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# OCCUPATIONAL HEALTH AND SAFETY POLICY

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## **RATIONALE**

This policy is developed in line with the official documents and guidelines received at the Occupational Health and Safety Officer Training held in August 2014. Keith Mumme is the designated and trained officer on the staff.

## **GENERAL STAFF GUIDELINES**

### **LIFTING**

- Staff may only lift objects weighing less than 5 kg.
- If an object weighs in excess of 5 kg, staff members **MUST NOT** lift it.
- Staff should seek assistance from maintenance personnel, the Principal or Assistant Principal.
- Large boxes of books for marking, for example, are not to be picked up in one load.
- Large loads must be separated into smaller loads of 2 kg or less.

### **LIFTING POSTURE**

- In all cases staff members must use correct posture when lifting objects.
- Knees should be bent.
- The back should be kept straight at all times.

### **LIFTING TRESTLE TABLES**

- Plan ahead and arrange setup to be completed by maintenance personnel or others in the community.
- If maintenance personnel are not available the Principal and Assistant Principal are to set up the trestle tables.
- A minimum of two people is required to lift trestle tables. Staff members who lift these trestle tables by themselves have been advised to seek assistance. The school takes no responsibility if a staff member does not follow these guidelines.
- Good lifting posture: bend knees, keep a straight back and lift with the correct posture.
- **UNDER NO CIRCUMSTANCES** are students to assist with the lifting of trestle tables.

## **APPROPRIATE FOOTWEAR**

- Staff members are to wear appropriate footwear determined by the type of educational activity in which they are involved.
- This appropriateness is determined by individual staff members. In the case of an accident, if footwear is deemed by the insurance company to have been inappropriate, then it is the affected staff member's responsibility. CCI may possibly not cover injuries in these circumstances.

## **USE OF LADDERS**

- Ladders are to be used when placing student work on the pin-up boards around the classrooms.
- Ladders must be opened fully and warning signs must be followed. Clear warnings stickers are located across the steps and sides of the ladder.
- Ladders are stored in the library or gardener's shed.
- Ladders are not to be used when students are in the classroom.

## **USE OF STUDENTS**

- UNDER NO CIRCUMSTANCES are students to carry boxes laden with heavy materials such as photocopying, books, magazines, etc.
- If a student is injured lifting a heavy weight, the responsibility lies with the supervising teacher. This cannot be stressed enough. For example, if a teacher asked a student to lift a 5 kg box of magazines and hurt their back, the teacher is liable for the injury, as this is not part of the student's insurance cover. In this instance the school would be in serious breach of guidelines.

## **WALKING STUDENTS AROUND THE SCHOOL**

- Students must be supervised when moving out of classrooms during recess, lunch and at the end of the day.
- Teachers must supervise whole class groups as they move around the school. Students must be directed to move in lines and to move quietly.
- When moving students through the school, it is the duty of care of the supervising teacher to ensure that they are:
  - Walking.
  - Holding on to rails appropriately.
  - Carrying school bags appropriately and not dragging them.
  - Not sliding down hand rails.

## **WHOLE SCHOOL AUDIT – CONDUCTED ANNUALLY**

- During Term 4, with Term by Term checkpoints.
- Conducted by the OHSO – Mr Keith Mumme and the Principal.
- All electrical work, maintenance work with an electrical audit conducted by the school electrician.
- From 2012 onwards, all staff members are to sign off acknowledging that they have completed training and induction by OHSO at the commencement of each school year.

## **SCHOOL EVACUATION PLAN, CRISIS MANAGEMENT POLICY AND FIRE EXTINGUISHER TRAINING PROGRAM ARE IN PLACE 3**

### **FIRE EQUIPMENT MAINTENANCE IS TO BE CONDUCTED IN LINE WITH RECOMMENDATIONS**

**AIR CONDITIONERS ARE TO BE MAINTAINED AND SERVICED BI-ANNUALLY  
GAS HEATERS ARE TO BE MAINTAINED AND SERVICED BY A REGISTERED PLUMBER**

## **CLEANERS' INDUCTION – TRAINING and HANDOVER**

- Is to be conducted with outgoing cleaner and occupational health and safety officer.
- Includes two hours training of specific duties related to the position.
- Includes handover of keys and how to operate the security system.
- Includes lock up of classrooms and administration areas after cleaning of selected rooms.
- Use of backpack vacuum cleaners. Ensures that cleaners are trained on how to place these on their backs.
- Two hour training session also conducted by 'Belmont Cleaning Services'. This includes full induction on use of chemicals. Gloves and masks are supplied for cleaners when using selected chemicals.
- Chemical safety notes are located in the cleaners store room.

## **MOPPING WET AREAS**

- When mopping of wet areas, tiled or vinyl, cleaners are to mop and walk in a backward direction over the dry area and never walk over the wet floor.
- Warning signs must be put in place when mopping is completed in all wet areas. These signs are provided for each area. It is the cleaner's responsibility to ensure that these are placed in clear view of those entering the room.
- Cleaners must wear appropriate footwear: enclosed shoes, preferably sport shoes or sandshoes. Cleaners are made aware that this is their responsibility to ensure correct footwear.

## **USE OF CHEMICALS**

- Always use gloves.
- If contamination occurs, wash any affected area.