparatus to safely deal with leakage, check MSDS.	
	1.4	Is the level of noise acceptable?		
	1.5	Is strong space being adequately managed?	Are frequently used equipment and chemicals readily available.	
	1.6	Are there hazards in the area? Are there hazard – warning signs? <ul style="list-style-type: none"> • Trip • Electrical • Manual Handling • Other 		
	1.7	Is there evidence of food or drink in the lab?	No food should be eaten or prepared in a laboratory or preparation area.	
	1.8	Is there evidence of inappropriate disposal of waste?	Ensure no chemical waste is disposed of in the same container as paper waste	

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

S/NS/Na/R			Notes	Comments, Action Required
	1.9	Are frequently used items easily accessible?	Stored between knee and shoulder height or accessible by an appropriate ladder between knee and shoulder height.	
	1.10	Are the benches clear of unneeded items?	Remove clutter. Always create clean work area.	
	1.11	Is equipment being kept clean and tidy?	Is the equipment contaminated?	
	1.12	Are chemical weighing areas / Balances clean?	Ensure area is not contaminated and there is no unidentified powder.	
	1.13	Are there any cloth- covered chairs in labs?	Chairs must be able to be wiped down with 70% Ethanol.	
	1.14	Is the condition of the floors adequate in all lab areas?	Cracked and worn lino can pose a trip hazard	
	1.15	Is the condition of benches and work surfaces adequate in all lab areas ?	Surfaces should be smooth, impermeable and easily cleaned.	
	1.16	Are the sinks clean , tidy and dry, with glassware removed?	Check for splash hazards.	
	1.17	Are all pieces of equipment being kept clean, tidy and uncluttered, with related items being stored properly? e.g centrifuges, water baths	Ensure all equipment is well maintained and decontaminated.	

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

S/NS/Na/R			Notes	Comments, Action Required
	1.18	Fume hood areas:	<ul style="list-style-type: none"> • Fire extinguisher is located within 4 metres of the hood. • Fume cupboard tested at least 6 monthly • Stored material should not pose an additional hazard through chemical incompatibilities. • Oxidative corrosive chemicals and organic materials not stored together. • Fumes from these classes of materials not allowed to mix. • Fume cupboard must not be used for the storage of chemicals. 	
	1.19	Shelving:	<ul style="list-style-type: none"> • Shelving should have a small return to prevent chemicals from falling. Essential if the shelf can be accessed from two sides. • Polyurethane paint finish provides easy to clean surface. • Shelves should be easy to reach. Chemicals accessible • Don't create a hazard by storing chemicals that are out of reach. 	

Additional comments:

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

S/NS/Na/R			Notes	Comments, Action Required
	2.1	When appropriate are lab coats being worn?	Lab coats must be stored on hooks and separated from street clothes.	
	2.2	Are closed in shoes being worn when working in labs?	Slip, trip hazard and more importantly protection from spills.	
	2.3	Are safety glasses available and being used where required?	No lab work should proceed unless students are wearing safety glasses. Decontaminate after use. Hygienically clean and store safety glasses.	
	2.4	Is hair tied back?	Good visibility and prevention of being caught in moving parts.	
	2.5	Are other hazards related to dress controlled, e.g jewellery etc.?	Prevention of being caught in moving parts.	
	2.6	Is other PPE provided where required?	Hearing protection. UV screens.	

Additional comments:

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

3. EMERGENCY AND FIRST AID PROCEDURES

S/NS/Na/R			Notes	Comments, Action Required
	3.1	Sample individual awareness of emergency procedures	Where are nearest: <ul style="list-style-type: none"> • Fire stairs, • Fire extinguisher /blanket, spill kit • First aid kit 	
	3.2	Is there clear access to emergency exits?	Are exit doors unlocked and easily opened?	
	3.3	Is there clear access to fire extinguisher, fire blankets?	Do processes exist for regular checking and certification of fire safety equipment?	
	3.4	Is the eyewash and safety shower station kept uncluttered and accessible?	This area must be kept clear so that it can be accessed in the event of an accident.	
	3.5	Is the eyewash and emergency station fully installed? Is it tested annually?	The eyepieces can build up grit; in addition the pressure needs to be tested to ensure no further damage is done during use.	
	3.6	Sample individual awareness of procedure in the event of chemical spill	Procedures should be tested before an accident happens.	
	3.7	If the eyewash comprises of a sterile saline solution, is the wash bottle unopened to guarantee sterility?	Store additional sterile saline bottles. Ensure that a used bottle is immediately discarded and replaced with an unopened bottle.	
	3.8	Sample individual awareness of who they would contact in the event of serious injury illness	Once again it is best to walk through procedures before an accident happens.	
	3.9	Sample individual opinions as to whether current safety signs adequate		

