

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 20 March 2013 @ 8.30 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Kerree Wookovich (WHSR), Bill Hodgson & Lorraine Wilkinson (Cleaners), Steve Sitcheff (SOG), Sharon Torpey (Parent Rep) and Meredith Houston (WHSO)		
Apologies:	Geoff Howatson (DP) and Dianne Sartgent (BSM)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome to Sharon Torpey our parent rep from P&C		
2. Confirmation of Minutes from Previous Meeting	Minutes presented – Meeting 28 November 2012		
3. Business Arising from Previous Minutes	<p>Tree removed from fence and Kidszone building. Rock shifting on Oval – less than last year</p> <p><u>Audits</u> <u>Buildings/Grounds</u> (as per last meeting) <u>Chemical:</u> Adjustments made to amount of chemicals held in shed – Diesel 1x200L drum, Premium ULP 1x200L drum, 2 stroke fuel 2x20L, 4 stroke fuel 1x10L. Laminated signs for Fuel for SOG shed.</p> <p>Pool – contact Poolwerx for updates of chemical delivery & chemical used, Poolwerx to supply sign of chemicals in use, Poolwerx to supply procedures for Chemical Spills.</p> <p>Pool – defibrillator for pool canteen. P&C to be approached about shared purchase of defib(child)</p> <p>Pool – fire extinguisher now located in P&C Swim Club Room (with signage)</p> <p><u>WHSO Audit presented</u></p>	<p>Meredith</p> <p>Meredith Principal</p> <p>Principal</p>	<p>End of year Audit</p> <p>End of Term 1</p>
4. Information from other Health, Safety and Wellbeing Committees			

Minutes

5. Emergent Issues	<ol style="list-style-type: none"> 1. <u>EEP</u> timetable presented for 2013. Fire drill conducted but another fire drill planned by end of term. Kidszone asked to be included in Flu shots for year, and also to be included in Fire & Extinguisher training conducted in Term 4. 2. <u>Staff Meetings</u> used to raise awareness of safety issues eg parking in grounds, coffee cups, speed limits (Wed 13/2/13). Lorraine asked that teachers DO not place tin lids in classroom bins but rather use Staffroom bins for disposal. Also children should not bring tins and stainless forks for use in playgrounds - dangerous ...Parents to be asked in newsletters and children reminded on parade. 3. <u>SOP</u> to be done for Guernsey AND Pole Chainsaw 4. <u>SOG</u> * bridge to side street from Junior Adventure Playground has not caused any problems, Kidszone said had passed inspection for their approval, Steve concerns noted. *Softfall OK. *Animals being let out and new procedures being followed regarding feeding of animals. *Tractor Risk Assessment performed - results OK 	Deputy Deputy Deputy Meredith/Geoff Geoff Meredith Steve reported	End of Term 1 Term 2 Term 4 Staff meetings Parade & Newsletters ASAP End of Term
6. Data Analysis	First Aid incidents – 17 in 2012 First Aid incidents – 5 students & 1 teacher in 2013		
7. Issues Raised by Staff and Others	Kerree asked for metal covers to be purchased to cover post holes on tennis courts. SOG asked for children to be reminded that pathways be used and care for gardens ... This is constant topic used by Deputy on parade	SOG to investigate purchase Deputy	ASAP Parade
8. Projects Update			
9. Other Business	Security of School afterhours eg locking gates Binlifter for cleaners (Kidszone use also)	Principal Principal	Next Meeting Next Meeting
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 5 June 2013		

Meeting closed at: 8.50 AM

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 5 June 2013 @ 8.30 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Leanne Addley (Acting DP), Kerree Wookovich (WHSR), Bill Hodgson & Lorraine Wilkinson (Cleaners), Steve Sitcheff (SOG), Sharon Torpey (Parent Rep) and Meredith Houston (WHSO)		
Apologies:	Dianne Sargent (BSM)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes presented – Meeting 20 March 2013		
3. Business Arising from Previous Minutes	Work Method Statements for Guerney & Pole Cutter done.	Meredith	Done
	MSDS for fuel /spray back pack were updated to Caltex & laminated for shed & spray backpack.	Meredith	Done
	Post hole covers for Netball/Tennis courts still to be sourced.	Steve	End of Term
	Pool Defibrillator to be purchased – School/Swim Club – before next Swim Season. Poolwerx supplied Chemical Safety sheets. Contact to get MSDS for these chemicals.	Dianne (BSM)	End of Term
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	• EEP for Term 2 was a Lockdown in class time. Report prepared by DP..Meredith to get copy.	Meredith	ASAP
	• First Aid & CPR has been set down for Term 3 (13 & 20 August) for staff members. First Aid – 20 staff and CPR – for all.	All staff	Term 3
	• Playground/Building Inspection set down for Friday 7 June from 12-1pm. Kidszone reported that there were issues that need to be addressed: 1. Cricket pitch – dirt in hole near runup 2. Light out in Boys toilet 3. Head on tap in Girls toilet	Principal, SOG & WHSO	End Term 2

Minutes

	<p>4. Girls toilet (first cubicle) not locking</p> <p>5. Lights B Block – timer control needs to be reset for winter hours (DP to assist)</p> <p>Any further issues can be placed on Maintenance Register (and also advise Steve) but Steve was happy to address list given to him.</p> <ul style="list-style-type: none"> Flu vaccinations were done on 30 April 2013 for interested Staff. Kidszone thanked the school for allowing their staff to participate in vaccinations. School Security was to be discussed by Principal at this meeting. However, measures have been taken to ensure that school grounds are secured by ensuring all gates are locked each night. 	<p>Deputy</p> <p>Steve</p> <p>Staff</p> <p>Principal</p>	<p>End Term 2</p> <p>End Term 2</p> <p>Done</p> <p>Done</p>
6. Data Analysis	Data analysis is to be included at next meeting at request of Principal.	Meredith	Safety Meeting Term 3
7. Issues Raised by Staff and Others	<p>Power Pole in Brescia Street at a dangerous angle..ENERGEX to be advised.</p> <p>Principal reported that:</p> <p>Gate near Infant Sandpit will be moved to footpath</p> <p>Gate on Main Oval (Monza Street) will be moved to footpath</p>	<p>Deputy</p> <p>Principal</p>	<p>ASAP</p> <p>ASAP</p>
8. Projects Update			
9. Other Business			
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 28 August 2013.		

Meeting closed at: 8.50 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 28 August 2013 @ 8.30 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Geoff Howatson (DP), Leanne Addley (CC), Kerree Wookovich (WHSR), Dianne Sargent (BSM), Bill Hodgson (Cleaner Rep), Steve Sitcheff (SOG), Sharon Torpey (P&C Rep) and Meredith Houston (WHSO)		
Apologies:			
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes presented – Meeting 5 June 2013		
3. Business Arising from Previous Minutes	<ul style="list-style-type: none"> First Aid & CPR completed 13 & 20 August and certificates handed to trained staff. Playground /Building inspection not done at end of Term 2 due to illness of WHSO -- rescheduled Term 3. Post hole covers not yet don as they will have to be special order. As Tennis lessons & Volleyball training do not require removal of tennis net & posts, problem can be addressed but does not require urgent attention. Energex was notified re powere pole in Brescia Street. Power pole has been marked by Energex for their attention. 	WHSO Steve	Term 3 End of Year
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	<ol style="list-style-type: none"> EEP for Term 3 is a fire drill ...date to be advised. <u>Building /Playground Inspection</u> – Friday 6 September 2013 @ 9.00 am <u>Parent Use of Playground Equipment after 3 pm</u> <ul style="list-style-type: none"> Parents only supervise own children Equipment is used appropriately as per school rules Use – only Junior Playgrounds <p>Continue to allow use if above conditions are</p>	Geoff WHSO, SOG & Principal	End of Term 3

Minutes

	met ...as always at Principal's discretion.		
6. Data Analysis	<p><i>Incident Report until end of Wk 7 – 13</i> serious incidents have been recorded. Of these, one involved a parent and two other involved children in falls from monkey bars in playgrounds in July & August 2013 (one incident during teacher supervised class time). Discussion followed re suitability of apparatus in Jnr Adventure Playground.</p> <p><u>Review:</u></p> <ul style="list-style-type: none"> *Equipment is age appropriate and in good condition *Softfall underneath is at specified depth and type *Roster – teacher / aide on duty in breaks, then * Continue use <p><i>First Aid (Minor) – Term 1 & 2</i></p> <ul style="list-style-type: none"> • Term 1 – 313 • Term 2 – 399 <p><i>Behaviour Reports (One School)</i> Ask Alison to download reports from One School</p>	Meredith	Term 4 Safety Meeting
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	<p>Children to be reminded</p> <ul style="list-style-type: none"> • Oval is <u>Out of Bounds</u> before school • Running around Res Centre & B Block before school! ... <u>Yellow Seat</u> 	Staff Meeting Meredith/Geoff	28.08.13
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 27 November 2013		

Meeting closed at: 8.50 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	27 November 2013 @ 8.30 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Geoff Howatson (DP), Venus Nicolaides (Acting CC), Kerree Wookovich (WHSR), Dianne Sargent (BSM), Bill Hodgson (Cleaner Rep), Sharon Torpey (P&C Rep) and Meredith Houston (WHSO)		
Apologies:	Nil (Absent - SOG Steve Sitcheff)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes presented – Meeting 28 August 2013		
3. Business Arising from Previous Minutes	<p><u>Buildings Grounds Inspection</u></p> <ul style="list-style-type: none"> completed on 6 September 2013. Updated last 21.10.13 with ALL actions completed MAR – windows C5, Bitumen and end wall C Block Minor Works – prep pathways, A Block gardens & edges School Maintenance – gutters <p><u>Other Grounds Issues (Sharon)</u></p> <ul style="list-style-type: none"> Hole in middle of Jar Oval Landing on Stairs C Block – bolt missing again Boys toilets - locks 	BSM – locks scheduled for fixing	End Term 4
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	<ol style="list-style-type: none"> <u>EEP Term 4 – to be done Week 8 (Surprise)</u> <u>End of Year Audits</u> <ul style="list-style-type: none"> Chemical Audit & MSDS Check : science cupboard cleared out (chemicals & Asbestos mats removed) ...Audit & MSDS check completed 	DP Kerry K WHSO	End Term 4 Done End Term 4

Minutes

	<ul style="list-style-type: none"> • Building/Grounds Inspection – <ul style="list-style-type: none"> ➢ sand & softfall to be replaced in 2014. ➢ Building/Grounds to be done in Week 1 of 2014 • Annual Assessment – Module 6 of Healthy Lifestyle Program..Principal to advise of talks & promotions of Healthy Lifestyle Program to be introduced in 2014 	Principal, DP, SOG, WHSO.	Term 1, 2014
		Principal WHSO	Term 1, 2014
6. Data Analysis	<p>Incident Register – 6 Incidents were recorded in Semester 2, 2014...2xstaff, Parent & child (sibling), 2x students inappropriate actions – Out Of Bounds and spectator at sport, and Behaviour Rewards Day....Review of Behaviour Rewards Day activities to be conducted by Principal</p> <p>First Aid Register – Semester 2... by 27/11/13, 890 minor first aid incidents had been attended to from Staff room. Principal advised that at Staff Meetings discussions were to be held regarding first aid management</p>	Principal Principal & Admin	
7. Issues Raised by Staff and Others	Geoff - New Prep Student in 2014 with serious medical condition. Mother to address staff in 2014. Air conditioning in Prep Buildings to be fixed in holidays.	Geoff	Term 1, 2014
8. Projects Update			
9. Other Business			
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Thank you to all members of the Safety Committee for attendance at meetings and service to our school and community. Next meeting to be in Term 1, 2014.		

Meeting closed at: 8.50 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	19 March 2014 @ 8.30am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Geoff Howatson (DP), Leanne Addley (CC), Kerree Wookovich (WHSR), Dianne Sargent (BSM), Sharon Torpey (P&C Rep), Bill Hodgson (Cleaner Rep), Peter Jones (Acting SOG) and Meredith Houston (WHSO)		
Apologies:	Nil		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes presented – Meeting 27 November 2013		
3. Business Arising from Previous Minutes	<ul style="list-style-type: none"> Audits – Chemical : Total 88 chemicals in school, 18 new MSDS & RA to be done to replace old MSDS & RA. Audits – WHSO (Annual School Audit) presented...area of low ranking - Healthy Lifestyles (see below) Audits – Building/Grounds done in Wk 1 2014 Prep Student -- arrangements in place, toileting OK Healthy Lifestyle – Pupil Free Days 23 Jan 2014 : “Introduction to Mindfulness “ & “Flourishing: the Art of Happiness” Toilet locks – done Stairs – C Block done 	WHSO	Term 2 2014
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	<ul style="list-style-type: none"> <u>Flu Vaccinations</u> held 19 March 2014 for 33 staff. <u>EEP Plans</u> for year presented. Auditor noted that we need to do lockdown every 6 months – 1 per semester. <u>Fire Drill</u> done 25 Feb 2014. <u>OSHC</u> confirmed their EEP records their drills . <u>Buildings/Grounds</u> – conducted inspection on Friday 31 January 2014. Dead trees – 	DP	Each term

Minutes

	only 1 left...mulch to be provided for school. <ul style="list-style-type: none"> • New SOG to be appointed. • Audit – School Security assessment to be done. Regional Office contacted and in formation forwarded to Principal by WHSO 	SOG Admin Principal	ASAP
6. Data Analysis			
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	<ul style="list-style-type: none"> • Security. Students at office met by adult. Discussions regarding getting Adopt-a-Cop involved to discuss with children issues concerning safety, use parade • Tuckshop – children inside tuckshop. 	Principal Principal	
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 11 June 2014 @ 8.30 am		

Meeting closed at: 8.50 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	18 March 2015 @ 8.00am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Geoff Howatson(DP), Kerree Wookovich (WHSR), Nicole Breadsell(Teacher Rep), Bill Hodgson (Cleaner), Peter Jones (SOG) and Meredith Houston (WHSO)		
Apologies:	Dianne Sargent (BSM), Sharon Torpey (P&C, Kidszone)		
Secretariat:	Meredith Houston (WHSO)		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome and apologies accepted. Start time for future meetings to be at 8.00am		
2. Confirmation of Minutes from Previous Meeting	Minutes presented from extraordinary WHS & Wellness Meeting – 19 Feb 2015	Leigh	
3. Business Arising from Previous Minutes	Leigh – emailed opportunities presented by Brenda Lack....one reply – lack of interest. Discussion regarding activities to support Wellness YOGA – 15 people min \$20 pp (Kerree to investigate further options) HEALTH checks – Leigh to email Brenda Nicole also to investigate SOCIAL – Breakfast on last day of term for staff, other group events to be organized through WHS&W committee	Leigh Kerree Leigh Nicole Nicole	Term 2 meeting End Term 1.
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	1. <u>Flu shots</u> - 28 April 2015...staff book via email 2. <u>EEP</u> – Fire Drill conducted Thursday 12 March. Time – 9.5 mins for evac. Suggestion - surprise drill to see if time can be lessened (Wk 9) 3. <u>Presentation of Audits</u> from 2014. Chemical : Manifests show chemical storage & amounts held in location. Pool chemicals supplied by Elite – Meredith to ask Dianne for delivery amounts. 4.	Dianne Geoff Meredith	Term 2 Term 1 As purchased
6. Data Analysis	Incidents from 2014 – 14 Incidents from 2015 (to date) – 7 Leigh asked that more details be provided at next meeting	Meredith	Term 2 meeting

Minutes

7. Issues Raised by Staff and Others	<p><u>WHSR</u></p> <ul style="list-style-type: none"> * Yellow lines to be repainted * Prep asked for other coloured lines to be painted at prep * tree from Max's room to be lopped * Hose holder outside toilet to be re-located to pole opposite toilet taps <p><u>Deputy</u></p> <ul style="list-style-type: none"> * Aeration Drains near toilets to be flushed (?) out to stop smell <p><u>SOG</u></p> <ul style="list-style-type: none"> * Classroom clutter <ul style="list-style-type: none"> – teachers to remove rubbish -- allow clear access to and from doorway - Meredith to audit classroom & report back <p><u>Toilet Hygiene & Behaviour</u></p> <ul style="list-style-type: none"> * Safety of children, appropriate behavior <p>Call attention to teachers about children in pairs</p> <p><u>Montrebe Street Gate</u></p> <p>Pathway on footpath from school gate to neighbour's driveway...P&C to approach BCC to see if possible for a path to be laid to give smooth access to school grounds by parents /children . Good neighbour request by school.</p>	<p>Peter Peter</p> <p>Peter Peter</p> <p>Peter</p> <p>Meredith</p> <p>Teachers Parades</p> <p>Leigh to pass request to P&C</p>	<p>Term 2 meeting</p> <p>Ongoing</p>
8. Projects Update			
9. Other Business			
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 10 June 2015...new time of 8.00 am		

Meeting closed at: 8.30 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	10 June 2015 @ 8.00am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Geoff Howatson (DP), Kerree Wookovich (WHSR), Dianne Sargent (BSM), Bill Hodgson (Cleaner Rep) and Meredith Houston (WHSO)		
Apologies:	Sharon Torpey (P&C, Kidszone), Peter Jones (SOG) & Nicole Eadsell (Teacher Rep)		
Secretariat:	Meredith Houston (WHSO)		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome and Apologues accepted	Meredith	
2. Confirmation of Minutes from Previous Meeting	Minutes presented from Term 1 Meeting -- 18 March 2015	Meredith	
3. Business Arising from Previous Minutes	<p><u>EEP</u> - Term 1. Surprise drill conducted. Time reduced to 5.5 minutes – great result.</p> <p><u>Flu Shots</u> – held 28 April 2015.</p> <p><u>Yoga</u> – Kerree W unable to find instructors for staff program.</p> <p><u>Classroom Audit</u> – Findings presented to Committee. Since audit, problems in PAC with musical instruments and cleaning ...timely reminder to all teachers about room cleanliness – through Staff Meetings. Findings and report handed to Principal.</p>		
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	1. EEP - for Term 2 is Lockdown (in Class time)...to be held in Week 8.	Geoff	End of Term 2
	2. Buildings and Grounds Inspection – to be conducted by Principal, DP & WHSO on Friday 12 June 2015.	Meredith	12 June 2015
6. Data Analysis	<p><u>First Aid</u> – 868 since Day 1 2015 until 9 June 2015....85 days</p> <p><u>Incidents</u> – in 2015 ...13 to date</p> <p>Animal – 1 (Teacher)</p> <p>Contact with – 4 (Teacher Aide)</p> <p>Playground – 3</p> <p>Movement around school - 2</p>	Meredith	

Minutes

	Sport - 2 Bitumen – 1 (Parent)		
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	<p>1. Toilets – new cisterns installed in all toilets in main toilet block. Significant reductions in water consumption noted.</p> <p>2. Softfall – June Holidays – will be added to Playgrounds. Upper : rubber on rubber & Lower : artificial grass on rubber. Funds from Gaming Grants</p> <p>3. Stairs – treads being replaced in B & D blocks (D1 & B6).. Floor board on A Block Walkway to be replaced.</p> <p>4. Contract for repair of seating in Pool Grandstand</p> <p>5. Toilet in Resource Centre – sign to be placed on door for Adult Use Only. Kerree advised - two incidents of children using toilet (toilet paper stuffed in toilet, urine on floor) while teacher was absent for day.</p>	<p>Geoff advised</p> <p>Geoff advised</p> <p>Geoff advised</p> <p>Geoff</p> <p>Geoff advised</p> <p>Meredith</p>	<p>Installed</p> <p>June Hols</p> <p>June Hols</p> <p>Completion prior to swimming season</p> <p>ASAP</p>
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the Consultation Framework			
11. Next Meeting	Wednesday, 2 September 2015 @ 8.00 am		