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

S/NS/Na/R			Notes	Comments, Action Required
	3.10	Spill Kit available and checked regularly	Gloves (chemical resistant) , chemical goggles, particulate mask, inert absorbent material, sand , vermiculite.	
	3.11	Is there an emergency evacuation diagram clearly visible in each room?	<ul style="list-style-type: none"> • Easy to understand • Not long to read • Placed near the exit 	

Additional comments:

- Emergency Station is defined as the designated area for the emergency eyewash, the emergency shower or/and possibly the placement of a duress alarm to notify staff of an incident.
- Due to the expense of having plumbed eyewash and deluge showers installed an alternative has been proposed. A sterile wash bottle of saline is adequate as the emergency eyewash. It must be noted that as soon as the bottle has been opened it must be replaced to ensure sterility. A hand held shower hose fitted to a designated emergency sink can be used as the emergency shower. It is important to keep sink clean and clutter free so that it is easily accessible in the event of an emergency. Where a plumbed eyewash is installed it should be regularly tested to ensure no build – up in the hose.
- All labs and prep rooms should have an emergency station.

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

4. ELECTRICAL

S/NS/Na/R			Notes	Comments, Action Required
	4.1	Is all electrical equipment in good working order?	<ul style="list-style-type: none"> ▪ Where applicable current testing notice attached. ▪ Obsolete equipment removed. 	
	4.2	How many extensions leads, power boards and double – adaptors are in use?		Extension leads: Power boards: Double-adapters:
	4.3	If extension leads and power boards are in use, have they been tested and situated safely?	<ul style="list-style-type: none"> ▪ Where applicable current testing notice attached. ▪ No damaged cords. ▪ Double adapters not piggybacked. ▪ Cords and boards not near water. 	
	4.4	Are there any trailing leads that are potential trip hazards?		
	4.5	Has all other personal electrical equipment been tested?		

Additional Comments:

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

5. WASTE / RECYCLING

S/NS/Na/R			Notes	Comments, Action Required
	5.1	Is disposal of general waste appropriate?	Check bins regularly. Segregate waste.	
	5.2	Is disposal of paper appropriate?		
	5.3	Is contaminated waste separated from other waste and being disposed of appropriately?	Any chemical that can't be put down the sink is contaminated waste.	
	5.4	Are sharps used and , if so, bins provided?	Sharp bins are inexpensive and should be readily available. Good practice, ensure no needle is resheathed.	
	5.5	Where used are full sharps bins being removed from the labs?		

Additional Comments:

- Waste must be handled responsibly and every person generating waste must know where to place it.

Incorrect placement can be a hazard.

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

6. WORK / BENCH STATION ERGONOMICS

S/NS/Na/R			Notes	Comments, Action Required
	6.1	Is there enough legroom?	Comply with Australian Standard. Ensure correct work station set up to prevent over use injury and ergonomic problems.	
	6.2	Is the desk cluttered?		
	6.3	Do all chairs meet the Australian Standard for ergo compliance?	Easily identified. Chairs must be tagged stating compliance. Should be adjustable. Staff should be taught how to make correct adjustments.	

Additional Comments:

7. CHEMICALS

Refer to ChemGold 11

S/NS/Na/R			Notes	Comments, Action Required
	7.1	Are the stock chemicals labelled as per Code of Practice (NOHSC: 2012)	NOHSC website www.nohsc.gov.au	
	7.2	Are non-stock chemicals labelled to comply with legislation by listing risk and safety phrases, first aid and spill information?		
	7.3	Are there any unwanted / excess / spare/ old chemicals?		
	7.4	Are hazardous substances being used in fume hoods (not out on bench)?	Check the MSDS for directions.	
	7.5	Is there a maximum of 3x2.5l waste bottles per fume cupboard?		
	7.6	Are fume cupboards being used for storage?	Clutter impacts the efficient working of the hood.	
	7.7	Are hazardous substance storage areas allocated and labelled with the red sign "Hazardous Substance Storage Area"?		
	7.8	Is there suitable storage for flammables and corrosives?	Flammable and corrosive cabinets should be purchased specifically for this purpose and kept locked.	
	7.9	Are risk assessments & MSDSs easily available and their location known to all staff?	The hazard should be identified and understood before work is commenced. This information should be relayed to the students as an integral part of the experiment.	