Meeting closed at: 8.25 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	25 November 2015 @ 8.15 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Dianne Sargent (BSM), Peter Jones (SOG) and Meredith Houston (WHSO)		
Apologies:	Sharon Torpey (P&C, Kidszone), Nicole Breadsell (Teacher Rep), Geoff Howatson (DP), Kerree Wookovich (WHSR),		
Secretariat:	Meredith Houston (WHSO)		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome and Apologues accepted	Meredith	
2. Confirmation of Minutes from Previous Meeting	Minutes presented from Term 2 Meeting -- 10 June 2015	Meredith	
3. Business Arising from Previous Minutes			
4. Information from other Health, Safety and Wellbeing Committees	Tuesday 11 August was meeting regarding Staff Morale - Wellness		
5. Emergent Issues	1. EEP – Term 4	Geoff	End of Term 4
	2. End Of Year Audits		
	• Building & Grounds Monday 30 November 2015 @ 10 am...Leigh, Peter, Geoff, Dianne & Meredith...includes Pool Safety Checklist	Meredith	30 November
	• Chemical Audit and MSDS & RA Check	Meredith	End of Year
	• Annual Assessment	Meredith	
	3. Remind Teachers – End of Year Checklist & locking rooms in EEP & lunchtimes	Meredith	Staff Meeting 25.11.15
6. Data Analysis	<u>First Aid</u> – 693 from 13/07/15 to 30/11/15....87 days <u>Incidents</u> - 5 in Sem 2 2015 Trips – 3 Contact with - 2		
7. Issues Raised by Staff and Others	Peter (SOG)	Peter	
	• trees removed • (ELA)Environment Learning Area Trip hazard – fall by a casual employee (on	Peter	Week 9

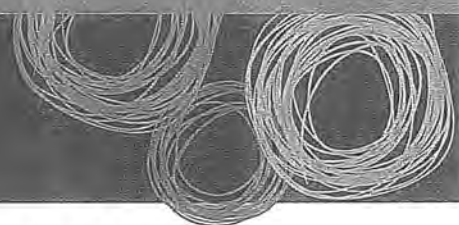
Minutes

	20.11.15) over raised tree root....hazard had only just been repainted. Peter to dig out tree root (& dead stump), back fill road base, resurface with <i>hot mix</i> . (Action from Building & Grounds Report Nov 2015)		
8. Projects Update			
9. Other Business			
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	To be held in 2016		

Meeting closed at: 8.25 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes



MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 16 March 2016 @ 8.15 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Pam Kohn (DP), Peter Jones (SOG), Kerree Wookovich (WHSR) and Meredith Houston (WHSO)		
Apologies:	Shaida Rojc (HOC), SharonTorpey (Kidszone), Nicole Breadsell (on business for committee), Cleaner Rep, Dianne Sargent (BSM)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 25 November 2015 presented.	Meredith	
3. Business Arising from Previous Minutes	<p>1. Audits from 2015 were presented to meeting</p> <p>* Building & Grounds – most items have been completed. Tree stump & Bitumen completed Jan 2016. Sandpit topup done Jan 2016. Softfall replaced under play equipment. Prep shed – Archives in Camping room, camping room on top oval with sporting equip. To do – ELA cleanup: requires skip bin.</p> <p>* Chemical Audit – Meredith spoke at recent staff meeting(9 March 2016) about use of chemicals in school. Staff inspected school manifests for chemical use.</p> <p>* Annual Assessment. Our school has high level of attainment except for Healthy Lifestyle which scored a '3' – agreed that it was personal choice for staff after offers / promotions had been made.</p>	<p>Meredith Peter</p> <p>Meredith</p> <p>Meredith</p>	
4. Information from other Health, Safety and Wellbeing Committees	<p>Wellbeing – from Annual Assessment. This was considered to be of great importance to our staff.</p> <ol style="list-style-type: none"> 1. Nicole – to organize breakfast for staff at cafe end of term – Thursday 24 March 2016 @ 7am. Done. 2. Staff Social – Tarragindi Bowls Club in early Term 2 3. Re-introduce "Deck Do" for end of term 2 where staff can gather. Peter Jones offered his home 	<p>Nicole</p> <p>Sam L & Social comm.</p> <p>Social Comm</p>	<p>16 March 2016</p> <p>Term 2</p> <p>Term 2</p>

Minutes

5. Emergent Issues	1. EEP 2016 hand out – send to members of committee not present.	Meredith	ASAP
	2.EEP Term 1. Another evacuation to be done before end of term – focus on class assembly on oval, classes moving through driveway.	Pam	Week 9 term 1
	3. Holiday Security forms to be sent to staff.	BSM	End of Term 1
	4. Flu shots – 13 April from 8.00am		
6. Data Analysis	First Aid – 324 (over 7 weeks 2 days – an average of 9 applications per day) Incidents – Teacher 1 Children 6 (Playground – 4, Kidszone – 1, Psychological episode – 1)	Meredith	
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	Verandah between A & B Blocks – during heavy rainfall, downpipes cannot cater for flow. Peter will investigate whether extra down pipe can be installed higher up guttering.	Peter	
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday, 8 June 2016		

Meeting closed at: 8.50 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	15 September 2016 @ 8.15 am		
Location:	Resource Centre		
Attendees:	Leigh Robinson(Principal), Pam Kohn(DP), Kerree Wookovich(WHSR), Alison Kemp (BSM), Sharon Torpey (P&C, Kidszone), Peter Jones (SOG), Meredith Houston (WHSO)		
Apologies:	Nicole Breadsell (Teacher Rep), Lorraine Wilkinson(Cleaner Rep), Shaida Rojc (HOC)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 16 March 2016 presented.	Meredith	
3. Business Arising from Previous Minutes	* No Term 2 Meeting held due to illness of WHSO * No Building/Grounds Inspection was conducted at end of term 2. Princ, DP & SOG conduct regular inspections of grounds. SOG requested inspection - to be done in early in Term 4 before school!	Meredith	By end of Week 2 - Term4
4. Information from other Health, Safety and Wellbeing Committees	1. Breakfasts organized end of Term 2. 2. Staff Social held at Bowls Club 3. Term 3 - Morning tea held for birthday & wedding - end of term 3 4. Staff Morale - World Teacher Day & Support Staff Day...breakfast on PF Day for all staff members, 2 parades, Happy Grams and NO gifts	Social Club Staff Leigh Kerree Nicole	Week 3 Term 4
5. Emergent Issues	1. End of Term - security forms emailed & run off for staff to complete 2. EEP - lockdown 26.08.16. Problems with Yr 5 behaviour and Tuckshop. NEW lockdown practice Fri 16.09.16. Fire Training (PD) and new procedures - PF Day 17 October 2016. Advise Kidszone of date. 3. First Aid & CPR - 16 August 2016 First Aid - 27 CPR - 23 Thanks to Admin for catering .	Alison DP All staff Meredith	Friday 16.09.16 Mon 17.10.16 ASAP
6. Data Analysis	<u>First Aid Applications:</u> Term 1 - 379 Term 2 - 512 Term 3 - 443 Issue with ice in plastic bags - littering		

Minutes

	grounds...Suggest using paper towel for ice. <u>Incidents (since Term 1):</u> Staff 3 Students 6 – 2x broken bones, 2x monkey bars, 1 x running, 1 sport (hair pulled)		
7. Issues Raised by Staff and Others	Building & Grounds – needed for action in some areas. Light under B Block to come on before 6pm each day. Lights (night) outside Resource Centre to be checked by electrician. Air conditioners to be serviced in holidays	SOG Kidszone Electrician	
8. Projects Update			
9. Other Business			
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 23 November 2016		

Meeting closed at: 8.35 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 23 November 2016 @ 8.15am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Pam Kohn (DP), Kerree Wookovich (WHSR), Alison Kemp (BSM), Peter Jones (SOG) and Meredith Houston (WHSO)		
Apologies:	Sharon Torpey (P&C, Kidszone), Nicole Breadsell (Teacher Rep), Cleaner Rep		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 15 September 2016 presented.	Meredith	
3. Business Arising from Previous Minutes	Building & Grounds Inspection done 14 October. Trees (5) removed from Junior Playground. Conduct another inspection prior to end of school year. Beam on landing of stairs C Block to be fixed. Another tree to be removed from lower Jnr Playground		
4. Information from other Health, Safety and Wellbeing Committees	* Breakfast – end of year – Friday 9 December * Staff Breakup – Sat 26 November @ Coorparoo * Staff Xmas Luncheon (& Birthdays) – Wed 7 Dec	Nicole Linda H Kerree & Meredith	
5. Emergent Issues	<ol style="list-style-type: none"> Terem 4 EEP – “Surprise” fire drill to be held. (* EEP held Wed 23.11.16 at end of lunch hour...Time taken was 7.5 minutes, delay was in getting rolls to teachers.) New Procedures to be done on 20 January 2017 - PF Days and to include Kidszone staff...Fire Warden training and other emergency procedures. End of Year – security. Forms emailed out to all staff to complete, sign & return to office. Skip Bin – Week 10 Classroom Tidy up & room change. Progressive move from Tuesday of Week 10. DP to set out timetable. Principal advised that all breakups to be done on Thursday of last week (8/12/16) 	Admin Dynamiq Alison SOG Pam Principal	ASAP Jan 2017 3pm - 09/12/16 5/12/16

Minutes

6. Data Analysis	First Aid applications up to Wed 23/11/16 - 442 Incidents (from records) – 1 broken ankle		
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	Thank you to all committee members for their dedication to keeping our school safe.		
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	TBA – Week 8 of Term 1 in 2017		

Meeting closed at: 8.50 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

Workplace Health, Safety and Wellbeing Committee

Table 1. Items for Regional Health, Safety and Wellbeing Committee / DETE Health, Safety and Wellbeing Committee

Issue	Details	Contact Officer
Escalation (Yes/No) Hazard / Risk Requiring DETE Health, Safety and Wellbeing Committee Attention / Action		
Enforcement Notices e.g. Prohibition, Improvement or Infringement Notices issued by Workplace Health, Safety and Wellbeing Queensland Inspector(s)		
Provisional Improvement Notice (PIN) issued by Workplace Health, Safety and Wellbeing Representative		

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 15 March 2017 @ 8.00am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Kerree Wookovich (WHSR), Alison Kemp (BSM), Peter Jones (SOG), Sharon Torpey (Kidszone & P&C Rep), Meredith Houston (HSA)		
Apologies:	Nicole Breadsell (Teacher Rep), James Howden (Deputy),		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 23 November 2016 presented.	Meredith	
3. Business Arising from Previous Minutes	<p>Audits</p> <ol style="list-style-type: none"> <u>Chemical Audit</u> Pool Canteen – no manifest present. Leigh to contact Swim Club to replace <u>Building & Grounds</u> Louvres – stairwell B1 Building Condition Assessment (old MAR) 15/3/17 <u>Annual Safety Assessment</u> Scored well except for Healthy Lifestyles (Rating 3) Action Plans for 2017 discussed – Flu shots now Fri 31 March in Resource Centre Continue Data Analysis Continue Instruction & Training Minutes to be published on Oneschool 	Principal HSA	ASAP 15/3/17 -President of Swim Club spoke to HSA regarding Manifest ASAP- Term 1
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	<ol style="list-style-type: none"> Action Plan 2017 presented. EEP – Thursday 14/3/17 Meeting Point : Senior Oval Report (Principal) – all this to be reviewed with Consultants before end of term and review with Staff again. <ul style="list-style-type: none"> Wardens need masterkeys. No access to pool by warden. Record which Warden is given areas. Teachers to report to Wardens 	HSA Principal	

Uncontrolled copy. Refer to the Department of Education, Training and Employment

Minutes

10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 7 June @ 8.00 AM		

Meeting closed at: 8.35 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Released under the
RTI Act by DOE

Minutes

Workplace Health, Safety and Wellbeing Committee

Table 1. Items for Regional Health, Safety and Wellbeing Committee / DETE Health, Safety and Wellbeing Committee

Issue	Details	Contact Officer
Escalation (Yes/No)		
Hazard / Risk Requiring DETE Health, Safety and Wellbeing Committee Attention / Action		
Enforcement Notices e.g. Prohibition, Improvement or Infringement Notices issued by Workplace Health, Safety and Wellbeing Queensland Inspector(s)		
Provisional Improvement Notice (PIN) issued by Workplace Health, Safety and Wellbeing Representative		

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 7 June 2017 @ 8.15am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Kerree Wookovich (WHSR), Alison Kemp (BSM), Peter Jones (SOG), Meredith Houston (HSA)		
Absent:	James Howden(Deputy), Nicole Breadsell (Teacher), Sharon Torpay (Kidszone)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 15 March 2017 presented.	Meredith	
3. Business Arising from Previous Minutes	1. Flu shots – Wed 3 May 2017 - date transfer from end of Term 1 (School closures – Cyclone Debbie) 2. EEP – second procedure. Report presented & attached. 3. Sign for playgrounds to be erected soon.		
4. Information from other Health, Safety and Wellbeing Committees	Staff Breakfast at end of term – check with Social Committee	Nicole B	End of Term 2
5. Emergent Issues	1. EEP – Term 2 to be Lockdown. Date to be advised. 2. Louvres at staircase (4M) removed and replaced with Perspex. 3. Buildings & Grounds Inspection walk to be conducted on Friday 9 June 2017 @ 2pm	Principal	End of Term 2
6. Data Analysis	First Aid from Mon 13 March 2017 to Wed 7 June – 455 Incidents/Accidents – none reported on OneSchool	HSA	
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	1. Alcohol based handwash – request from Kidszone. Principal advised that it is acceptable for use in school. Students are also offered soap	Meredith Principal	ASAP

Minutes

	<p>handwash with water as well. Two additional hand wash units are to be installed at end of toilet block for OSHC use.</p> <p>2. Handwashing in toilets. Principal advised of Dept WH&S direction:</p> <ul style="list-style-type: none"> * Drinking bubblers & hand wash taps not close together. Removed & handwash taps replaced with timing * Soap to be placed into individual cubicles * Hand towels to be provided but locked away (outside hours – fire hazard) with bigger bins provided * Toilets – Boys : urine on floor(continuous problem) then shoes walked into classroom, children sitting on carpet....encourage use of cushions OR chn to remain seated at tables. * Toilets – Girls : younger girls cramming toilet paper down toilets <p>ALL children will be spoken to on parades.</p> <p>3. Kidszone – sandpit. Sand not to be removed from sandpit and mixed with water as sand cannot be removed from surrounding areas.</p> <p>4. Kidszone use of Staff Toilets. Children to use one side of toilet block NOT staff toilets.</p>	Principal	
		Principal	ASAP
		SOG	7 June 2017
		Principal	ASAP
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 30 August @ 8.00 AM		

Meeting closed at: 8.40AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

EEP Report



Level 24, 303 Green Street
Brisbane QLD 4000
Australia

Tel: +61 (0)7 1020 5805
www.dynamiqhills.com

ABN: 20 115 059 336

12 April 2017

Our Ref. No.: MRSS

Marshall Road State School
Kurra Street
Holland Park West, QLD 4121

Attention: Leigh Robinson

Subject: **Emergency Evacuation Exercise**

Dear Leigh,

I am writing to confirm that Dynamiq provided the following service:

EXERCISE	DATE	LOCATION
Full Scale Evacuation Exercise	28th of March 2017 at 2:07PM	Marshall Road State School Holland Park West

The exercise was completed under the control of Chief Warden James Howden to assess the overall competency of the site Emergency Control Organisation (ECO) and the adequacy of the emergency plan in line with Australian Standards AS 3745 and AS 1851.

OBSERVATIONS AND FINDINGS

The Exercise was commenced by an observer notifying a teacher that the emergency was in their building. The Teacher moved students out of immediate danger, notified others in the immediate area to evacuate and called the '111' emergency number.

James Howden answered the call and commenced Chief Warden duties. During the call the location (TA Resource Room) and initial evacuation of the area was confirmed.

The Chief Warden directed:

- A Communications Officer to make the alert announcement over the Public Address (PA) system and sound the alert tone. The initial announcement also included instruction for the resource centre to evacuate, other areas to remain on standby and for those evacuation to move to Assembly Area 1. The Communications Officer did not mention it was a drill during the announcement. (see Recommendation 1).

On hearing this announcement staff who were not in the act of teaching reported to the Chief Warden at the Emergency Control Point (ECP).

- Three Wardens to evacuate and restrict access to the danger Area. Two Wardens were prescribed locations to restrict access from whilst the third was asked to report back once the area was clear. The Chief Warden issued a Warden duty cards but gave it to a Warden that was restricting access instead of the one responsible for reporting back (see Recommendation 2).

Minutes

Dynamiq
Creating a safe and resilient world

- A second Communications Officer to move to the Evacuation Assembly Area (EAA) and take control and relay any reports from evacuees back to the Chief Warden. In selecting the Communications Officer the Chief Warden asked available staff at the control point if they had a mobile on them, only one staff member did so was subsequently dispatched to the Assembly Area (see Recommendation 3).
- The Communications Officer to make the evacuation announcement over the Public Address (PA) system for the rest of the school and sound the evacuation tone.
- Additional Wardens issued with Warden Duty Cards and room checked post-its, to perform searches of the remaining school's buildings. Wardens reported to the Chief Warden following their searches in a clear concise manner that all rooms were clear of occupants.
- Wardens to Restrict Access, this was a mixture of additional Wardens and those returning from building searches:
 - At the front Gate (to also meet Emergency Services)
 - Between the school buildings and the Assembly Area
 - At other Entry Gates

Wardens restricted access to two parents attempting to access the school during the exercise.

Most Wardens were observed wearing identification throughout the exercise, due to a health number of staff responding the Chief Warden ran out of Warden Packs to issue (see Recommendation 3).

Staff with a class group moved their students to the Evacuation Assembly Area. Once there, students were instructed to line up as their teacher performed a headcount.

The Chief Warden had not received any reports from the Assembly Area, so made a call using his mobile phone to the Communications Officer to obtain that all students were accounted for.

The First Aider did not bring a portable first aid kit during the relocation.

The Chief Warden relocated the Emergency Control Point to the front roundabout/entry due to the proximity of the danger area. This included moving an injured student that was in sick bay at the time of the exercise (see Recommendation 4).

The Chief Warden announced the 'all clear' at the Evacuation Assembly Area, before allowing teachers to take their students back to their class rooms. This re-entry was staged with class groups been dispatched one at time.

After the exercise, a debrief was held and a range of issues were discussed, including:

- The use of mobile phones, likely hood of staff having access, knowing each other's numbers and using the school phone that goes home with Admin staff and may not always be available (see Recommendation 3)
- Public Address not been heard clearly in the classrooms, the school has two systems an external PA System and broadcast available via the phone handsets
- First Aid equipment and access to student specific medications (see Recommendation 4)
- Searching of locked rooms
- Use of the School Map by the Chief Warden, the Chief Warden used a different copy of the school map that did not align with the emergency map and Warden zones to record the emergency response (see Recommendation 5)

Minutes

RECOMMENDATIONS

1. During drills of exercises commence any announcements with 'Attention this is an drill / exercise'
2. The Chief Warden should provide Warden Duty Cards to Wardens searching reporting Back, additional Wardens should be deployed to restrict access prioritising with the danger area first.
3. Though runners or mobile phones are a reasonable alternative, two-way radios should be implemented to make communication more efficient between the Chief Warden, Evacuation Assembly Area and Wardens restricting access/meeting emergency services. A minimum of four radios should be setup at the primary control point.
4. Create a Duty Card for the First Aider role, it should be stored in the first aid identification pack and include instruction to collect portable first aid kit along with student specific medication. This Card should be updated as required to meet student needs.
5. Print additional copies of the new school emergency response map:
 - a. An A3 laminated copy to be kept at the control point along with a white board marker
 - b. Additional A4 & A3 copies as required in the Red Response Folders

Overall, I believe that the Marshall Road State School ECO is in an excellent state of preparedness to safely evacuate the building in an emergency situation.