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

S/NS/Na/R			Notes	Comments, Action Required
	7.10	Are they related to current lab work?		
	7.11	Are the dangerous goods chemicals on the shelves stored/isolated appropriately to their DG class?	Attached is a summary for segregation.	

Additional Comments:

8. GENERAL NON – LAB FACILITIES

(Include offices off labs)

S/NS/Na/R			Notes	Comments, Action Required
	8.1	Is storage space being adequately managed?	Frequently used materials should be stored within easy access.	
	8.2	Are heavy items stored between knee and shoulder?	Prevention of back strain and falls.	
	8.3	Is there a suitable ladder / safety stool available to reach non – hazardous items stored above shoulder height?		

Additional Comments:

- Chemical storage is an area of safety management often overlooked. The checklist deals with this area in some detail to trigger the development of a safe chemical storage management system.

OVERALL:

Satisfactory:

Unsatisfactory:

Legend:

S: Satisfactory: High level of compliance

NS: Non-satisfactory: Some or no activity in this area

Na: Not applicable: does not apply to this area

R: Recommended: Consider action as soon as possible

S: satisfactory NS: Not satisfactory Na: Not applicable R: Recommended

APPENDICES

INCIDENT REPORT FORM

(To be completed by Supervisor/Head Teacher)

1. Name _____

Time _____ Date _____

a) Nature of injury

b) Where did it occur?

2. First Aid/Medical Attention

a) Is First Aid required? YES NO

i) Type

ii) Provided by

b) Is further medical attention required? YES NO

i) Who is medical practitioner? _____

ii) When was medical attention provided? _____

c) Has Register of Injuries been recorded? YES NO

3. OHS issues

a) What caused the injury? _____

b) What has been done to address the issue? _____

c) Has a Hazard Report form being completed? YES NO

Signed _____ Dated _____

Incident Report Form

(To be completed by Manager)

4. Workers Compensation

Date _____

- a) Insurer notified _____
- b) Claim form provided to employee _____
- c) Form and medical certificate received _____
- d) Paperwork sent to Insurer _____

5. WorkCover NSW Incident Notification Form

a) Is WorkCover NSW Incident Notification Form required? YES NO

b) Date sent to WorkCover NSW _____

6. Injury Management

a) Is injury management required? YES NO

b) Date referred to Return- to-Work coordinator for action _____

Signed _____ Dated _____

Referred to Principal / Business Manager for information or action? _____

Signed _____ Dated _____

MAINTENANCE FORM

NAME (optional): _____

DATE: _____ TIME: HAZARD:

LOCALITY OF HAZARD:

ACTION REQUIRED:

OFFICE USE ONLY

ACTION TAKEN:

BY WHOM:

ADDITIONAL COMMENTS:

SIGNED:

STAFF ACCIDENT REPORT

NAME:

DATE:

TIME:

ACCIDENT:

LOCALITY OF ACCIDENT:

ACTION REQUIRED:

SIGNED:

OFFICE USE ONLY

ACTION TAKEN:

BY WHOM:

ADDITIONAL COMMENTS:

SIGNED:

WORKPLACE INSPECTION CHECKLIST

Area inspected:

Date:

Rating scale 1 (urgent) – 5 (not urgent):

1. Access and exit Priority rating:

Is access to work areas free from obstructions? Yes No 1 2 3 4 5 6

Are doors and doorways kept clear with clearance for door opening? Yes No 1 2 3 4 5 6

Do all security doors and fire doors close properly? Yes No 1 2 3 4 5 6

Comments

2. Floors and aisles Priority rating:

Are floors kept clear of litter? Yes No 1 2 3 4 5 6

Are floors clear of material which could be a trip hazard? Yes No 1 2 3 4 5 6

Are floors kept clear of power leads and outlets? Yes No 1 2 3 4 5 6

Are floor coverings well maintained and free of trip hazards Yes No 1 2 3 4 5 6
(frayed carpet etc)?

Are aisles kept clear of open drawers, cupboard doors, boxes or Yes No 1 2 3 4 5 6
any other loose materials?

Are aisles and access ways maintained with a minimum of 1.2m Yes No 1 2 3 4 5 6
of clear space?

Comments

3. Lighting Priority rating:

Are all light fittings operational and clean? Yes No 1 2 3 4 5 6

Is the lighting adequate for the work performed? Yes No 1 2 3 4 5 6

Are stairwells and exits well lit? Yes No 1 2 3 4 5 6

Is glare minimised in the work area? Yes No 1 2 3 4 5 6

Are all (green) emergency exit lights working? Yes No 1 2 3 4 5 6

Comments

WORKPLACE INSPECTION CHECKLIST (cont)

4. Workstation layout Priority rating:

Do all staff have ergonomic chairs? Yes No 1 2 3 4 5 6

Are all chairs operational and not broken? Yes No 1 2 3 4 5 6

Do all staff have ergonomic desks? Yes No 1 2 3 4 5 6

Are all desks operational and not broken? Yes No 1 2 3 4 5 6

Are monitors and keyboards positioned correctly? Yes No 1 2 3 4 5 6

Are laptops used appropriately? Yes No 1 2 3 4 5 6

Is there adequate clear space for moving legs and feet? Yes No 1 2 3 4 5 6

Do staff adopt an upright and forward facing posture? Yes No 1 2 3 4 5 6

Is shelving appropriately positioned, not overloaded or buckled? Yes No 1 2 3 4 5 6

Are filing cabinets appropriately positioned, not overloaded? Yes No 1 2 3 4 5 6

Are shelves overloaded or placed too high? Yes No 1 2 3 4 5 6

Comments

5. Kitchens Priority rating:

Are kitchen surfaces clean and well maintained? Yes No 1 2 3 4 5 6

Are floors kept clear and free of obstacles? Yes No 1 2 3 4 5 6

Are fridge contents monitored and out dated food stuff disposed of regularly? Yes No 1 2 3 4 5 6

Are electrical appliances tagged? Yes No 1 2 3 4 5 6

Comments

6. Toilets Priority rating:

Are toilet surfaces, floor and benches, clean and well maintained Yes No 1 2 3 4 5 6

Are floors kept dry? Yes No 1 2 3 4 5 6

Are toilets flushing properly? Yes No 1 2 3 4 5 6

Are all taps free from leaks? Yes No 1 2 3 4 5 6

Comments

WORKPLACE INSPECTION CHECKLIST (cont)

7. Manual handling Priority rating:

Have manual handling hazards been identified and

Procedures developed? Yes No 1 2 3 4 5 6

Are staff aware of manual handling procedures? Yes No 1 2 3 4 5 6

Are manual handling procedures being followed by staff? Yes No 1 2 3 4 5 6

Are trolleys available for moving equipment? Yes No 1 2 3 4 5 6

Comments

8. First Aid

are first aid kits provided and clean? Yes No 1 2 3 4 5 6

Are staff aware of kit location? Yes No 1 2 3 4 5 6
Is the first aid kit labelled? Yes No 1 2 3 4 5 6
Are first aid officers known to staff, are names posted and up to date? Yes No 1 2 3 4 5 6
Is the kit maintained (discuss with first aid officer)? Yes No 1 2 3 4 5 6
Comments

9. Fire / emergency procedures Priority rating:

Are fire extinguishers well maintained and tested bi-annually? Yes No 1 2 3 4 5 6
Are extinguishers in place and clearly marked for type of fire? Yes No 1 2 3 4 5 6
Do exit doors easily open and are fire escape doors unobstructed? Yes No 1 2 3 4 5 6
Are flammable liquids stored correctly? Yes No 1 2 3 4 5 6
Are fire instructions displayed? Yes No 1 2 3 4 5 6
Is there an emergency evacuation plan in place? Yes No 1 2 3 4 5 6
Is the evacuation drill carried out annually? Yes No 1 2 3 4 5 6
Do all staff participate in an evacuation drill and know
the identify of the floor warden? Yes No 1 2 3 4 5 6
Comments

WORKPLACE INSPECTION CHECKLIST (cont)

10. Electrical hazards Priority rating:

Are any electrical plugs broken? Yes No 1 2 3 4 5 6
Are any cables damaged or split? Yes No 1 2 3 4 5 6
Are there circuit breakers/cut out devices? Yes No 1 2 3 4 5 6
Are double adapters 'piggy backed'? Yes No 1 2 3 4 5 6
Comments

11. Other Priority rating:

Is air conditioning too hot, cold or drafty? Yes No 1 2 3 4 5 6
Are noise levels within reasonable limits? Yes No 1 2 3 4 5 6
Are rubbish bins emptied regularly? Yes No 1 2 3 4 5 6
Comments

Additional notes

ILLNESS / INJURY FORM

CHILD'S NAME.....

CLASS:

DATE:

TIME:

PLEASE TICK THE APPROPRIATE BOX

IS ILL FIRST AID AND REQUIRES TO USE THE SICK BED:

IS INJURED TO BE SENT HOME:

ADDITIONAL COMMENTS:

SIGNED:(CLASS TEACHER)

OFFICE USE ONLY

ACTION TAKEN:

.....