If any further information is required or if you have any queries regarding this information, please do not hesitate to contact me on 1800 811 543.

Yours sincerely,



Sam Rigby
Manager, Emergency Management QLD

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Wednesday 7 September 2017 @ 8.15 AM		
Location:	Principal's Office		
Attendees:	Leigh Robinson (Principal), Kerree Wookovich (WHSR), Alison Kemp (BSM), James Howden (Deputy), Meredith Houston (HSA)		
Apologies:	Nicole Breadsell (Teacher Rep), SOG on leave, Sharon Torpey (Kidszone)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 7 June 2017 presented.	Meredith	
3. Business Arising from Previous Minutes	<u>Buildings, Grounds Inspection done</u> *Principal requested HAS email all staff seeking any building issues to be reported *Issues: 6M – blinds...Principal to investigate, Spotlight to give quote in Term 4 SEP- railing to stairs & landing...Principal to investigate Music room PAC – sliding door off tracks 1F- stair treads need replacing STL&N – fan switch Music (classroom)- vinyl reglued 4M – holes in wall * Basket ball area OK for use	Meredith	
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	1. EEP – Lockdown Wednesday 30 Sept 2017. (Observed by Dynamiq) * Positives... <ul style="list-style-type: none"> As observers walked down through school, all children were in – quick response. *Negatives... <ul style="list-style-type: none"> A Block – door unlocked (new door ordered, lock to be installed on Princ door) Res Centre – door unlocked...check handle from outside to ensure door locked Casual SOG – not aware of procedure (BSM) 		

Minutes

	<p>had explained)</p> <ul style="list-style-type: none"> • 2 students on verandah who could not get in...must lock down & hide...chn told centre stairs of each building for safety • 5R door open • Teachers check interconnecting door is locked • Students leaving oval were too noisy, so loud speaker instructions could not be heard • Staff room was unlocked, but later locked by teacher in there • Caged doors to be pulled closed to make it look as if locked <p>Next EEP lockdown will be early Term 4 with no prior notice to be given.</p>		
6. Data Analysis	First Aid to Tuesday 6 Sept 2017 – 324 Incidents/Accidents –	HSA	All being reviewed as appropriate
7. Issues Raised by Staff and Others			
8. Projects Update			
9. Other Business	<p>1. Toilet – better cleanliness. Toilet soap dispensers in use. Paper towels use greater in girls toilets than boys.</p> <p>2. Kidszone use of STAFF toilets – BSM to speak to Kidszone again</p> <p>3. Playground signs to be erected soon. These signs encourage use of equipment only in school hours.</p>	<p>BSM</p> <p>DP</p>	<p>ASAP</p> <p>ASAP</p>
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	Wednesday 22 November @ 8.00 AM		

Meeting closed at: 8.47 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

Workplace Health, Safety and Wellbeing Committee

Table 1. Items for Regional Health, Safety and Wellbeing Committee / DETE Health, Safety and Wellbeing Committee

Issue	Details	Contact Officer
Escalation (Yes/No) Hazard / Risk Requiring DETE Health, Safety and Wellbeing Committee Attention / Action		
Enforcement Notices e.g. Prohibition, Improvement or Infringement Notices issued by Workplace Health, Safety and Wellbeing Queensland Inspector(s)		
Provisional Improvement Notice (PIN) issued by Workplace Health, Safety and Wellbeing Representative		

Minutes

MRSS - Health, Safety and Wellbeing Committee

Date/Time:	Friday 24 November 2017 @ 8.15am		
Location:	Resource Centre		
Attendees:	Leigh Robinson (Principal), Kerree Wookovich (WHSR), Dianne Sargent (BSM), James Howden (DP), Sharon Torpey (Kidszone & P&C Rep), Meredith Houston (HSA)		
Apologies:	Nicole Breadsell (Teacher Rep)		
Secretariat:	Meredith Houston		
Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome and Apologies	Welcome		
2. Confirmation of Minutes from Previous Meeting	Minutes of previous meeting 7 September 2017 presented.	Meredith	
3. Business Arising from Previous Minutes	Playground signs erected. Stencil – walking signs on concrete. Toilet – foam use good, paper hand towel use is good BUT sinks & toilets are being blocked from children putting paper in drains & toilets	Principal reports Deputy Princ & Principal to speak to chn on parade	ASAP
4. Information from other Health, Safety and Wellbeing Committees			
5. Emergent Issues	1. EEP – Term 4 : surprise drill to be conducted in Week 9 2. Coffee Van – chn to be reminded that no purchases from coffee van (red foods) 3. Handball areas to be remarked – not to be played in walkways. 4. Uneven concrete near pool – remarking of yellow lines 5. Fire extinguisher off wall in 6W 6. Music room in PAC – chairs in front of door that has access to fire extinguisher to be removed. 7. End of Year Breakfast – Friday 8 December 2017 @ local restaurant	Admin Admin SOG SOG BSM Chubb call Principal speak Strings teacher Nicole organize to	ASAP ASAP ASAP ASAP ASAP Done
6. Data Analysis			
7. Issues Raised by			

Minutes

Staff and Others			
8. Projects Update			
9. Other Business	Audits : Building & Grounds Inspection, Annual Assessment and Chemical & RA/MSDS Audit to be conducted in last weeks of school	HAS	End of 2018
10. Items to be forwarded to Other Health, Safety and Wellbeing Committees within the <u>Consultation Framework</u>			
11. Next Meeting	2018 – Dates to be advised		

Meeting closed at: 8.30 AM

These minutes are a public record. However the Department of Education, Training and Employment (DETE) may redact information from the publicly released version of these minutes if DETE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DETE it will be noted at the relevant part of these minutes.

Minutes

Workplace Health, Safety and Wellbeing Committee

Table 1. Items for Regional Health, Safety and Wellbeing Committee / DETE Health, Safety and Wellbeing Committee

Issue	Details	Contact Officer
Escalation (Yes/No) Hazard / Risk Requiring DETE Health, Safety and Wellbeing Committee Attention / Action		
Enforcement Notices e.g. Prohibition, Improvement or Infringement Notices issued by Workplace Health, Safety and Wellbeing Queensland Inspector(s)		
Provisional Improvement Notice (PIN) issued by Workplace Health, Safety and Wellbeing Representative		

WHS & Wellness Committee – PF Day 17 January 2018

Intro to Committee.

- Establishment of meeting dates

* Week 4 & 8 per term on Wednesday @ 8.15 am

Interim Actions

- Friday 19 Jan – Dynamic EEP procedures (All staff inservice)
- EEP to be held before Wk 4 meeting (not in pool time)
- EEP lockdown to be held before Wk 8 on Wed, Thurs, Fri – pool safety
- PE to review pool safety in EEP with all classes in first weeks of school
- Reminder to Staff – coffee cups with lids (hot liquids) & chemicals in schools

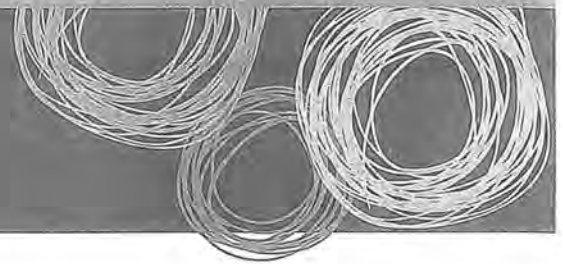
Wellness


- Thursday 18 Jan – Work Life Integration & Resilience presentation by Denis Kingston-Mayne
- Dianne (BSM) – to discuss role as RRTWC in school

Agenda Items for Meeting 1 – Wed 14 February 2018

- Staff Training
- WHS Operations Time line – confirm dates re Flu shots (Term 1) & First Aid / CPR (Term 3)
- Audits – ASA, Chemical & Buildings/Grounds
- EEP

Annual Safety Assessment 2013



Workplace:	Marshall Road SS	Date of Assessment:	09.12.13
Safety Assessment compiled by:	Meredith Houston (WHSO)		
Officer In Charge signature (endorsing this assessment):		Date:	9.12.13

Introduction

This *safety assessment* outlines a comprehensive study of your workplace and its operations to review safety processes and identify health and safety issues. The aim is to identify those things that need improving, and to develop a *safety action plan* to address them.

It is important to conduct a safety assessment at any workplace on a regular basis. At DETE workplaces it is recommended that a safety assessment be conducted each year. Hence, this is called the: **Annual Safety Assessment (ASA)**.

This document has been designed to assist staff at DETE workplaces with the ASA process by:

- a) providing information on the ASA process
- b) outlining the criteria to be assessed
- c) providing recording and reporting templates.

What is the purpose of the ASA?

By conducting a comprehensive ASA of your workplace you will:

- a) Identify the hazards that exist.
- b) Review the safety incidents and safety processes to determine if adequate levels of safety and compliance are being maintained.
- c) Develop a *Safety Action Plan* to document and prioritise how the issues will be addressed. This will help you action your health and safety priorities by allocating responsibilities and timeframes, and encourage monitoring of the Plan through your Health and Safety Committee.

Who completes the ASA?

DETE workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* DETE workplaces, regardless of size, conduct the ASA.

Normally, the ASA would be facilitated by your trained Workplace Health and Safety Officer (WHSO). For those workplaces which do not have a WHSO, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your Admin team.

What is the scope of the ASA?

For DETE workplaces the ASA covers 13 *criteria*,¹ which are the safety aspects of your workplace to be assessed.

Each criterion is assessed against specific *indicators* which have been provided.

An assessment recording sheet has been provided for each of the 13 criteria in this document.

¹ These criteria closely align to DETE's procedure: *Health, Safety and Wellbeing Management Systems Audit*.

DETE Annual Safety Assessment

ASA Process

It is important that the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA will involve the following steps:

1. Planning to determine:
 - a. when the assessment will be conducted
 - b. how the ASA will be conducted
 - c. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating and assessing the results about the safety issues identified at your workplace.
4. Developing a *Safety Action Plan* that will outline and prioritise the initiatives to be undertaken at your workplace for the next 12 months. A template for the plan is provided at the end of this document.

Step 1: Determine the 'when', 'how' and 'who' of the ASA process

When: Choose a time (ideally the same time each year) when staff are available to participate in the ASA process. For example, this may be a particular student-free day sometime *during the year* rather than in January. This will allow new staff time to become familiar with their new workplace. Including the ASA process within your annual planning cycle may also assist with a budget allocation to priorities or identify long term projects.

How: The way the ASA is conducted can be determined by those leading the process at your workplace. The success of the process will depend on a well thought-out process, set timelines and broad consultation. Two ways of gathering the data are suggested in Step 2 below.

Who: Even though the ASA would be coordinated and facilitated by a key person (such as the WHSO), it is important that those people with the best understanding of the health and safety issues for each of the criteria are consulted to provide accurate information.

Step 2: Gathering information about each of the 13 criteria

There will be various sources of information about the criteria including: policy documents, your staff handbook, incident statistics and staff training records.

The most important information will often be gleaned from your staff about their understanding and opinions of workplace health and safety matters. Two methods of gathering information from staff are suggested below.

1. Interview selected staff with the best knowledge of the criterion. This method has the advantage of being relatively quick for most of the staff involved to complete. Possible limitations of this method are: (a) it does not involve *all* staff in the ASA process, (b) a narrow range of information may be obtained, and (c) it could be quite time consuming for the person conducting the interviews.
2. *All* staff complete set questionnaires on the criteria as they relate to their work. An advantage of this process is the involvement of *all* staff in the ASA process, thereby raising their awareness of the ASA and workplace safety issues. However, this process involves work in developing and distributing the questionnaires and collating the results.

Step 3: Collating and assessing the results about the safety issues at the workplace

Once the information has been collated and examined, make an assessment on the level of compliance with each indicator. Assign each indicator a score of 1 - 5 based on the descriptors below.

Score	SCORE DESCRIPTORS FOR SPECIFIC INDICATORS	
1	Indicator is not being met to any real degree	
2	Indicator is met only to a limited degree	
3	Indicator is met to some degree	
4	Indicator is mostly met	
5	Indicator is fully met	

DETE Annual Safety Assessment

Once the indicators of a criterion have been scored, they can be 'averaged' to determine an *overall* rating for the criterion. This can be done by using the mathematical process explained below.

1. Add the scores and divide that total by four to obtain the average score.
2. Convert the average score to a rating according to the scale in the table below.

Av. Score	Rating	RATING DESCRIPTORS FOR EACH CRITERION
1 – 1.5	1	Little evidence of indicators being met to any real extent – recommendations for improvement a priority
1.5 – 2.5	2	Few indicators are met – strong recommendations for improvement
2.5 – 3.5	3	Some indicators are met – recommendations for improvement
3.5 – 4.5	4	Most indicators are met
4.5 – 5	5	All indicators are met

For example, say the four indicators received scores of: 4, 3, 5, and 3.

The average would be: $(4 + 3 + 5 + 3) \div 4 = 3.75$ which equates to an overall criterion rating of: **4**

Criterion indicators	Not met ← → Fully met				
	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current strengths and things we do well: Staff risk management training conducted annually; good risk management processes are in place.					

Details of the things currently done well, the issues of concern, and the recommendations for improvement can be added to each criterion sheet. These results will inform the development of the Safety Action Plan.

Step 4: Develop a Safety Action Plan

A Safety Action Plan will detail the safety initiatives to be undertaken at your workplace for the next 12 months. The Plan will be based on the findings of the ASA, especially each criterion's issues of concern and the recommendations for improvement.

Ideally, the Safety Action Plan would be developed in consultation with your Health and Safety Committee and Admin team, and when complete it should be tabled for the approval of the Committee and the Principal/Director or Officer in Charge.

A sample Safety Action Plan template is provided in Appendix 2 at the end of this document. (There are many Action Plan designs - you may wish to use an alternative template.)

Once your health and safety issues have been identified complete your Safety Action Plan to:

1. List the health and safety issues of concern.
2. Assign action(s) to each issue and a priority level (Low, Medium, or High).
3. Assign those responsible for seeing that the actions are completed and dates for when it is intended the actions will be completed by.
4. Record when each action has been completed throughout the year.

Your Safety Action Plan will set out the work to be done over the next 12 months. Prioritise actions to address the issues with the highest level of risk first – even if temporary measures are required to lower the risk to an acceptable level until a more permanent solution can be implemented. Some issues may not be able to be solved at your local level. Consider ways to obtain external support to have such issues addressed (e.g. from QBuild or Regional Office).

The Safety Action Plan is intended to be a *working* document. As actions are completed and issues are addressed record these on the plan. It is recommended that a review of the Safety Action Plan be a standing agenda item at each of your Health and Safety Committee meetings.

The *Summary Results of the Annual Safety Assessment* (Appendix 1) is an optional one-page report. It could be used to report to your P&C Association, staff meetings, or included in your Annual Report, etc.

DETE Annual Safety Assessment

Criterion 1: WORK HEALTH AND SAFETY POLICY					
<p><u>Guidance</u></p> <p>DETE has a comprehensive range of Workplace Health and Safety (WHS) policies, procedures and guidelines. They provide directives and guidance so that a high level of safety can be maintained at your workplace, and our legal obligations are met. It is important that the WHS requirements are met by all staff at your workplace.</p> <p>A copy of DETE's current Health, Safety and Wellbeing Policy Statement should be displayed at your workplace.</p> <p>All employees should:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be aware of the range of DETE WHS procedures that exist <input checked="" type="checkbox"/> know how to access DETE's WHS procedures <input checked="" type="checkbox"/> integrate the requirements of these procedures into work practices. <p><u>Important Links</u></p> <ul style="list-style-type: none"> • DETE Health, Safety and Wellbeing Policy Statement http://education.qld.gov.au/health/docs/orghealth-policy-statement.pdf • DETE Health and Safety procedure register http://ppr.del.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx • Creating Healthier Workplaces website http://education.qld.gov.au/health/ 					
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Not met ← → Fully met </div>					
Criterion indicators	1	2	3	4	5
1. Management and staff know what DETE WHS policies and procedures apply, and are able to access them when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Management and staff are aware of their H&S responsibilities as outlined in relevant DETE WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. References are made to relevant DETE WHS procedures and guidelines in your school/TAFE Institute policy documents (e.g. staff handbook).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. DETE's WHS procedure requirements are reflected in work practices (e.g. incident reporting, infection control, staff induction).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Current strengths and things we do well:</p> 					
<p>Rating: 4</p>					
<p>Issues of concern and recommendations for future improvement:</p> <p>* Display current DETE Health Safety & Wellbeing Statement</p> 					

DETE Annual Safety Assessment

Criterion 2: **MANAGEMENT RESPONSIBILITY**

Guidance

Health and safety at work is everyone's responsibility. However, managers and supervisors have additional responsibilities for health and safety compliance. The H&S responsibilities of management staff are outlined in the relevant DETE policies and procedures.

Principals and Institute Directors have broad responsibilities for health and safety at their workplace such as, establishing health and safety systems (e.g. incident reporting, risk management, induction training). Other management staff including Deputy Principals, TAFE Managers and Heads of Programs (i.e. HODs, HOSES, HOCs) also have particular H&S duties within their assigned area of responsibility.

For DETE workplaces with over 30 workers a Workplace Health and Safety Officer should be appointed and provided with training and support in accordance with the *Workplace Health and Safety Officers* procedure.

Management staff should:

- ☒ be aware of their H&S responsibilities outlined in DETE's policies and procedures
- ☒ meet their responsibilities through their work practices.

Important Links

- Managing Health and Safety (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing.html>
- Workplace Health and Safety Officers procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Officers.aspx>

No: met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Management meet their H&S responsibilities as outlined in relevant policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff have been provided with information and guidance on their H&S responsibilities as outlined in DETE policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Management plays an active role in H&S compliance at work e.g. <ul style="list-style-type: none"> • Chair H&S Committee. • Provide adequate resourcing for H&S issues. • Establish and maintain effective consultative processes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Management acts as a positive role model for H&S conduct at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * Safety Committee meets each term.
- * WHSO Allocation - 2 hrs per week.

Rating: 5

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 3: **PLANNING PROCESSES**

Guidance

Planning for WHS is fundamental to effective compliance with WHS legislation, policies and procedures. WHS planning involves:

1. Having proactive risk management processes in place.
2. Establishing processes to manage H&S issues before and as they arise (e.g. critical incident plans, emergency procedures, incident reporting).
3. Establishing staff induction and training programs.
4. Regularly reviewing the current Safety Action Plan to ensure safety issues are being addressed as intended.

Workplace health and safety planning documents should:

- ☒ Identify foreseeable hazards, indicate their assessed risk and outline how they are to be controlled.
- ☒ Establish expectations for H&S processes, such as: training, risk management and incident reporting.
- ☒ Explain your workplace emergency procedures.

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Work activities are reviewed on a regular basis to identify hazards, assess their risk and implement safety controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A Safety Action Plan is developed each year that prioritises hazards according to their risk and maps out actions to address those hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Emergency plans exist for site evacuation, lockdown, medical emergencies and other foreseeable critical incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Effective policies and processes have been established to address H&S issues such as: staff induction and training, risk management, incident reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * Meet all goals as above
- * Proactive in ensuring safety of ALL (staff, students and community) in school, excursions, camps and sport.

Rating: 5

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 4: **CONSULTATION**

Guidance

Maintaining health and safety at work relies on meaningful consultation with all staff and other stakeholders (e.g. contractors). This consultation may occur through: an established Health and Safety Committee, an appointed Workplace Health and Safety Officer, elected staff Health and Safety Representatives, staff meetings, newsletters and less formal communication. Meaningful consultation will not only advise everyone concerned about H&S issues, but will also seek a broad range of views and input before decisions are made.

Consultation should occur:

- ☒ during risk management processes (e.g. when hazards are being identified, risks assessed and when safety controls are being formulated and implemented)
- ☒ when investigating H&S incidents
- ☒ when planning changes to work policies and practices that affect safety
- ☒ when determining H&S training needs.

Important Links

- Health, Safety and Wellbeing Communication and Consultation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health,-Safety-and-Wellbeing-Communication-and-Consultation.aspx>
- Health and Safety Representatives procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Representatives.aspx>
- Committees and Consultation (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/committees.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Formal means of consultation have been established to foster meaningful communication on H&S issues (e.g. H&S Committee, staff provided with an opportunity to elect a Health and Safety Representative).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. The Health and Safety Committee meets at least four times a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Consultation on H&S issues happens in a meaningful way with a broad range of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff are advised of relevant H&S decisions and processes that are put in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * WHSR - WHS Representative elected at start of year
- * Minutes of Safety Committee published for all staff - minutes displayed in Staffroom.
- * H&S issues presented in Staff Meetings and January PF Days.

Rating: 5

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 5: **RISK MANAGEMENT**

Guidance

Effective health and safety risk management is fundamental to ensuring safety at work.

All DETE staff should have an understanding of the health and safety risk management process and how it is applied to their work. Staff should understand and comply with relevant DETE risk management procedures.

Instances where risk management would be required include:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • High-risk curriculum activities • Contractors and visitors • Electrical safety • School/TAFE offsite activities (i.e. camps, vocational placement) | <ul style="list-style-type: none"> • Chemical safety • Working at heights • Work experience • Infection control | <ul style="list-style-type: none"> • Emergency planning • Manual handling • Slips, trips and falls • Driver safety |
|---|---|--|

Processes should be established at your workplace to:

- ☒ ensure staff understand the risk management process, relevant DETE risk management procedures and how they are to be implemented
- ☒ identify, assess and manage hazards in your workplace
- ☒ complete risks assessments for high and extreme risk health and safety hazards/activities.

Important Links

- Risk Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/risk.html>
- Managing Risks in School Curriculum Activities procedure
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Health and Safety procedures
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

* All staff use CARA for sport, excursions and other school related activities.

Rating: 5

Issues of concern and recommendations for future improvement:

* Continue Risk Identification and Risk Management

DETE Annual Safety Assessment

Criterion 6: **HEALTHY LIFESTYLE PROGRAM**

Guidance

Healthy lifestyle programs provide staff with information and skills to help them maintain good health and wellbeing.

These programs should be based on health issues identified through a needs assessment done with your local staff. Ideally, a range of programs would be implemented to cater for a variety of individual needs.

Implemented programs should be evaluated to determine their success. This could be based on participation, satisfaction levels, improvements to health and wellbeing, etc.

Healthy lifestyle programs should be:

- ☒ implemented to cater for a diverse range of identified needs
- ☒ evaluated to determine their effectiveness.

Important Link

- Health and Wellbeing Information (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/healthpromotion/health-wellbeing-info.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Needs and preferences for healthy lifestyle programs are assessed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A broad range of healthy lifestyle initiatives are promoted and implemented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Healthy lifestyle programs are evaluated to determine their effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Healthy lifestyle programs are included in the annual planning process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

* Principal addressed Safety Meeting (27 November 2013) with plan for action to address Healthy Lifestyle Program.

Rating: 1 (but with a definite plan in 2014)

Issues of concern and recommendations for future improvement:

* Pupil Free Day 2014 - Thursday 23 January 2014

Presentation by Brenda Lack "Introduction to Mindfulness" & "Flourishing - The Art of Happiness"

DETE Annual Safety Assessment

Criterion 7: INFORMATION INSTRUCTION AND TRAINING

Guidance

For staff to maintain a safe work environment in accordance with DETE's policies and procedures, they need to be provided with ready access to up-to-date information and quality H&S training.

All staff should receive regular training in workplace emergency procedures (such as, evacuations and lockdowns), and key H&S procedures (such as, incident reporting and risk management).

H&S topics should be included in induction programs for all staff upon their initial appointment to your workplace or their return from extended leave.

More specific H&S training should be provided to staff based on their role. For example, Cleaners and Grounds Staff may receive training regarding manual handling risks and managing hazardous chemicals.

Records of the training undertaken should be maintained.

All staff should:

- ☒ receive H&S induction training upon their appointment
- ☒ receive H&S training relevant to their work role and duties (refer to H&S procedures for information).

Important Link

- Courses and Training (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/training.html>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Health and safety induction training is provided for newly appointed staff and for staff returning from extended leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff are provided with health and safety training that relates to their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Health and safety training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Health and safety training is based on a needs analysis of training requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * First Aid & CPR done yearly
- * Asthma /Epipen training done yearly
- * Fire training - yearly
- * Inservice offered for all staff - in particular SOG, cleaners.

Rating: 5

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 8: INJURY TREATMENT AND MANAGEMENT

Guidance

Injury treatment is aimed at providing an immediate response to work injuries. Often, injury treatment is provided through First Aid. To enable this, appropriate First Aid facilities and sufficient staff with current First Aid and CPR training are required at the workplace.

Injury management focuses on facilitating the early and safe return to work of staff who have been ill or injured. This may require a return to work (RTW) program for seriously injured staff. Such a program should be developed and monitored by an accredited Rehabilitation and Return to Work Coordinator (RRTWC).

All workplaces need an accredited RRTWC appointed. Larger workplaces (e.g. 30+ staff) should have a trained RRTWC on staff. Smaller workplaces should have arrangements to access a RRTWC located at another DETE workplace for if, or when required.

Staff should be aware of their responsibilities and the RTW services available to them in the event of them being ill or injured.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>
- First Aid procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- First Aid (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/hazards/firstaid.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Appropriate First Aid facilities and sufficient trained staff are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff have a good understanding of their role in the rehabilitation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The workplace has appointed an accredited RRTWC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff RTW plans are implemented when required. (If no RTW plans have been required, then the RTW process is understood by Admin staff.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

* All staff trained yearly - all teaching staff have current First Aid Certificate while ancillary staff have CPR.

Rating: 4

Issues of concern and recommendations for future improvement:

* RRTWC continues support role.

DETE Annual Safety Assessment

Criterion 9: CLAIMS MANAGEMENT

Guidance

Claims management refers to the management of: WorkCover claims, QSuper income protection claims and long term sick leave for ill or injured staff. Claims should be managed in an accurate and timely manner, and in a way that respects and upholds the rights and responsibilities of both the employee and DETE.

Effective claims management can be achieved with a range of people working together, including:

- the injured/ill employee
- your workplace Administration team
- the accredited RRTWC assigned to manage the case
- Regional staff including the Claims Officer and the Senior Injury Management Consultant
- Case Managers from WorkCover and/or QSuper.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- WorkCover, QSuper and Other Claims (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/workcover.html>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Staff understand their rights and responsibilities in relation to the lodgement of claims and leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All claims are managed in a timely and efficient manner. If no claims have needed to be managed, the claims process understood by Admin staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Files containing claim and leave paperwork are kept secure and confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Staff have ready access to information about claims and leave options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

* completed by RRTWC - November 2013.

Rating: 4

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 10: INCIDENT RECORDING, INVESTIGATION, ANALYSIS AND REVIEW

Guidance

A health and safety 'incident' is an accident or event that has resulted in an injury, or had the potential to result in an injury (like a near miss).

Incidents should be recorded and reported in accordance with the *Health and Safety Incident Recording and Notification* procedure. For schools and offices with access to MyHR, incident and investigation details are to be recorded in the MyHR WHS module.

Incidents should be investigated in accordance with the *Health and Safety Incident Investigation* procedure. Your workplace should have staff (or access to staff) trained in incident investigation.

Incident statistics should be reviewed and analysed on a regular basis (at least annually) with the view to reducing the risk of similar incidents happening in the future. This could be undertaken by the Workplace Health and Safety Committee, with the findings and responses communicated to all relevant staff.

Important Links

- Health and Safety Incident Recording, Notification and Management procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording-Notification-and-Management.aspx>
- Health and Safety Incident Investigation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Investigation.aspx>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Management and staff are aware of their responsibility to report H&S incidents in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Health and safety incidents are recorded in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Health and safety incidents are investigated in accordance with the <i>Incident Investigation</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Actions are undertaken in response to regular review and analysis of incident statistics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

- * Review of Incidents done at Safety Meetings

Rating: 4

Issues of concern and recommendations for future improvement:

- * Continue to review these statistics at Safety meetings.

DETE Annual Safety Assessment

Criterion 11: MEASURING AND EVALUATING WHS PERFORMANCE

Guidance

A key activity to measure and evaluate your workplace H&S performance is through an Annual Safety Assessment (ASA). The ASA should:

- review the 13 DETE health, safety and wellbeing criteria
- consult with a broad range of staff
- be conducted annually
- result in an annual Safety Action Plan (see Appendix 2) which prioritises the safety measures to be undertaken over the next 12 months in response to issues identified in the ASA
- inform priorities to be included in annual operational plans.

Other steps may be taken to review WHS performance, such as:

- ☒ specific work site inspections, undertaken for high-risk areas on a regular basis
- ☒ analysis of H&S statistics (such as: WorkCover claims, MyHR WHS injury data, incident reports, identified hazards, risk assessments)
- ☒ review of actions taken in response to identified issues.

Criterion indicators	Not met ← → Fully met				
	1	2	3	4	5
1. An ASA is conducted each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A Safety Action Plan is developed that outlines prioritised actions to be undertaken in response to the ASA findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. A broad range of H&S data is reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work site inspections for high-risk areas are undertaken on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

- * Inspections (walk around) done weekly by Principal & DP.
- * Building /Grounds Inspections undertaken July & December each year. From Safety Meeting 27/11/13 – Principal asked that B/G inspection be undertaken Wk 1 of each new school year rather than in December. New timetable in 2014 will reflect changes. Rating : 4

Issues of concern and recommendations for future improvement:

- * Data Review – analysis of data to be undertaken at Safety meetings
- * Review Safety Action Plans

DETE Annual Safety Assessment

Criterion 12: **REVIEWING WHS PERFORMANCE**

Guidance

We all have a duty to provide a high level of safety at work, in accordance with WHS legislation and DETE policies and procedures.

The H&S practices at your workplace should be reviewed to ensure they meet current legislative and DETE requirements. Sometimes processes need to be updated to reflect other legislation (for example, building fire safety legislation).

From time to time, external WHS management system audits are conducted at DETE workplaces. The criteria used in this ASA align closely to those used in the external WHS audit. More information is provided in the *Health, Safety and Wellbeing Management Systems Audits* procedure (link below).

Management staff should:

- ☒ Review your WHS practices to ensure they comply with DETE procedures and legislation.
- ☒ Ensure staff are aware of current WHS policies and procedures.
- ☒ Ensure there is compliance with the WHS policies and procedures.

Important Link

- Health, Safety and Wellbeing Management Systems Audits procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health,-Safety-and-Wellbeing-Management-Systems-Audit.aspx>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. WHS policies and procedures are reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. WHS policies and procedures are updated as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Staff are advised of changes to WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Current WHS policies and procedures are reflected in planning processes and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

- * Review Excursion & Camping Policy undertaken in Semester 2 2013.
- * Staff updated re OneSchool & Performing Risk Assessments – Paul (OneSchool Administrator).

Rating : 4

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 13: **REPORTING OF WHS**

Guidance

DETE workplaces are required to maintain records of WHS issues and activities.

For example:

- Hazards and incidents are recorded in a central register (e.g. MyHR WHS, TAFE risk registers).
- WHS training records are maintained.
- The results of the ASA are reported to the Health and Safety Committee and the Admin/Leadership team.

Management staff should:

- ☒ Monitor WHS reporting to determine that it is an accurate reflection of your workplace.
- ☒ Maintain all the records required for audits on Health and Safety processes.

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. The results of the ASA are reported each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Central registers of hazards and incidents are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. WHS training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. All records required for Health and Safety audits are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * All audits conducted yearly and reports presented to Principal.
- * All EEP conducted each term.
- * All SOG records are kept and maintained – assistance given to SOG for Risk Identification and Recording.

Rating: 5

Issues of concern and recommendations for future improvement:

Summary Results of the Annual Safety Assessment

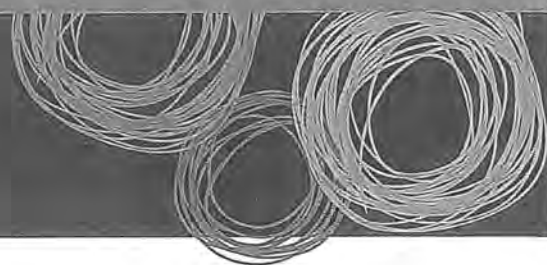
Location:	Marshall Road State School				
Safety Assessment compiled by:	Meredith Houston		Date:	09.12.13	
CRITERIA	1	2	3	4	5
1. Work Health and Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Management responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Planning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Healthy lifestyle program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Information instruction and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Injury treatment and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Claims management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Incident recording, investigation, analysis and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Measuring and evaluating WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Reviewing WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Reporting of WHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall Safety Assessment rating:			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Top three issues of concern			Key actions to be taken		
Healthy Lifestyles Program			* Initiatives to be undertaken of PF Day 23 January 2014		
Review of Incident Statistics at Safety Meetings			* Continue review of all statistics at Safety Meetings		
Safety Action Plan			* Continue Safety Action Planning for 2014		
Officer In Charge (signature):					Date:

LOCATION	Marshall Road State School				DATE OF PLAN	
IDENTIFIED HAZARD / ISSUE	ACTION TO BE TAKEN	PRIORITY High, Med., Low	PERSON RESPONSIBLE	DATE TO BE COMPLETED BY	DATE COMPLETED	
* Healthy Lifestyle Program	* Begin with PF Day Initiative by Principal	High	Principa	end 2014	23.01.14	
* Statistics	* Review at Safety Meetings - 1 per term	Medium	WHSO	end 2014		
* Building / Grounds Inspections	*Inspections for Building/Grounds Term 1 and Term 3	High	WHSO, Principal, DP and SOG	end 2014		
* Annual Safety Assessment	*Completed with RRTWC	High	WHSO	end 2014		
* Chemical Audit & MSDS/ RA check	* 18 MSDS & RA on chemicals to be done Term 1, 2014	High	WHSO	end 2014		
* Emergency Evacuation Procedures (EEP)	* 1 per term (refer WH&S Operation Timeline at start of each year)	High	WHSO/DP	end 2014		
* Safety Meetings	* 1 per term - Committee : Principal, DP, CC, WHSO, WHSR, SOG, Cleaner Rep, BSM, P&C Rep (Refer WH&S Operation Timeline at start of year)	High	WHSO to co-ordinate	end 2014		

NOTES:

- Uneven surfaces - repaint all yellow lines
- Bitumen area outside PAC - hole to be filled
- Bitumen areas D Block, C Block & outside toilet areas - need resurfacing
- Bitumen between Prep & D Block - replace bitumen
- Remove stumps still in gardens - Jnr play areas & between C Block & toilets
- Barrier around lantana - lower Jnr Adventure playground

Annual Safety Assessment 2014



Workplace:		Date of Assessment:	
Safety Assessment compiled by:			
Officer In Charge (e.g. Principal)			

Introduction

This *safety assessment* outlines a comprehensive study of your workplace and its operations to review safety processes and identify health and safety issues. The aim is to identify those things that need improving, and to develop a *safety action plan* to address them.

It is important to conduct a safety assessment at any workplace on a regular basis. At DETE workplaces it is recommended that a safety assessment be conducted each year. Hence, this is called the: **Annual Safety Assessment (ASA)**.

This document has been designed to assist staff at DETE workplaces with the ASA process by:

- a) providing information on the ASA process
- b) outlining the criteria to be assessed
- c) providing recording and reporting templates.

What is the purpose of the ASA?

By conducting a comprehensive ASA of your workplace you will:

- a) Identify the hazards that exist.
- b) Review the safety incidents and safety processes to determine if adequate levels of safety and compliance are being maintained.
- c) Develop a *Safety Action Plan* to document and prioritise how the issues will be addressed. This will help you action your health and safety priorities by allocating responsibilities and timeframes, and encourage monitoring of the Plan through your Health and Safety Committee.

Who completes the ASA?

DETE workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* DETE workplaces, regardless of size, conduct the ASA.

Normally, the ASA would be facilitated by your trained Health and Safety Adviser (HSA) *formerly WHSO*. For those workplaces which do not have a HSA, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your Admin team.

What is the scope of the ASA?

For DETE workplaces the ASA covers 13 *criteria*,¹ which are the safety aspects of your workplace to be assessed.

Each criterion is assessed against specific *indicators* which have been provided.

An assessment recording sheet has been provided for each of the 13 criteria in this document.

¹ These criteria closely align to DETE's procedure: *Health, Safety and Wellbeing Management Systems Audit*.

DETE Annual Safety Assessment

ASA Process

It is important that the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA will involve the following steps:

1. Planning to determine:
 - a. when the assessment will be conducted
 - b. how the ASA will be conducted
 - c. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating and assessing the results about the safety issues identified at your workplace.
4. Developing a *Safety Action Plan* that will outline and prioritise the initiatives to be undertaken at your workplace for the next 12 months. A template for the plan is provided at the end of this document.

Step 1: Determine the 'when', 'how' and 'who' of the ASA process

When: Choose a time (ideally the same time each year) when staff are available to participate in the ASA process. For example, this may be a particular student-free day sometime *during* the year rather than in January. This will allow new staff time to become familiar with their new workplace. Including the ASA process within your annual planning cycle may also assist with a budget allocation to priorities or identify long term projects.

How: The way the ASA is conducted can be determined by those leading the process at your workplace. The success of the process will depend on a well thought-out process, set timelines and broad consultation. Two ways of gathering the data are suggested in Step 2 below.

Who: Even though the ASA would be coordinated and facilitated by a key person (such as the HSA), it is important that those people with the best understanding of the health and safety issues for each of the criteria are consulted to provide accurate information.

Step 2: Gathering information about each of the 13 criteria

There will be various sources of information about the criteria including: policy documents, your staff handbook, incident statistics and staff training records.

The most important information will often be gleaned from your staff about their understanding and opinions of workplace health and safety matters. Two methods of gathering information from staff are suggested below.

1. Interview selected staff with the best knowledge of the criterion. This method has the advantage of being relatively quick for most of the staff involved to complete. Possible limitations of this method are: (a) it does not involve *all* staff in the ASA process, (b) a narrow range of information may be obtained, and (c) it could be quite time consuming for the person conducting the interviews.
2. *All* staff complete set questionnaires on the criteria as they relate to their work. An advantage of this process is the involvement of *all* staff in the ASA process, thereby raising their awareness of the ASA and workplace safety issues. However, this process involves work in developing and distributing the questionnaires and collating the results.

Step 3: Collating and assessing the results about the safety issues at the workplace

Once the information has been collated and examined, make an assessment on the level of compliance with each indicator. Assign each indicator a score of 1 - 5 based on the descriptors below.