(STAFF'S SIGNATURE)

ADDITIONAL COMMENTS:

.....

(STAFF'S SIGNATURE)

RISK ASSESSMENT PROFORMA

The School has an obligation to:

1. Identify hazards;
2. Assess the risk associated with each hazard;
3. Eliminate the hazard, or, if that is not practicable, control it; and
4. Monitor compliance with the method of control.

The School aims to avoid at all costs (or where unavoidable, to manage as efficiently as possible any) risk

of harm or exposure to hazards to all members of the school community (staff, students, parents, visitors, and contractors.)

AREAS REQUIRING STRINGENT SAFETY / RISK ASSESSMENT

- Science laboratories (Science Coordinators)
- Design & Technology Workshops (DT Teachers)
- Excursions/ Extra-curricular activities (ALL STAFF)
- Sports lessons (PD/H/PE Coordinator/ Teachers)

STEP ONE: IDENTIFY HAZARDS

Identify foreseeable hazards and assess the risks of harm.

In identifying hazards, you should consider:

1. How suitable things are for the task they are being used for, and how well they are located.
2. How people (including contractors, students and staff) use equipment and materials
3. How people might be affected by noise, fumes, lightning, etc.
4. How people might be hurt by equipment, machinery, tools, objects, etc.
5. How people might be hurt by chemicals and other materials used.

Look at different tasks, different locations, different roles and different activities in identifying hazards.

STEP TWO: ASSESS / DECIDE HOW IMPORTANT EACH HAZARD IS

In determining how to deal with hazards which have been identified, it helps to understand the nature of the risk associated with the hazard and to prioritise the order in which hazards are addressed.

Obviously, you need to deal with the worst hazards first. Delay in dealing with these is a threat to other people. Of course, if you can easily fix a low cost hazard you might as well do it straight away.

You don't need to wait until all the riskiest hazards have been dealt with before dealing with the simple ones.

Judging Severity.

For each hazard, think about whether it could:

- Kill or cause permanent disability or ill health
- Cause long term illness or serious injury,
- Cause someone to need medical attention and be absent from school or work for several days,
- Cause someone to need first aid.

Judging likelihood

How likely is it that someone would be that badly affected:

- Very likely
- Likely
- Unlikely
- Very unlikely

Then, use the priority table below to prioritise hazards based on risk.

The numbers show how important it is to do something:

1- It is extremely important that you do something about this hazard as soon as possible.

6- This hazard may not need your immediate attention.

Very likely Could happen at any time

Likely Could happen some time

Unlikely *Could* happen but very rarely

Very unlikely *Could* happen, but probably never will

Kill or cause permanent disability or ill health

- 1
- 1
- 2
- 3

Long term illness or serious injury

- 1
- 2
- 3
- 4

Medical attention or several days off school or work

2
3
4
5

First aid needed

3 4 5 6

STEP THREE: ELIMINATE OR CONTROL THE RISK

Once you have identified a risk, your **first obligation** is to eliminate it. If it is not reasonably practicable to do that, you must control the risk.

You should control the risk by taking the following measures (in order specified) to minimize the risk to the lowest possible level:

1. Substitute the hazard giving rise to the risk with a hazard that gives rise to a lesser risk;
 2. Isolate the hazard from the person put at risk;
 3. Minimize the risk by engineering means;
 4. Minimize the risk by administrative means (for example by adopting safe working practices or appropriate training, instruction or information)
- A combination can be used to reduce the risk to the lowest level.

STEP FOUR: MONITOR

It is important to continue to monitor hazards and risks and compliance with control methods put in place.

So, remember to:

1. Stay on the lookout for new hazards. Report these immediately to the Executive.
2. Use the risk assessment when things change, such as when you introduce new activities, start a new project, change work systems, change equipment, tools or machinery, or their location or the way they are used, introduce new people with different skill levels or receive additional information about health and safety.
3. You need to make sure that the control measures have been implemented and make sure that there is appropriate supervision of safe work procedures.
4. Make sure that you send the message that SAFETY IS IMPORTANT so that staff and students know that if they don't follow safety instructions or if they endanger other members of the school community, they will be disciplined.

REMEMBER: SAFETY FOR ALL, AT ALL TIMES. WHEN UNSURE, ASK!

RISK ASSESSMENT PROFORMA

(to be completed for every event/ activity, change in circumstance, regularly for high risk areas – labs, etc)

Submit to Welfare Coordinators/ OHS Chairperson/Administration upon completion.

Keep a copy yourself.

Hazard (including location and other relevant information)

Cause of Hazard Rating Recommended Control Actioned