Score	SCORE DESCRIPTORS FOR SPECIFIC INDICATORS
1	Indicator is not being met to any real degree
2	Indicator is met only to a limited degree
3	Indicator is met to some degree
4	Indicator is mostly met
5	Indicator is fully met

DETE Annual Safety Assessment

Once the indicators of a criterion have been scored, they can be 'averaged' to determine an *overall* rating for the criterion. This can be done by using the mathematical process explained below.

1. Add the scores and divide that total by four to obtain the average score.
2. Convert the average score to a rating according to the scale in the table below.

Av. Score	Rating	RATING DESCRIPTORS FOR EACH CRITERION
1 – 1.5	1	Little evidence of indicators being met to any real extent – recommendations for improvement a priority
1.5 – 2.5	2	Few indicators are met – strong recommendations for improvement
2.5 – 3.5	3	Some indicators are met – recommendations for improvement
3.5 – 4.5	4	Most indicators are met
4.5 – 5	5	All indicators are met

For example, say the four indicators received scores of: 4, 3, 5, and 3.

The average would be: $(4 + 3 + 5 + 3) \div 4 = 3.75$ which equates to an overall criterion rating of: **4**

Criterion indicators	Not met ← → Fully met				
	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current strengths and things we do well:					
Staff risk management training conducted annually, good risk management processes are in place.					

Details of the things currently done well, the issues of concern, and the recommendations for improvement can be added to each criterion sheet. These results will inform the development of the Safety Action Plan.

Step 4: Develop a Safety Action Plan

A Safety Action Plan will detail the safety initiatives to be undertaken at your workplace for the next 12 months. The Plan will be based on the findings of the ASA, especially each criterion's issues of concern and the recommendations for improvement.

Ideally, the Safety Action Plan would be developed in consultation with your Health and Safety Committee and Admin team, and when complete it should be tabled for the approval of the Committee and the Principal/Director or Officer in Charge.

A sample Safety Action Plan template is provided in Appendix 2 at the end of this document. (There are many Action Plan designs - you may wish to use an alternative template.)

Once your health and safety issues have been identified complete your Safety Action Plan to:

1. List the health and safety issues of concern.
2. Assign action(s) to each issue and a priority level (Low, Medium, or High).
3. Assign those responsible for seeing that the actions are completed and dates for when it is intended the actions will be completed by.
4. Record when each action has been completed throughout the year.

Your Safety Action Plan will set out the work to be done over the next 12 months. Prioritise actions to address the issues with the highest level of risk first – even if temporary measures are required to lower the risk to an acceptable level until a more permanent solution can be implemented. Some issues may not be able to be solved at your local level. Consider ways to obtain external support to have such issues addressed (e.g. from Building and Asset Services (BAS) or Regional Office).

The Safety Action Plan is intended to be a *working* document. As actions are completed and issues are addressed record these on the plan. It is recommended that a review of the Safety Action Plan be a standing agenda item at each of your Health and Safety Committee meetings.

The *Summary Results of the Annual Safety Assessment* (Appendix 1) is an optional one-page report. It could be used to report to your P&C Association, staff meetings, or included in your Annual Report, etc.

Annual Safety Assessment Report 2014

Workplace:	Marshall Road SS	Date of Assessment:	04.12.14
Safety Assessment compiled by:	Meredith Houston		
Signature		Date Submitted	08.12.14

Executive Summary

- This section can be used to provide a brief summary of the report, to highlight the how the ASA was undertaken and to draw attention to any particular issues if required.
- Be sure to direct the reader to:
 - Appendix 1: Summary Results of the Annual Safety Assessment and
 - Appendix 2: Action Plan.

ASA was planned for during Term 4 2014 but conducted from Dec 1 - 4, 2014.

Principal, Deputy Principal and RRTWC assisted in compilation of this report through interviews and meetings with WHSO.

Marshall Road SS has a strong culture of best practice H&S and a very good record of H&S as outlined by our regular school auditors and their reports.

Criteria 6 - Healthy Lifestyle Program

In 2014, we included Well-Being into the Safety Committee parameters. Attention to this area began in January 2014 with whole staff in-service that continued throughout the year. Further plans in 2015 will see this Rating - 2 raised much higher in 2014 (Appendix 1).

Criteria 10 - Incident recording, investigation, analysis and review

Use of OneSchool data will be added into Safety Committee discussions. While this has been down in past, we will attempt formal analysis and review to be included in to committee proceedings.
Rating - 4 (Appendix 1 and Action Plan in Appendix 2)


Criteria 11 - Reviewing of WHS Performance

Rating 4 - better data analysis to be done (Appendix 1). Refers also to Action Plan.

Student Safety is our highest concern and to this end, our staff are trained in First Aid, CPR and for any other medical alerts (eg Anaphylaxis, Diabetes, Epilepsy and Ichthyosis) with which our students present.

Combined Rating - 4.6 for 2014 (which gives an Overall Safety Rating Assessment of 5 for 2014)

DETE Annual Safety Assessment

Officer In Charge signature (endorsing this assessment):		Date:	08.12.14

Released under the
RTI Act by DOE

DETE Annual Safety Assessment

Criterion 1: **WORK HEALTH AND SAFETY POLICY**

Guidance

DETE has a comprehensive range of Workplace Health and Safety (WHS) policies, procedures and guidelines. They provide directives and guidance so that a high level of safety can be maintained at your workplace, and our legal obligations are met. It is important that the WHS requirements are met by all staff at your workplace.

A copy of DETE's current Health, Safety and Wellbeing Policy Statement should be displayed at your workplace.

All employees should:

- ☒ be aware of the range of DETE WHS procedures that exist
- ☒ know how to access DETE's WHS procedures
- ☒ integrate the requirements of these procedures into work practices.

Important Links

- DETE Health, Safety and Wellbeing Policy Statement
<http://education.qld.gov.au/health/docs/orghealth-policy-statement.pdf>
- DETE Health and Safety procedure register
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>
- Creating Healthier Workplaces website
<http://education.qld.gov.au/health/>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Management and staff know what DETE WHS policies and procedures apply, and are able to access them when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Management and staff are aware of their H&S responsibilities as outlined in relevant DETE WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. References are made to relevant DETE WHS procedures and guidelines in your school/TAFE Institute policy documents (e.g. staff handbook).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. DETE's WHS procedure requirements are reflected in work practices (e.g. incident reporting, infection control, staff induction).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

MRSS - follow all procedures as outlined by DETE

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 2: MANAGEMENT RESPONSIBILITY

Guidance

Health and safety at work is everyone's responsibility. However, managers and supervisors have additional responsibilities for health and safety compliance. The H&S responsibilities of management staff are outlined in the relevant DETE policies and procedures.

Principals and Institute Directors have broad responsibilities for health and safety at their workplace such as, establishing health and safety systems (e.g. incident reporting, risk management, induction training). Other management staff including Deputy Principals, TAFE Managers and Heads of Programs (i.e. HODs, HOSES, HOCs) also have particular H&S duties within their assigned area of responsibility.

For DETE workplaces with over 30 workers a Workplace Health and Safety Officer should be appointed and provided with training and support in accordance with the *Workplace Health and Safety Officers* procedure.

Management staff should:

- ☒ be aware of their H&S responsibilities outlined in DETE's policies and procedures
- ☒ meet their responsibilities through their work practices.

Important Links

- Managing Health and Safety (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing.html>
- Workplace Health and Safety Officers procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Officers.aspx>

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. Management meet their H&S responsibilities as outlined in relevant policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff have been provided with information and guidance on their H&S responsibilities as outlined in DETE policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Management plays an active role in H&S compliance at work e.g. <ul style="list-style-type: none"> • Chair H&S Committee. • Provide adequate resourcing for H&S issues. • Establish and maintain effective consultative processes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Management acts as a positive role model for H&S conduct at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * active H&S Committee - Principal is Chair of Meeting with WHSO co-ordinating meetings & procedures.
- WHSO - time allocation of 2 hrs per week
- * included Well-Being in Safety Committee parameters (Term 3 2014)
- * staff are updated via email & staff meetings

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 3: **PLANNING PROCESSES**

Guidance

Planning for WHS is fundamental to effective compliance with WHS legislation, policies and procedures. WHS planning involves:

1. Having proactive risk management processes in place.
2. Establishing processes to manage H&S issues before and as they arise (e.g. critical incident plans, emergency procedures, incident reporting).
3. Establishing staff induction and training programs.
4. Regularly reviewing the current Safety Action Plan to ensure safety issues are being addressed as intended.

Workplace health and safety planning documents should:

- ☒ Identify foreseeable hazards, indicate their assessed risk and outline how they are to be controlled.
- ☒ Establish expectations for H&S processes, such as: training, risk management and incident reporting.
- ☒ Explain your workplace emergency procedures.

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. Work activities are reviewed on a regular basis to identify hazards, assess their risk and implement safety controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A Safety Action Plan is developed each year that prioritises hazards according to their risk and maps out actions to address those hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Emergency plans exist for site evacuation, lockdown, medical emergencies and other foreseeable critical incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Effective policies and processes have been established to address H&S issues such as: staff induction and training, risk management, incident reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * SAP is developed each year
- * All work activities reviewed annually including SOG
- * Emergency Plans are on walls of ALL rooms - Site plans are in all relevant locations near exits
- * EEP - conducted each term : results & reports generated
- * Training & Induction - Jan PF days 2014, new staff in Term 1 2014, visiting staff as req'd

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 4: **CONSULTATION**

Guidance

Maintaining health and safety at work relies on meaningful consultation with all staff and other stakeholders (e.g. contractors). This consultation may occur through: an established Health and Safety Committee, an appointed Workplace Health and Safety Officer, elected staff Health and Safety Representatives, staff meetings, newsletters and less formal communication. Meaningful consultation will not only advise everyone concerned about H&S issues, but will also seek a broad range of views and input before decisions are made.

Consultation should occur:

- ☒ during risk management processes (e.g. when hazards are being identified, risks assessed and when safety controls are being formulated and implemented)
- ☒ when investigating H&S incidents
- ☒ when planning changes to work policies and practices that affect safety
- ☒ when determining H&S training needs.

Important Links

- Health, Safety and Wellbeing Communication and Consultation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-Safety-and-Wellbeing-Communication-and-Consultation.aspx>
- Health and Safety Representatives procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Representatives.aspx>
- Committees and Consultation (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/committees.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Formal means of consultation have been established to foster meaningful communication on H&S issues (e.g. H&S Committee, staff provided with an opportunity to elect a Health and Safety Representative).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. The Health and Safety Committee meets at least four times a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Consultation on H&S issues happens in a meaningful way with a broad range of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff are advised of relevant H&S decisions and processes that are put in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

* WH&S Committee established - Princ, DP, HOC x2, BSM, Staff rep, WHSR, WHSO, Cleaner, SOG, OHSC rep - meeting 1 per term

* WHSR is elected by staff at start of year - inc 2nd staff rep in Term 3

* Extra meetings held in Term 4 regarding Well-being initiative - survey

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 5: **RISK MANAGEMENT**

Guidance

Effective health and safety risk management is fundamental to ensuring safety at work.

All DETE staff should have an understanding of the health and safety risk management process and how it is applied to their work. Staff should understand and comply with relevant DETE risk management procedures.

Instances where risk management would be required include:

- | | | |
|--|----------------------|--------------------------|
| • High-risk curriculum activities | • Chemical safety | • Emergency planning |
| • Contractors and visitors | • Working at heights | • Manual handling |
| • Electrical safety | • Work experience | • Slips, trips and falls |
| • School/TAFE offsite activities
(i.e. camps, vocational placement) | • Infection control | • Driver safety |

Processes should be established at your workplace to:

- ☒ ensure staff understand the risk management process, relevant DETE risk management procedures and how they are to be implemented
- ☒ identify, assess and manage hazards in your workplace
- ☒ complete risks assessments for high and extreme risk health and safety hazards/activities.

Important Links

- Risk Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/risk.html>
- Managing Risks in School Curriculum Activities procedure
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Health and Safety procedures
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * All activities undertaken both curricular & extracurricular have RA completed, attached & taken with activity
- * All staff are familiar with requirements needed to undertake
- * SOP are regularly reviewed for SOG

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 6: **HEALTHY LIFESTYLE PROGRAM**

Guidance

Healthy lifestyle programs provide staff with information and skills to help them maintain good health and wellbeing.

These programs should be based on health issues identified through a needs assessment done with your local staff. Ideally, a range of programs would be implemented to cater for a variety of individual needs.

Implemented programs should be evaluated to determine their success. This could be based on participation, satisfaction levels, improvements to health and wellbeing, etc.

Healthy lifestyle programs should be:

- ☒ implemented to cater for a diverse range of identified needs
- ☒ evaluated to determine their effectiveness.

Important Link

- Health and Wellbeing Information (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/healthpromotion/health-wellbeing-info.html>

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. Needs and preferences for healthy lifestyle programs are assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A broad range of healthy lifestyle initiatives are promoted and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Healthy lifestyle programs are evaluated to determine their effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Healthy lifestyle programs are included in the annual planning process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

- * Well-being was added to role of Safety Committee in 2014 - identified as need in 2013 ASA
- * Brenda Lack - address to staff on PF days - 23 Jan 2014 & 20 Oct 2014
- * Safety Meeting - 3 September with Brenda Lack : formulating plans re staff survey
- * Safety Meeting - 29 October phonelink with Brenda lack : survey plans
- * planning is underway via survey results for early 2015

Issues of concern and recommendations for future improvement:

Planning for 2015 - via survey results.

Safety Committee now has care of Well-being - Term 3, 2014.

Brenda Lack to assist school in our planning.

DETE Annual Safety Assessment

Criterion 7: INFORMATION INSTRUCTION AND TRAINING

Guidance

For staff to maintain a safe work environment in accordance with DETE's policies and procedures, they need to be provided with ready access to up-to-date information and quality H&S training.

All staff should receive regular training in workplace emergency procedures (such as, evacuations and lockdowns), and key H&S procedures (such as, incident reporting and risk management).

H&S topics should be included in induction programs for all staff upon their initial appointment to your workplace or their return from extended leave.

More specific H&S training should be provided to staff based on their role. For example, Cleaners and Grounds Staff may receive training regarding manual handling risks and managing hazardous chemicals.

Records of the training undertaken should be maintained.

All staff should:

- ☒ receive H&S induction training upon their appointment
- ☒ receive H&S training relevant to their work role and duties (refer to H&S procedures for information).

Important Link

- Courses and Training (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/training.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Health and safety induction training is provided for newly appointed staff and for staff returning from extended leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff are provided with health and safety training that relates to their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Health and safety training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Health and safety training is based on a needs analysis of training requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * First Aid & CPR - all staff 12.08.14
- * Swimming Qualifications - provided by PE Teacher yearly
- * Anaphylaxis - 20.10.14
- * Asbestos Awareness Training & HARM by an Employee Training - via podcast on 19.02.14
- * Medical Training for Spec Medical Problems (needs based eg Prep student with body temp)

Issues of concern and recommendations for future improvement:

Criterion 8: **INJURY TREATMENT AND MANAGEMENT**

Guidance

Injury treatment is aimed at providing an immediate response to work injuries. Often, injury treatment is provided through First Aid. To enable this, appropriate First Aid facilities and sufficient staff with current First Aid and CPR training are required at the workplace.

Injury management focuses on facilitating the early and safe return to work of staff who have been ill or injured. This may require a return to work (RTW) program for seriously injured staff. Such a program should be developed and monitored by an accredited Rehabilitation and Return to Work Coordinator (RRTWC).

All workplaces need an accredited RRTWC appointed. Larger workplaces (e.g. 30+ staff) should have a trained RRTWC on staff. Smaller workplaces should have arrangements to access a RRTWC located at another DETE workplace for if, or when required.

Staff should be aware of their responsibilities and the RTW services available to them in the event of them being ill or injured.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>
- First Aid procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- First Aid (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/hazards/firstaid.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Appropriate First Aid facilities and sufficient trained staff are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff have a good understanding of their role in the rehabilitation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. The workplace has appointed an accredited RRTWC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff RTW plans are implemented when required. (If no RTW plans have been required, then the RTW process is understood by Admin staff.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * All staff hold First Aid & CPR qualifications
- * Regular training & updates for all staff via emails, staff meetings & PF day in-service - as required
- * RRTWC has been appointed

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 9: CLAIMS MANAGEMENT

Guidance

Claims management refers to the management of: WorkCover claims, QSuper income protection claims and long term sick leave for ill or injured staff. Claims should be managed in an accurate and timely manner, and in a way that respects and upholds the rights and responsibilities of both the employee and DETE.

Effective claims management can be achieved with a range of people working together, including:

- the injured/ill employee
- your workplace Administration team
- the accredited RRTWC assigned to manage the case
- Regional staff including the Claims Officer and the Senior Injury Management Consultant
- Case Managers from WorkCover and/or QSuper.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- WorkCover, QSuper and Other Claims (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/workcover.html>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>

Criterion indicators	Not met ← → Fully met				
	1	2	3	4	5
1. Staff understand their rights and responsibilities in relation to the lodgement of claims and leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. All claims are managed in a timely and efficient manner. If no claims have needed to be managed, the claims process understood by Admin staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Files containing claim and leave paperwork are kept secure and confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff have ready access to information about claims and leave options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <p>* All claims & files are confidential</p> <p>* RRTWC liaises with staff as required</p>					
<p>Issues of concern and recommendations for future improvement:</p>					

DETE Annual Safety Assessment

Criterion 10: INCIDENT RECORDING, INVESTIGATION, ANALYSIS AND REVIEW

Guidance

A health and safety 'incident' is an accident or event that has resulted in an injury, or had the potential to result in an injury (like a near miss).

Incidents should be recorded and reported in accordance with the *Health and Safety Incident Recording and Notification* procedure. For schools and offices with access to MyHR, incident and investigation details are to be recorded in the MyHR WHS module.

Incidents should be investigated in accordance with the *Health and Safety Incident Investigation* procedure. Your workplace should have staff (or access to staff) trained in incident investigation.

Incident statistics should be reviewed and analysed on a regular basis (at least annually) with the view to reducing the risk of similar incidents happening in the future. This could be undertaken by the Workplace Health and Safety Committee, with the findings and responses communicated to all relevant staff.

Important Links

- Health and Safety Incident Recording, Notification and Management procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx>
- Health and Safety Incident Investigation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Investigation.aspx>

Criterion indicators	Not met ← → Fully met				
	1	2	3	4	5
1. Management and staff are aware of their responsibility to report H&S incidents in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Health and safety incidents are recorded in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Health and safety incidents are investigated in accordance with the <i>Incident Investigation</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Actions are undertaken in response to regular review and analysis of incident statistics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

- * All incidents are recorded...use of Admin staff in lodging onto OneSchool
- * Incidents are reviewed regularly

Issues of concern and recommendations for future improvement:

- * Need to make more use of Oneschool statistics in Safety committee meetings

DETE Annual Safety Assessment

Criterion 11: MEASURING AND EVALUATING WHS PERFORMANCE

Guidance

A key activity to measure and evaluate your workplace H&S performance is through an Annual Safety Assessment (ASA). The ASA should:

- review the 13 DETE health, safety and wellbeing criteria
- consult with a broad range of staff
- be conducted annually
- result in an annual Safety Action Plan (see Appendix 2) which prioritises the safety measures to be undertaken over the next 12 months in response to issues identified in the ASA
- inform priorities to be included in annual operational plans.

Other steps may be taken to review WHS performance, such as:

- ☒ specific work site inspections, undertaken for high-risk areas on a regular basis
- ☒ analysis of H&S statistics (such as: WorkCover claims, MyHR WHS injury data, incident reports, identified hazards, risk assessments)
- ☒ review of actions taken in response to identified issues.

Criterion indicators	Not met ← → Fully met				
	1	2	3	4	5
1. An ASA is conducted each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A Safety Action Plan is developed that outlines prioritised actions to be undertaken in response to the ASA findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. A broad range of H&S data is reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work site inspections for high-risk areas are undertaken on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

- * ASA is conducted each year by WHSO
- * Action plan formulated each year for WH&S - presented to committee at start of year
- * 2014 ASA emailed to Liana.Rico@dete.qld.gov.au

Issues of concern and recommendations for future improvement:

- * Review data on regular basis

Criterion 12: **REVIEWING WHS PERFORMANCE**

Guidance

We all have a duty to provide a high level of safety at work, in accordance with WHS legislation and DETE policies and procedures.

The H&S practices at your workplace should be reviewed to ensure they meet current legislative and DETE requirements. Sometimes processes need to be updated to reflect other legislation (for example, building fire safety legislation).

From time to time, external WHS management system audits are conducted at DETE workplaces. The criteria used in this ASA align closely to those used in the external WHS audit. More information is provided in the *Health, Safety and Wellbeing Management Systems Audits* procedure (link below).

Management staff should:

- ☒ Review your WHS practices to ensure they comply with DETE procedures and legislation.
- ☒ Ensure staff are aware of current WHS policies and procedures.
- ☒ Ensure there is compliance with the WHS policies and procedures.

Important Link

- Health, Safety and Wellbeing Management Systems Audits procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health,-Safety-and-Wellbeing-Management-Systems-Audit.aspx>

Not met ← → Fully met					
Criterion indicators	1	2	3	4	5
1. WHS policies and procedures are reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. WHS policies and procedures are updated as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Staff are advised of changes to WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Current WHS policies and procedures are reflected in planning processes and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

* Achieve all these areas

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 13: **REPORTING OF WHS**

Guidance

DETE workplaces are required to maintain records of WHS issues and activities.

For example:

- Hazards and incidents are recorded in a central register (e.g. MyHR WHS, TAFE risk registers).
- WHS training records are maintained.
- The results of the ASA are reported to the Health and Safety Committee and the Admin/Leadership team.

Management staff should:

- ☒ Monitor WHS reporting to determine that it is an accurate reflection of your workplace.
- ☒ Maintain all the records required for audits on Health and Safety processes.

Not met ← → Fully met

Criterion indicators

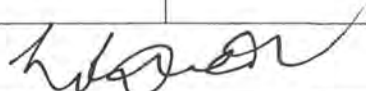
	1	2	3	4	5
1. The results of the ASA are reported each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Central registers of hazards and incidents are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. WHS training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. All records required for Health and Safety audits are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * Achieve very high standards in audits of our WH&S
- * Audits are conducted - Chemical & MSDS, Building & Grounds (x2) and ASA completed ... Reports are lodged with Principal and form part of planning process for next year
- * ASA emailed as required- Liana.Rico@dete.qld.gov.au

Issues of concern and recommendations for future improvement:

Summary Results of the Annual Safety Assessment 2014

Location:	Marshall Road SS				
Safety Assessment compiled by:	Meredith Houston WHSO		Date:	08.12.14	
CRITERIA	1	2	3	4	5
1. Work Health and Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Management responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Planning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Healthy lifestyle program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Information instruction and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Injury treatment and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Claims management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Incident recording, investigation, analysis and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Measuring and evaluating WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Reviewing WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Reporting of WHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall Safety Assessment rating:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Top three issues of concern		Key actions to be taken			
1. Well-Being added to Safety Committee in Term 3, 2014.		* 2015 - results from survey will determine committee focus for school. Brenda Lack & EQ staff to support oour development.			
2. Data review & analysis		* Data review & analysis to be included in Safety Committee meetings. Use OneSchool to inform & report on hazards, incidents & accidents in Safety Committee Meetings in 2015.			
Officer In Charge (signature):			Date:	08.12.14	

Action Plan 2014

LOCATION	Marshall Road SS				DATE OF PLAN	08.12.14
IDENTIFIED HAZARD / ISSUE	ACTION TO BE TAKEN	PRIORITY High, Med., Low	PERSON RESPONSIBLE	DATE TO BE COMPLETED BY	DATE COMPLETED	
Well-Being	* Results from staff survey to be collated by Brenda Lack for Committee to determine needs of staff	High	Principal WHSO Brenda Lack	Term 2, 2015		
Data Review & Analysis	*Use One School statistics to inform Safety Committee as risks & hazards	High	Principal WHSO	Term 4, 2015		

Annual Safety Assessment 2015

Workplace:	Marshall Road SS	Date of Assessment:	10 /12/15
Safety Assessment compiled by:	Meredith Houston		
Officer In Charge (e.g. Principal)			

Introduction

This *safety assessment* outlines a comprehensive study of your workplace and its operations to review safety processes and identify health and safety issues. The aim is to identify those things that need improving, and to develop a *safety action plan* to address them.

It is important to conduct a safety assessment at any workplace on a regular basis. At DETE workplaces it is recommended that a safety assessment be conducted each year. Hence, this is called the: **Annual Safety Assessment (ASA)**.

This document has been designed to assist staff at DETE workplaces with the ASA process by:

- a) providing information on the ASA process
- b) outlining the criteria to be assessed
- c) providing recording and reporting templates.

What is the purpose of the ASA?

By conducting a comprehensive ASA of your workplace you will:

- a) Identify the hazards that exist.
- b) Review the safety incidents and safety processes to determine if adequate levels of safety and compliance are being maintained.
- c) Develop a *Safety Action Plan* to document and prioritise how the issues will be addressed. This will help you action your health and safety priorities by allocating responsibilities and timeframes, and encourage monitoring of the Plan through your Health and Safety Committee.

Who completes the ASA?

DETE workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* DETE workplaces, regardless of size, conduct the ASA.

Normally, the ASA would be facilitated by your trained Health and Safety Adviser (HSA) *formerly WHSO*. For those workplaces which do not have a HSA, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your Admin team.

What is the scope of the ASA?

For DETE workplaces the ASA covers 13 *criteria*,¹ which are the safety aspects of your workplace to be assessed.

Each criterion is assessed against specific *indicators* which have been provided.

An assessment recording sheet has been provided for each of the 13 criteria in this document.

¹ These criteria closely align to DETE's procedure: *Health, Safety and Wellbeing Management Systems Audit*.

DETE Annual Safety Assessment

ASA Process

It is important that the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA will involve the following steps:

1. Planning to determine:
 - a. when the assessment will be conducted
 - b. how the ASA will be conducted
 - c. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating and assessing the results about the safety issues identified at your workplace.
4. Developing a *Safety Action Plan* that will outline and prioritise the initiatives to be undertaken at your workplace for the next 12 months. A template for the plan is provided at the end of this document.

Step 1: Determine the 'when', 'how' and 'who' of the ASA process

When: Choose a time (ideally the same time each year) when staff are available to participate in the ASA process. For example, this may be a particular student-free day sometime *during* the year rather than in January. This will allow new staff time to become familiar with their new workplace. Including the ASA process within your annual planning cycle may also assist with a budget allocation to priorities or identify long term projects.

How: The way the ASA is conducted can be determined by those leading the process at your workplace. The success of the process will depend on a well thought-out process, set timelines and broad consultation. Two ways of gathering the data are suggested in Step 2 below.

Who: Even though the ASA would be coordinated and facilitated by a key person (such as the HSA), it is important that those people with the best understanding of the health and safety issues for each of the criteria are consulted to provide accurate information.

Step 2: Gathering information about each of the 13 criteria

There will be various sources of information about the criteria including: policy documents, your staff handbook, incident statistics and staff training records.

The most important information will often be gleaned from your staff about their understanding and opinions of workplace health and safety matters. Two methods of gathering information from staff are suggested below.

1. Interview selected staff with the best knowledge of the criterion. This method has the advantage of being relatively quick for most of the staff involved to complete. Possible limitations of this method are: (a) it does not involve *all* staff in the ASA process, (b) a narrow range of information may be obtained, and (c) it could be quite time consuming for the person conducting the interviews.
2. *All* staff complete set questionnaires on the criteria as they relate to their work. An advantage of this process is the involvement of all staff in the ASA process, thereby raising their awareness of the ASA and workplace safety issues. However, this process involves work in developing and distributing the questionnaires and collating the results.

Step 3: Collating and assessing the results about the safety issues at the workplace

Once the information has been collated and examined, make an assessment on the level of compliance with each indicator. Assign each indicator a score of 1 - 5 based on the descriptors below.

Score	SCORE DESCRIPTORS FOR SPECIFIC INDICATORS
1	Indicator is not being met to any real degree
2	Indicator is met only to a limited degree
3	Indicator is met to some degree
4	Indicator is mostly met
5	Indicator is fully met

DETE Annual Safety Assessment

Once the indicators of a criterion have been scored, they can be 'averaged' to determine an *overall* rating for the criterion. This can be done by using the mathematical process explained below.

1. Add the scores and divide that total by four to obtain the average score.
2. Convert the average score to a rating according to the scale in the table below.

Av. Score	Rating	RATING DESCRIPTORS FOR EACH CRITERION
1 – 1.5	1	Little evidence of indicators being met to any real extent – recommendations for improvement a priority
1.5 – 2.5	2	Few indicators are met – strong recommendations for improvement
2.5 – 3.5	3	Some indicators are met – recommendations for improvement
3.5 – 4.5	4	Most indicators are met
4.5 – 5	5	All indicators are met

For example, say the four indicators received scores of: 4, 3, 5, and 3.

The average would be: $(4 + 3 + 5 + 3) \div 4 = 3.75$ which equates to an overall criterion rating of: **4**

Criterion indicators	Not met ← Fully met				
	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current strengths and things we do well:					
Staff risk management training conducted annually; good risk management processes are in place.					

Details of the things currently done well, the issues of concern, and the recommendations for improvement can be added to each criterion sheet. These results will inform the development of the Safety Action Plan.

Step 4: Develop a Safety Action Plan

A Safety Action Plan will detail the safety initiatives to be undertaken at your workplace for the next 12 months. The Plan will be based on the findings of the ASA, especially each criterion's issues of concern and the recommendations for improvement.

Ideally, the Safety Action Plan would be developed in consultation with your Health and Safety Committee and Admin team, and when complete it should be tabled for the approval of the Committee and the Principal/Manager.

A sample Safety Action Plan template is provided in Appendix 2 at the end of this document. (There are many Action Plan designs - you may wish to use an alternative template.)

Once your health and safety issues have been identified complete your Safety Action Plan to:

1. List the health and safety issues of concern.
2. Assign action(s) to each issue and a priority level (Low, Medium, or High).
3. Assign those responsible for seeing that the actions are completed and dates for when it is intended the actions will be completed by.
4. Record when each action has been completed throughout the year.

Your Safety Action Plan will set out the work to be done over the next 12 months. Prioritise actions to address the issues with the highest level of risk first – even if temporary measures are required to lower the risk to an acceptable level until a more permanent solution can be implemented. Some issues may not be able to be solved at your local level. Consider ways to obtain external support to have such issues addressed (e.g. from Building and Asset Services (BAS) or Regional Office).

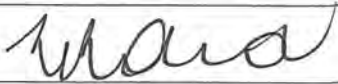
The Safety Action Plan is intended to be a *working* document. As actions are completed and issues are addressed record these on the plan. It is recommended that a review of the Safety Action Plan be a standing agenda item at each of your Health and Safety Committee meetings.

The *Summary Results of the Annual Safety Assessment* (Appendix 1) is an optional one-page report. It could be used to report to your P&C Association, staff meetings, or included in your Annual Report, etc.

Annual Safety Assessment Report 2015

Workplace:	Marshall Road SS	Date of Assessment:	10 .12.15
Safety Assessment compiled by:	Meredith Houston		
Signature		Date Submitted	
<p>Executive Summary</p> <ul style="list-style-type: none"> • This section can be used to provide a brief summary of the report, to highlight the how the ASA was undertaken and to draw attention to any particular issues if required. • Be sure to direct the reader to: <ul style="list-style-type: none"> - Appendix 1: Summary Results of the Annual Safety Assessment and - Appendix 2: Action Plan. 			
<p>ASA undertaken at end of each year by WHSO.</p> <p>Data analysis to be undertaken for each Safety Meeting see Appendix 2.</p> <p>Wellbeing continues to be an issue of concern. Staff do not wish to commit to any outside activity. Rather, the staff felt that each person was adequately covering their own well-being and health issues. Reasons given were family commitments, time factors and prior commitments to healthy pursuits.</p>			

DETE Annual Safety Assessment

Officer In Charge signature (endorsing this assessment):		Date:	10.12.15
--	---	--------------	----------

Released under the
RTI Act by DOE

DETE Annual Safety Assessment

Criterion 1: **WORK HEALTH AND SAFETY POLICY**

Guidance

DETE has a comprehensive range of Workplace Health and Safety (WHS) policies, procedures and guidelines. They provide directives and guidance so that a high level of safety can be maintained at your workplace, and our legal obligations are met. It is important that the WHS requirements are met by all staff at your workplace.

All employees should:

- ☒ be aware of the range of DETE WHS procedures that exist
- ☒ know how to access DETE's WHS procedures
- ☒ integrate the requirements of these procedures into work practices.

Important Links

- DETE Health and Safety procedure register
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>
- Creating Healthier Workplaces website
<http://education.qld.gov.au/health/>

Next

Criterion indicators	1	2	3	4	5
1. Management and staff know what DETE WHS policies and procedures apply, and are able to access them when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Management and staff are aware of their H&S responsibilities as outlined in relevant DETE WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. References are made to relevant DETE WHS procedures and guidelines in your school policy documents (e.g. staff handbook).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. DETE's WHS procedure requirements are reflected in work practices (e.g. incident reporting, infection control, staff induction).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <p>* All Documents refer to DETE documents</p> <p>* All WHS procedures are applied to all school management practices</p>					
<p>Issues of concern and recommendations for future improvement:</p>					

DETE Annual Safety Assessment

Criterion 2: **MANAGEMENT RESPONSIBILITY**

Guidance

Health and safety at work is everyone's responsibility. However, managers and supervisors have additional responsibilities for health and safety compliance. The H&S responsibilities of management staff are outlined in the relevant DETE policies and procedures.

Principals/Managers have broad responsibilities for health and safety at their workplace such as, establishing health and safety systems (e.g. incident reporting, risk management, induction training). Other management staff including Deputy Principals and Heads of Programs (i.e. HODs, HOSES, HOCs) also have particular H&S duties within their assigned area of responsibility.

For DETE workplaces with over 30 workers a trained Health and Safety Advisor is to be appointed and provided with training and support in accordance with the *Health and Safety Advisor* procedure.

Management staff should:

- ☒ be aware of their H&S responsibilities outlined in DETE's policies and procedures
- ☒ meet their responsibilities through their work practices.

Important Links

- Managing Health and Safety (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing.html>
- Health and Safety Advisors procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Officers.aspx>

Not met

Criterion indicators	1	2	3	4	5
1. Management meet their H&S responsibilities as outlined in relevant policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff have been provided with information and guidance on their H&S responsibilities as outlined in DETE policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Management plays an active role in H&S compliance at work e.g. <ul style="list-style-type: none"> • Chair H&S Committee. • Provide adequate resourcing for H&S issues. • Establish and maintain effective consultative processes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Management acts as a positive role model for H&S conduct at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> * Active H&S Committee * Strong safety protocols established - leadership by DP and supported by SOG * School Budget - provision of funds 					

DETE Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE

DETE Annual Safety Assessment

Criterion 3: **PLANNING PROCESSES**

Guidance

Planning for WHS is fundamental to effective compliance with WHS legislation, policies and procedures. WHS planning involves:

1. Having proactive risk management processes in place.
2. Establishing processes to manage H&S issues before and as they arise (e.g. critical incident plans, emergency procedures, incident reporting).
3. Establishing staff induction and training programs.
4. Regularly reviewing the current Safety Action Plan to ensure safety issues are being addressed as intended.

Workplace health and safety planning documents should:

- ☒ Identify foreseeable hazards, indicate their assessed risk and outline how they are to be controlled.
- ☒ Establish expectations for H&S processes, such as: training, risk management and incident reporting.
- ☒ Explain your workplace emergency procedures.

Not a

Criterion indicators	1	2	3	4	5
1. Work activities are reviewed on a regular basis to identify hazards, assess their risk and implement safety controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A Safety Action Plan is developed each year that prioritises hazards according to their risk and maps out actions to address those hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Emergency plans exist for site evacuation, lockdown, medical emergencies and other foreseeable critical incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Effective policies and processes have been established to address H&S issues such as: staff induction and training, risk management, incident reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

* All staff - January PF days for annual staff induction. Regular briefings in Staff meetings throughout year.

* Safety Action Plan completed and used by H&S Committee at meetings & to form direction for year

* Work Activities - Curriculum & Sport: RA & RM, Variations completed...SOG documentation complete

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE

DETE Annual Safety Assessment

Criterion 4: **CONSULTATION**

Guidance

Maintaining health and safety at work relies on meaningful consultation with all staff and other stakeholders (e.g. contractors). This consultation may occur through: an established Health and Safety Committee, an appointed a trained Health and Safety Advisor, elected staff Health and Safety Representatives, staff meetings, newsletters and less formal communication. Meaningful consultation will not only advise everyone concerned about H&S issues, but will also seek a broad range of views and input before decisions are made.

Consultation should occur:

- ☒ during risk management processes (e.g. when hazards are being identified, risks assessed and when safety controls are being formulated and implemented)
- ☒ when investigating H&S incidents
- ☒ when planning changes to work policies and practices that affect safety
- ☒ when determining H&S training needs.

Important Links

- Health, Safety and Wellbeing Communication and Consultation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health,-Safety-and-Wellbeing-Communication-and-Consultation.aspx>
- Health and Safety Representatives procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Representatives.aspx>
- Committees and Consultation (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/committees.html>

Not met

Criterion indicators	1	2	3	4	5
1. Formal means of consultation have been established to foster meaningful communication on H&S issues (e.g. H&S Committee, staff provided with an opportunity to elect a Health and Safety Representative).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. The Health and Safety Committee meets at least four times a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Consultation on H&S issues happens in a meaningful way with a broad range of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff are advised of relevant H&S decisions and processes that are put in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <p>* WH&S Committee established - Princ, DP, HOC, Master Teacher, BSM, SOG, Cleaner Rep, WHSR x 2, OHSC Rep & WHSO</p> <p>Regular meetings - 1 per term on Week 8</p>					

DETE Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DOE

DETE Annual Safety Assessment

Criterion 5: **RISK MANAGEMENT**

Guidance

Effective health and safety risk management is fundamental to ensuring safety at work.

All DETE staff should have an understanding of the health and safety risk management process and how it is applied to their work. Staff should understand and comply with relevant DETE risk management procedures.

Instances where risk management would be required include:

- High-risk curriculum activities
- Chemical safety
- Emergency planning
- Contractors and visitors
- Working at heights
- Manual handling
- Electrical safety
- Work experience
- Slips, trips and falls
- School/ offsite activities
(i.e. camps, vocational placement)
- Infection control
- Driver safety

Processes should be established at your workplace to:

- ☒ ensure staff understand the risk management process, relevant DETE risk management procedures and how they are to be implemented
- ☒ identify, assess and manage hazards in your workplace
- ☒ complete risks assessments for high and extreme risk health and safety hazards/activities.

Important Links

- Risk Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/risk.html>
- Managing Risks in School Curriculum Activities procedure
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Health and Safety procedures
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>

Not met

Criterion indicators	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards, (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

* All school activities - excursions, sport or extra curricular have RA done , attached & are taken with children on excursion/activity

* SOP are regularly reviewed with SOG

DETE Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE



DETE Annual Safety Assessment

Criterion 6: **HEALTHY LIFESTYLE PROGRAM**

Guidance

Healthy lifestyle programs provide staff with information and skills to help them maintain good health and wellbeing.

These programs should be based on health issues identified through a needs assessment done with your local staff. Ideally, a range of programs would be implemented to cater for a variety of individual needs.

Implemented programs should be evaluated to determine their success. This could be based on participation, satisfaction levels, improvements to health and wellbeing, etc.

Healthy lifestyle programs should be:

- ☒ implemented to cater for a diverse range of identified needs
- ☒ evaluated to determine their effectiveness.

Important Link

- Health and Wellbeing Information (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/healthpromotion/health-wellbeing-info.html>

Not met

Criterion indicators	1	2	3	4	5
1. Needs and preferences for healthy lifestyle programs are assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A broad range of healthy lifestyle initiatives are promoted and implemented.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Healthy lifestyle programs are evaluated to determine their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Healthy lifestyle programs are included in the annual planning process.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

Issues of concern and recommendations for future improvement:

* despite many discussions at both Committee stage and Staff Meeting, consensus of agreement was that "great idea", but not a lot interest shown in formally committing to school action plan

Released under the
RTI Act by DoE

DETE Annual Safety Assessment

Criterion 7: INFORMATION INSTRUCTION AND TRAINING

Guidance

For staff to maintain a safe work environment in accordance with DETE's policies and procedures, they need to be provided with ready access to up-to-date information and quality H&S training.

All staff should receive regular training in workplace emergency procedures (such as, evacuations and lockdowns), and key H&S procedures (such as, incident reporting and risk management).

H&S topics should be included in induction programs for all staff upon their initial appointment to your workplace or their return from extended leave.

More specific H&S training should be provided to staff based on their role. For example, Cleaners and Grounds Staff may receive training regarding manual handling risks and managing hazardous chemicals.

Records of the training undertaken should be maintained.

All staff should:

- ☒ receive H&S induction training upon their appointment
- ☒ receive H&S training relevant to their work role and duties (refer to H&S procedures for information).

Important Link

- Courses and Training (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/training.html>
- DETE Induction Website <http://deta.qld.gov.au/about/induction/>

Not a star

Criterion indicators	1	2	3	4	5
1. Health and safety induction training is provided for newly appointed staff and for staff returning from extended leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff are provided with health and safety training that relates to their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Health and safety training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Health and safety training is based on a needs analysis of training requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> * First Aid & CPR - all staff - 4 August 2015 * Swimming Qualifications - PE teacher yearly * EEP procedures - in Term 1 & regularly updated throughout year at staff meetings & on parade * SOG - regular training days throughout year 					

DETE Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE

DETE Annual Safety Assessment

Criterion 8: INJURY TREATMENT AND MANAGEMENT

Guidance

Injury treatment is aimed at providing an immediate response to work injuries. Often, injury treatment is provided through First Aid. To enable this, appropriate First Aid facilities and sufficient staff with current First Aid and CPR training are required at the workplace.

Injury management focuses on facilitating the early and safe return to work of staff who have been ill or injured. This may require a return to work (RTW) program for seriously injured staff. Such a program should be developed and monitored by an accredited Rehabilitation and Return to Work Coordinator (RRTWC).

All workplaces need an accredited RRTWC appointed. Larger workplaces (e.g. 30+ staff) should have a trained RRTWC on staff. Smaller workplaces should have arrangements to access a RRTWC located at another DETE workplace for if, or when required.

Staff should be made aware (e.g. through local induction) of their responsibilities and the RTW services available to them in the event of them being ill or injured.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>
- First Aid procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- First Aid (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/hazards/firstaid.html>

Not met

Criterion indicators	1	2	3	4	5
1. Appropriate First Aid facilities and sufficient trained staff are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Staff have a good understanding of their role in the rehabilitation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. The workplace has appointed an accredited RRTWC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff RTW plans are implemented when required. (If no RTW plans have been required, then the RTW process is understood by Admin staff.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <p>*All appropriate procedures are followed according to DET guidelines</p>					

DETE Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE



DETE Annual Safety Assessment

Criterion 9: CLAIMS MANAGEMENT

Guidance

Claims management refers to the management of: WorkCover claims, QSuper income protection claims and long term sick leave for ill or injured staff. Claims should be managed in an accurate and timely manner, and in a way that respects and upholds the rights and responsibilities of both the employee and DETE.

Effective claims management can be achieved with a range of people working together, including:

- the injured/ill employee
- your workplace Administration team
- the accredited RRTWC assigned to manage the case
- Regional staff including the Claims Officer and the Senior Injury Management Consultant
- Case Managers from WorkCover and/or QSuper.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- WorkCover, QSuper and Other Claims (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/workcover.html>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>

Not a

Criterion indicators	1	2	3	4	5
1. Staff understand their rights and responsibilities in relation to the lodgement of claims and leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. All claims are managed in a timely and efficient manner. If no claims have needed to be managed, the claims process understood by Admin staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Files containing claim and leave paperwork are kept secure and confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Staff have ready access to information about claims and leave options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> * All claims and files confidential * School appointed RRTWC 					
<p>Issues of concern and recommendations for future improvement:</p> <ul style="list-style-type: none"> * 2016 - need for new appointed RRTWC 					

DETE Annual Safety Assessment

Criterion 11: MEASURING AND EVALUATING WHS PERFORMANCE

Guidance

A key activity to measure and evaluate your workplace H&S performance is through an Annual Safety Assessment (ASA). The ASA should:

- review the 13 DETE health, safety and wellbeing criteria
- consult with a broad range of staff
- be conducted annually
- result in an annual Safety Action Plan (see Appendix 2) which prioritises the safety measures to be undertaken over the next 12 months in response to issues identified in the ASA
- inform priorities to be included in annual operational plans.

Other steps may be taken to review WHS performance, such as:

- ☒ specific work site inspections, undertaken for high-risk areas on a regular basis
- ☒ analysis of H&S statistics (such as: WorkCover claims, MyHR WHS injury data, incident reports, identified hazards, risk assessments)
- ☒ review of actions taken in response to identified issues.

Not used

Criterion indicators	1	2	3	4	5
1. An ASA is conducted each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A Safety Action Plan is developed and implemented with prioritised actions to be undertaken in response to the ASA findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. A broad range of H&S data is reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Work site inspections for high-risk areas are undertaken on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

- * Annual Safety Assessment conducted each year
- * Action plan formulated each year for WHS & Wellbeing - presented top committee at start of year

Issues of concern and recommendations for future improvement:

DETE Annual Safety Assessment

Criterion 12: **REVIEWING WHS PERFORMANCE**

Guidance

We all have a duty to provide a high level of safety at work, in accordance with WHS legislation and DETE policies and procedures.

The H&S practices at your workplace should be reviewed to ensure they meet current legislative and DETE requirements. Sometimes processes need to be updated to reflect other legislation (for example, building fire safety legislation).

From time to time, external WHS management system audits are conducted at DETE workplaces. The criteria used in this ASA align closely to those used in the external WHS audit. More information is provided in the *Health, Safety and Wellbeing Management Systems Audits* procedure (link below).

Management staff should:

- ☒ Review your WHS practices to ensure they comply with DETE procedures and legislation.
- ☒ Ensure staff are aware of current WHS policies and procedures.
- ☒ Ensure there is compliance with the WHS policies and procedures.

Important Link

- Health, Safety and Wellbeing Management Systems Audits procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-Safety-and-Wellbeing-Management-Systems-Audit.aspx>

Not met ↔

Criterion indicators	1	2	3	4	5
1. WHS policies and procedures are reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. WHS policies and procedures are updated as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Staff are advised of changes to WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Current WHS policies and procedures are reflected in planning processes and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> * Achieve all levels * Audits each year – Chemical: RA & MSDS, Building Grounds x 2, Annual Safety Assessment 					
<p>Issues of concern and recommendations for future improvement:</p>					

DETE Annual Safety Assessment

Criterion 13: REPORTING OF WHS

Guidance

DETE workplaces are required to maintain records of WHS issues and activities.

For example:

- Hazards and incidents are recorded in a central register (e.g. MyHR WHS).
- WHS training records are maintained.
- The results of the ASA are reported to the Health and Safety Committee and the Admin/Leadership team.

Management staff should:

- ☒ Monitor WHS reporting to determine that it is an accurate reflection of your workplace.
- ☒ Maintain all the records required for audits on Health and Safety processes.

Not met

Criterion indicators

	1	2	3	4	5
1. The results of the ASA are reported each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Central registers of hazards and incidents are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. WHS training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. All records required for Health and Safety audits are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current strengths and things we do well:

* All up to date

Issues of concern and recommendations for future improvement:

Summary Results of the Annual Safety Assessment 2015

Location:					
Safety Assessment compiled by:		Date:			
CRITERIA	1	2	3	4	5
1. Work Health and Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Management responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Planning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Healthy lifestyle program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Information instruction and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Injury treatment and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Claims management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Incident recording, investigation, analysis and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Measuring and evaluating WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Reviewing WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Reporting of WHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall Safety Assessment rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Top three issues of concern	Key actions to be taken				
1. Healthy Lifestyle Program	* Continue to promote healthy lifestyle if course or program can be used * Staff morale - work load, programs				
2. Data Analysis	* Use Data to determine areas of hazards * Use Data to determine Behaviour Standards - link with School Behaviour Management Plan				
Officer In Charge (signature):			Date:	10.12.15	

Action Plan 2015

LOCATION	Marshall Road SS				DATE OF PLAN	2016
IDENTIFIED HAZARD / ISSUE	ACTION TO BE TAKEN	PRIORITY High, Med., Low	PERSON RESPONSIBLE	DATE TO BE COMPLETED BY	DATE COMPLETED	
Healthy Lifestyle (Well Being Committee)	<ul style="list-style-type: none">* Staff Morale- continue "pat-on -the -back" Awards- continue to promote staff collegiality... outings, probed, open communication in staff meetings	<ul style="list-style-type: none">* Use Data to determine High	Principal Safety Social	ongoing 2016		
Data Analysis	<ul style="list-style-type: none">* Use Data to determine areas of hazards* Use Data to determine Behaviour Problems in school grounds & link with Scholl Behaviour management plan* Data presented at all meetings					

Annual Safety Assessment 2016

Workplace:	Marshall Road SS	Date of Assessment:	29.11.16
Safety Assessment compiled by:	Meredith Houston		
Officer In Charge (e.g. Principal)	Leigh Robinson		

Introduction

This *safety assessment* outlines a comprehensive study of your workplace and its operations to review safety processes and identify health and safety issues. The aim is to identify those things that need improving, and to develop a *safety action plan* to address them.

It is important to conduct a safety assessment at any workplace on a regular basis. At DET workplaces it is recommended that a safety assessment be conducted each year. Hence, this is called the: **Annual Safety Assessment** (ASA).

This document has been designed to assist staff at DET workplaces with the ASA process by:

- providing information on the ASA process
- outlining the criteria to be assessed
- providing recording and reporting templates.

What is the purpose of the ASA?

By conducting a comprehensive ASA of your workplace you will:

- Identify the hazards that exist.
- Review the safety incidents and safety processes to determine if adequate levels of safety and compliance are being maintained.
- Develop a *Safety Action Plan* to document and prioritise how the issues will be addressed. This will help you action your health and safety priorities by allocating responsibilities and timeframes, and encourage monitoring of the Plan through your Health and Safety Committee.

Who completes the ASA?

DET workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* DET workplaces, regardless of size, conduct the ASA.

Normally, the ASA would be facilitated by your trained Health and Safety Adviser (HSA) *formerly* WHSO. For those workplaces which do not have a HSA, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your Admin team.

What is the scope of the ASA?

For DET workplaces the ASA covers 13 *criteria*,¹ which are the safety aspects of your workplace to be assessed.

Each criterion is assessed against specific *indicators* which have been provided.

An assessment recording sheet has been provided for each of the 13 criteria in this document.

¹ These criteria closely align to DET's procedure: *Health, Safety and Wellbeing Management Systems Audit*.

DET Annual Safety Assessment

ASA Process

It is important that the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA will involve the following steps:

1. Planning to determine:
 - a. when the assessment will be conducted
 - b. how the ASA will be conducted
 - c. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating and assessing the results about the safety issues identified at your workplace.
4. Developing a *Safety Action Plan* that will outline and prioritise the initiatives to be undertaken at your workplace for the next 12 months. A template for the plan is provided at the end of this document.

Step 1: Determine the 'when', 'how' and 'who' of the ASA process

When: Choose a time (ideally the same time each year) when staff are available to participate in the ASA process. For example, this may be a particular student-free day sometime *during* the year rather than in January. This will allow new staff time to become familiar with their new workplace, including the ASA process within your annual planning cycle may also assist with a budget allocation to priorities or identify long term projects.

How: The way the ASA is conducted can be determined by those leading the process at your workplace. The success of the process will depend on a well thought-out process, set timelines and broad consultation. Two ways of gathering the data are suggested in Step 2 below.

Who: Even though the ASA would be coordinated and facilitated by a key person (such as the HSA), it is important that those people with the best understanding of the health and safety issues for each of the criteria are consulted to provide accurate information.

Step 2: Gathering information about each of the 13 criteria

There will be various sources of information about the criteria including: policy documents, your staff handbook, incident statistics and staff training records.

The most important information will often be gleaned from your staff about their understanding and opinions of workplace health and safety matters. Two methods of gathering information from staff are suggested below.

1. Interview selected staff with the best knowledge of the criterion. This method has the advantage of being relatively quick for most of the staff involved to complete. Possible limitations of this method are: (a) it does not involve *all* staff in the ASA process, (b) a narrow range of information may be obtained, and (c) it could be quite time consuming for the person conducting the interviews.
2. All staff complete set questionnaires on the criteria as they relate to their work. An advantage of this process is the involvement of all staff in the ASA process, thereby raising their awareness of the ASA and workplace safety issues. However, this process involves work in developing and distributing the questionnaires and collating the results.

Step 3: Collating and assessing the results about the safety issues at the workplace

Once the information has been collated and examined, make an assessment on the level of compliance with each indicator. Assign each indicator a score of 1 - 5 based on the descriptors below.

Score	SCORE DESCRIPTORS FOR SPECIFIC INDICATORS
1	Indicator is not being met to any real degree
2	Indicator is met only to a limited degree
3	Indicator is met to some degree
4	Indicator is mostly met
5	Indicator is fully met

DET Annual Safety Assessment

Once the indicators of a criterion have been scored, they can be 'averaged' to determine an *overall* rating for the criterion. This can be done by using the mathematical process explained below.

1. Add the scores and divide that total by four to obtain the average score.
2. Convert the average score to a rating according to the scale in the table below.

Av. Score	Rating	RATING DESCRIPTORS FOR EACH CRITERION
1 – 1.5	1	Little evidence of indicators being met to any real extent – recommendations for improvement a priority
1.5 – 2.5	2	Few indicators are met – strong recommendations for improvement
2.5 – 3.5	3	Some indicators are met – recommendations for improvement
3.5 – 4.5	4	Most indicators are met
4.5 – 5	5	All indicators are met

For example, say the four indicators received scores of: 4, 3, 5, and 3.

The average would be: $(4 + 3 + 5 + 3) \div 4 = 3.75$ which equates to an overall criterion rating of: **4**

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current strengths and things we do well:					
Staff risk management training conducted annually; good risk management processes are in place.					

Details of the things currently done well, the issues of concern, and the recommendations for improvement can be added to each criterion sheet. These results will inform the development of the Safety Action Plan.

Step 4: Develop a Safety Action Plan

A Safety Action Plan will detail the safety initiatives to be undertaken at your workplace for the next 12 months. The Plan will be based on the findings of the ASA, especially each criterion's issues of concern and the recommendations for improvement.

Ideally, the Safety Action Plan would be developed in consultation with your Health and Safety Committee and Admin team, and when complete it should be tabled for the approval of the Committee and the Principal/Manager.

A sample Safety Action Plan template is provided in Appendix 2 at the end of this document. (There are many Action Plan designs - you may wish to use an alternative template.)

Once your health and safety issues have been identified complete your Safety Action Plan to:

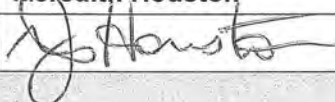

1. List the health and safety issues of concern.
2. Assign action(s) to each issue and a priority level (Low, Medium, or High).
3. Assign those responsible for seeing that the actions are completed and dates for when it is intended the actions will be completed by.
4. Record when each action has been completed throughout the year.

Your Safety Action Plan will set out the work to be done over the next 12 months. Prioritise actions to address the issues with the highest level of risk first – even if temporary measures are required to lower the risk to an acceptable level until a more permanent solution can be implemented. Some issues may not be able to be solved at your local level. Consider ways to obtain external support to have such issues addressed (e.g. from Building and Asset Services (BAS) or Regional Office).

The Safety Action Plan is intended to be a *working* document. As actions are completed and issues are addressed record these on the plan. It is recommended that a review of the Safety Action Plan be a standing agenda item at each of your Health and Safety Committee meetings.

The *Summary Results of the Annual Safety Assessment* (Appendix 1) is an optional one-page report. It could be used to report to your P&C Association, staff meetings, or included in your Annual Report, etc.

Annual Safety Assessment Report 2016

Workplace:	Marshall Road SS	Date of Assessment:	29.11.16
Safety Assessment compiled by:	Meredith Houston		
Signature		Date Submitted	29.11.16
Executive Summary <ul style="list-style-type: none"> This section can be used to provide a brief summary of the report, to highlight the how the ASA was undertaken and to draw attention to any particular issues if required. Be sure to direct the reader to: <ul style="list-style-type: none"> - Appendix 1: Summary Results of the Annual Safety Assessment and - Appendix 2: Action Plan. 			
<ol style="list-style-type: none"> 1. Marshall Road SS has in place good WHS practices. 2. Training provisions for Staff – excellent Uptake & commitment of Staff to training provided – excellent (See Appendix 1) 3. On going commitment to Key Areas of ASA shows MESS commitment to WHS & Wellbeing of our school. (see Appendix 2: Action Plan) 			
Officer In Charge signature (endorsing this assessment):			Date: 29/11/16

Criterion 1: **WORK HEALTH AND SAFETY POLICY**

Guidance

DET has a comprehensive range of Workplace Health and Safety (WHS) policies, procedures and guidelines. They provide directives and guidance so that a high level of safety can be maintained at your workplace, and our legal obligations are met. It is important that the WHS requirements are met by all staff at your workplace.

All employees should:

- ☒ be aware of the range of DET WHS procedures that exist
- ☒ know how to access DET's WHS procedures
- ☒ integrate the requirements of these procedures into work practices.

Important Links

- DET Health and Safety procedure register
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>
- Creating Healthier Workplaces website
<http://education.qld.gov.au/health/>

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. Management and staff know what DET WHS policies and procedures apply, and are able to access them when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Management and staff are aware of their H&S responsibilities as outlined in relevant DET WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. References are made to relevant DET WHS procedures and guidelines in your school policy documents (e.g. staff handbook).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. DET's WHS procedure requirements are reflected in work practices (e.g. incident reporting, infection control, staff induction).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All MRSS documents refer to DET policies
- All WHS procedures applied to school management practices

Issues of concern and recommendations for future improvement:

DET Annual Safety Assessment

Criterion 2: MANAGEMENT RESPONSIBILITY					
<p><u>Guidance</u></p> <p>Health and safety at work is everyone's responsibility. However, managers and supervisors have additional responsibilities for health and safety compliance. The H&S responsibilities of management staff are outlined in the relevant DET policies and procedures.</p> <p>Principals/Managers have broad responsibilities for health and safety at their workplace such as, establishing health and safety systems (e.g. incident reporting, risk management, induction training). Other management staff including Deputy Principals and Heads of Programs (i.e. HODs, HOSES, HOCs) also have particular H&S duties within their assigned area of responsibility.</p> <p>For DET workplaces with over 30 workers a trained Health and Safety Advisor is to be appointed and provided with training and support in accordance with the <i>Health and Safety Advisor</i> procedure.</p> <p>Management staff should:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be aware of their H&S responsibilities outlined in DET's policies and procedures <input checked="" type="checkbox"/> meet their responsibilities through their work practices. <p><u>Important Links</u></p> <ul style="list-style-type: none"> • Managing Health and Safety (Creating Healthier Workplaces website) http://education.qld.gov.au/health/safety/managing.html • Health and Safety Advisors procedure http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Officers.aspx 					
<div style="display: flex; justify-content: space-between; align-items: center;"> Not met ← → Fully met </div>					
Criterion indicators	1	2	3	4	5
1. Management meet their H&S responsibilities as outlined in relevant policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Staff have been provided with information and guidance on their H&S responsibilities as outlined in DET policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Management plays an active role in H&S compliance at work e.g. <ul style="list-style-type: none"> • Chair H&S Committee. • Provide adequate resourcing for H&S issues. • Establish and maintain effective consultative processes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Management acts as a positive role model for H&S conduct at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> • Active H & S Committee • Strong safety protocols established – SCG shows strong leadership • School budget – funding provided to ensure school compliance and safety 					
<p>Issues of concern and recommendations for future improvement:</p> 					

Criterion 3: **PLANNING PROCESSES**

Guidance

Planning for WHS is fundamental to effective compliance with WHS legislation, policies and procedures. WHS planning involves:

1. Having proactive risk management processes in place.
2. Establishing processes to manage H&S issues before and as they arise (e.g. critical incident plans, emergency procedures, incident reporting).
3. Establishing staff induction and training programs.
4. Regularly reviewing the current Safety Action Plan to ensure safety issues are being addressed as intended.

Workplace health and safety planning documents should:

- ☒ Identify foreseeable hazards, indicate their assessed risk and outline how they are to be controlled.
- ☒ Establish expectations for H&S processes, such as: training, risk management and incident reporting.
- ☒ Explain your workplace emergency procedures.

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Work activities are reviewed on a regular basis to identify hazards, assess their risk and implement safety controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. A Safety Action Plan is developed each year that prioritises hazards according to their risk and maps out actions to address those hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Emergency plans exist for site evacuation, lockdown, medical emergencies and other foreseeable critical incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Effective policies and processes have been established to address H&S issues such as: staff induction and training, risk management, incident reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All staff – January Pupil Free Days
- Regular updates for all staff and students throughout year
- Safety Action Plan completed and used each year
- Work Activities, Curriculum & Sport RA & RM, Variations to School Routine completed, SOG documentation is complete

Issues of concern and recommendations for future improvement:

Criterion 4: **CONSULTATION**

Guidance

Maintaining health and safety at work relies on meaningful consultation with all staff and other stakeholders (e.g. contractors). This consultation may occur through: an established Health and Safety Committee, an appointed a trained Health and Safety Advisor, elected staff Health and Safety Representatives, staff meetings, newsletters and less formal communication. Meaningful consultation will not only advise everyone concerned about H&S issues, but will also seek a broad range of views and input before decisions are made.

Consultation should occur:

- ☒ during risk management processes (e.g. when hazards are being identified, risks assessed and when safety controls are being formulated and implemented)
- ☒ when investigating H&S incidents
- ☒ when planning changes to work policies and practices that affect safety
- ☒ when determining H&S training needs.

Important Links

- Health, Safety and Wellbeing Communication and Consultation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health,-Safety-and-Wellbeing-Communication-and-Consultation.aspx>
- Health and Safety Representatives procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Representatives.aspx>
- Committees and Consultation (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/committees.html>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Formal means of consultation have been established to foster meaningful communication on H&S issues (e.g. H&S Committee, staff provided with an opportunity to elect a Health and Safety Representative).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. The Health and Safety Committee meets at least four times a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Consultation on H&S issues happens in a meaningful way with a broad range of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Staff are advised of relevant H&S decisions and processes that are put in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- WH&S Wellbeing Committee – Princ, DP, HOC, MT, BSM, SOG, Cleaner Rep, HSR x2, OHSC Rep, HAS
- Meetings – 1 per term

Issues of concern and recommendations for future improvement:

Criterion 5: **RISK MANAGEMENT**

Guidance

Effective health and safety risk management is fundamental to ensuring safety at work.

All DET staff should have an understanding of the health and safety risk management process and how it is applied to their work. Staff should understand and comply with relevant DET risk management procedures.

Instances where risk management would be required include:

- High-risk curriculum activities
- Contractors and visitors
- Electrical safety
- School/ offsite activities (i.e. camps, vocational placement)
- Chemical safety
- Working at heights
- Work experience
- Infection control
- Emergency planning
- Manual handling
- Slips, trips and falls
- Driver safety

Processes should be established at your workplace to:

- ☒ ensure staff understand the risk management process, relevant DET risk management procedures and how they are to be implemented
- ☒ identify, assess and manage hazards in your workplace
- ☒ complete risks assessments for high and extreme risk health and safety hazards/activities.

Important Links

- Risk Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/risk.html>
- Managing Risks in School Curriculum Activities procedure
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Health and Safety procedures
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All school activities (excursions, camps, sport, extracurricular activities) have RA done, attached & taken with group
- SOP regularly reviewed with SOG

Issues of concern and recommendations for future improvement:



Criterion 6: **HEALTHY LIFESTYLE PROGRAM**Guidance

Healthy lifestyle programs provide staff with information and skills to help them maintain good health and wellbeing.

These programs should be based on health issues identified through a needs assessment done with your local staff. Ideally, a range of programs would be implemented to cater for a variety of individual needs.

Implemented programs should be evaluated to determine their success. This could be based on participation, satisfaction levels, improvements to health and wellbeing, etc.

Healthy lifestyle programs should be:

- ☒ implemented to cater for a diverse range of identified needs
- ☒ evaluated to determine their effectiveness.

Important Link

- Health and Wellbeing Information (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/healthpromotion/health-wellbeing-info.html>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Needs and preferences for healthy lifestyle programs are assessed.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
2. A broad range of healthy lifestyle initiatives are promoted and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Healthy lifestyle programs are evaluated to determine their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Healthy lifestyle programs are included in the annual planning process.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Current strengths and things we do well:

From 2015, staff have opted not to pursue any formal commitment to a healthy lifestyle program. Rather they committed to pursuing morale building activities.

Issues of concern and recommendations for future improvement:

- Continue to offer opportunities to staff

Criterion 7: **INFORMATION INSTRUCTION AND TRAINING**

Guidance

For staff to maintain a safe work environment in accordance with DET's policies and procedures, they need to be provided with ready access to up-to-date information and quality H&S training.

All staff should receive regular training in workplace emergency procedures (such as, evacuations and lockdowns), and key H&S procedures (such as, incident reporting and risk management).

H&S topics should be included in induction programs for all staff upon their initial appointment to your workplace or their return from extended leave.

More specific H&S training should be provided to staff based on their role. For example, Cleaners and Grounds Staff may receive training regarding manual handling risks and managing hazardous chemicals.

Records of the training undertaken should be maintained.

All staff should:

- ☒ receive H&S induction training upon their appointment
- ☒ receive H&S training relevant to their work role and duties (refer to H&S procedures for information).

Important Link

- Courses and Training (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/training.html>
- DET Induction Website <http://deta.qld.gov.au/about/induction/>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Health and safety induction training is provided for newly appointed staff and for staff returning from extended leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Staff are provided with health and safety training that relates to their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Health and safety training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Health and safety training is based on a needs analysis of training requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- First Aid & CPR – all staff – done 16 August 2016
- Swimming Qual – PE teacher – PF day Jan 2016
- EEP training in term 1 & regularly updated throughout year
- SOG training maintained
- Medical training for specific children as need arises
- Asthma training – done yearly

DET Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE



Criterion 8: **INJURY TREATMENT AND MANAGEMENT**

Guidance

Injury treatment is aimed at providing an immediate response to work injuries. Often, injury treatment is provided through First Aid. To enable this, appropriate First Aid facilities and sufficient staff with current First Aid and CPR training are required at the workplace.

Injury management focuses on facilitating the early and safe return to work of staff who have been ill or injured. This may require a return to work (RTW) program for seriously injured staff. Such a program should be developed and monitored by an accredited Rehabilitation and Return to Work Coordinator (RRTWC).

All workplaces need an accredited RRTWC appointed. Larger workplaces (e.g. 30+ staff) should have a trained RRTWC on staff. Smaller workplaces should have arrangements to access a RRTWC located at another DET workplace for if, or when required.

Staff should be made aware (e.g. through local induction) of their responsibilities and the RTW services available to them in the event of them being ill or injured.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>
- First Aid procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- First Aid (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/hazards/firstaid.html>

	Not met ← → Fully met				
Criterion indicators	1	2	3	4	5
1. Appropriate First Aid facilities and sufficient trained staff are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Staff have a good understanding of their role in the rehabilitation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. The workplace has appointed an accredited RRTWC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Staff RTW plans are implemented when required. (If no RTW plans have been required, then the RTW process is understood by Admin staff.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Current strengths and things we do well:					
<ul style="list-style-type: none"> • All appropriate procedures followed • RRTWC is Principal while BSM is on secondment in Head Office 					
Issues of concern and recommendations for future improvement:					

Criterion 9: **CLAIMS MANAGEMENT**Guidance

Claims management refers to the management of: WorkCover claims, QSuper income protection claims and long term sick leave for ill or injured staff. Claims should be managed in an accurate and timely manner, and in a way that respects and upholds the rights and responsibilities of both the employee and DET.

Effective claims management can be achieved with a range of people working together, including:

- the injured/ill employee
- your workplace Administration team
- the accredited RRTWC assigned to manage the case
- Regional staff including the Claims Officer and the Senior Injury Management Consultant
- Case Managers from WorkCover and/or QSuper.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- WorkCover, QSuper and Other Claims (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/workcover.html>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>

Not met ← → Fully met

Criterion indicators	1	2	3	4	5
1. Staff understand their rights and responsibilities in relation to the lodgement of claims and leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. All claims are managed in a timely and efficient manner. If no claims have needed to be managed, the claims process understood by Admin staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Files containing claim and leave paperwork are kept secure and confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Staff have ready access to information about claims and leave options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Current strengths and things we do well: <ul style="list-style-type: none"> • All claims & files confidential • School appointed RRTWC in 2016 • BSM is school appointed RRTWC – Principal performing duties whilst BSM on secondment 					
Issues of concern and recommendations for future improvement: <div style="height: 150px; border: 1px solid black; margin-top: 10px;"></div>					

Criterion 10: INCIDENT RECORDING, INVESTIGATION, ANALYSIS AND REVIEW
Guidance

A health and safety 'incident' is an accident or event that has resulted in an injury, or had the potential to result in an injury (like a near miss).

Incidents should be recorded and reported in accordance with the *Health and Safety Incident Recording and Notification* procedure. Incident details are to be recorded in the MyHR WHS module. Investigation details may be attached to the incident details in MyHR WHS or recorded in a secure workplace management system.

Incidents should be investigated in accordance with the *Health and Safety Incident Investigation* procedure. Your workplace should have staff (or access to staff) trained in incident investigation.

Incident statistics should be reviewed and analysed on a regular basis (at least annually) with the view to reducing the risk of similar incidents happening in the future. This could be undertaken by the Workplace Health and Safety Committee, with the findings and responses communicated to all relevant staff.

Important Links

- Health and Safety Incident Recording, Notification and Management procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx>
- Health and Safety Incident Investigation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Investigation.aspx>
- MyHR WHS Reports and Graphs
<https://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/ReportsAndGraphsInMyHRWHS.pdf>

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. Management and staff are aware of their responsibility to report H&S incidents in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Health and safety incidents are recorded in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Health and safety incidents are investigated in accordance with the <i>Incident Investigation</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Actions are undertaken in response to regular review and analysis of incident statistics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All incidents recorded & reviewed
- OnePortal used to record
- Behaviour reporting done on OneSchool

Issues of concern and recommendations for future improvement:

DET Annual Safety Assessment

Criterion 11: MEASURING AND EVALUATING WHS PERFORMANCE

Guidance

A key activity to measure and evaluate your workplace H&S performance is through an Annual Safety Assessment (ASA). The ASA should:

- review the 13 DET health, safety and wellbeing criteria
- consult with a broad range of staff
- be conducted annually
- result in an annual Safety Action Plan (see Appendix 2) which prioritises the safety measures to be undertaken over the next 12 months in response to issues identified in the ASA
- inform priorities to be included in annual operational plans.

Other steps may be taken to review WHS performance, such as:

- ☒ specific work site inspections, undertaken for high-risk areas on a regular basis
- ☒ analysis of H&S statistics (such as: WorkCover claims, MyHR WHS injury data, incident reports, identified hazards, risk assessments)
- ☒ review of actions taken in response to identified issues.

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. An ASA is conducted each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. A Safety Action Plan is developed and implemented with prioritised actions to be undertaken in response to the ASA findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. A broad range of H&S data is reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Work site inspections for high-risk areas are undertaken on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- ASA done at end of each year by HAS ~~HSA~~
- Action Plan formulated for WHS & Wellbeing Committee
- Regular Inspections undertaken throughout year

Issues of concern and recommendations for future improvement:

Criterion 12: **REVIEWING WHS PERFORMANCE**

Guidance

We all have a duty to provide a high level of safety at work, in accordance with WHS legislation and DET policies and procedures.

The H&S practices at your workplace should be reviewed to ensure they meet current legislative and DET requirements. Sometimes processes need to be updated to reflect other legislation (for example, building fire safety legislation).

From time to time, external WHS management system audits are conducted at DET workplaces. The criteria used in this ASA align closely to those used in the external WHS audit.

Management staff should:

- ☒ Review your WHS practices to ensure they comply with DET procedures and legislation.
- ☒ Ensure staff are aware of current WHS policies and procedures.
- ☒ Ensure there is compliance with the WHS policies and procedures.

Criterion indicators	Not met ← → Fully met				
1. WHS policies and procedures are reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. WHS policies and procedures are updated as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Staff are advised of changes to WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Current WHS policies and procedures are reflected in planning processes and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- Achieve all levels to high standard
- Conduct Audits each year – Chemical, Building/Grounds, ASA

Issues of concern and recommendations for future improvement:

DET Annual Safety Assessment

Criterion 13: **REPORTING OF WHS**

Guidance

DET workplaces are required to maintain records of WHS issues and activities.

For example:

- Hazards and incidents are recorded in a central register (e.g. MyHR WHS).
- WHS training records are maintained.
- The results of the ASA are reported to the Health and Safety Committee and the Admin/Leadership team.

Management staff should:

- ☒ Monitor WHS reporting to determine that it is an accurate reflection of your workplace.
- ☒ Maintain all the records required for audits on Health and Safety processes.

Not met ← → Fully met

Criterion indicators

	1	2	3	4	5
1. The results of the ASA are reported each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Central registers of hazards and incidents are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. WHS training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. All records required for Health and Safety audits are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All Reporting, Recording and Registers are up to date
- Copies to Principal
- ASA – Summary results & Action Plan emailed to DO

Issues of concern and recommendations for future improvement:

Summary Results of the Annual Safety Assessment 2016

Location:	MARSHALL ROAD SS				
Safety Assessment compiled by:	Meredith Houston		Date:	29.11.16	
CRITERIA	1	2	3	4	5
1. Work Health and Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Management responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Planning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
5. Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
6. Healthy lifestyle program	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
7. Information instruction and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
8. Injury treatment and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
9. Claims management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
10. Incident recording, investigation, analysis and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
11. Measuring and evaluating WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
12. Reviewing WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
13. Reporting of WHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall Safety Assessment rating:			<input type="checkbox"/>	<input type="checkbox"/>	X
Top three issues of concern		Key actions to be taken			
1. Healthy Lifestyle		<ul style="list-style-type: none"> • Continue to promote • Staff Morale – work load & programs 			
2. Instruction & Training		<ul style="list-style-type: none"> • First Aid & CPR • Asthma • Fire warden • Medical Emergencies 			
3. Data analysis		<ul style="list-style-type: none"> • Continue to use data to determine areas of hazard • Use data for Behaviour link to School Behaviour Management Plan 			
Officer In Charge (signature):			Date:		

Action Plan 2016

LOCATION	MARSHALL ROAD SS			DATE OF PLAN	29.11.16
IDENTIFIED HAZARD / ISSUE	ACTION TO BE TAKEN	PRIORITY High, Med., Low	PERSON RESPONSIBLE	DATE TO BE COMPLETED BY	DATE COMPLETED
1. Healthy Lifestyle	Staff Morale * "Pat on Back" Awards continue * Social gatherings – staff dinners, luncheons, birthdays, morning teas – Social Committee	Low	Principal Staff Social Committee	End 2017	
2. Instruction & Training	* First Aid & CPR – Term 3 in 2017 * Fire Warden training – 20 January 2017 * Asthma – 19 January 2017 * Medical Condition training e.g. epilepsy – as required	HIGH	Principal Staff	End 2017	
3. Data Analysis	* Hazards, Incidents – OnePortal * Safety Minutes - OnePortal	Medium	HAS/Principal Admin & Staff	Ongoing in 2017	

Annual Safety Assessment 2017

Workplace:	Marshall Road State School	Date of Assessment:	1 Dec 2017
Safety Assessment compiled by:	Meredith Houston		
Officer In Charge (e.g. Principal)	Leigh Robinson		

Introduction

This *safety assessment* outlines a comprehensive study of your workplace and its operations to review safety processes and identify health and safety issues. The aim is to identify those things that need improving, and to develop a *safety action plan* to address them.

It is important to conduct a safety assessment at any workplace on a regular basis. At DET workplaces it is recommended that a safety assessment be conducted each year. Hence, this is called the: **Annual Safety Assessment (ASA)**.

This document has been designed to assist staff at DET workplaces with the ASA process by:

- a) providing information on the ASA process
- b) outlining the criteria to be assessed
- c) providing recording and reporting templates.

What is the purpose of the ASA?

By conducting a comprehensive ASA of your workplace you will:

- a) Identify the hazards that exist.
- b) Review the safety incidents and safety processes to determine if adequate levels of safety and compliance are being maintained.
- c) Develop a *Safety Action Plan* to document and prioritise how the issues will be addressed. This will help you action your health and safety priorities by allocating responsibilities and timeframes, and encourage monitoring of the Plan through your Health and Safety Committee.

Who completes the ASA?

DET workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* DET workplaces, regardless of size, conduct the ASA.

Normally, the ASA would be facilitated by your trained Health and Safety Adviser (HSA) *formerly WHSO*. For those workplaces which do not have a HSA, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your Admin team.

What is the scope of the ASA?

For DET workplaces the ASA covers 13 *criteria*,¹ which are the safety aspects of your workplace to be assessed.

Each criterion is assessed against specific *indicators* which have been provided.

An assessment recording sheet has been provided for each of the 13 criteria in this document.

¹ These criteria closely align to DET's procedure: *Health, Safety and Wellbeing Management Systems Audit*.

ASA Process

It is important that the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA will involve the following steps:

1. Planning to determine:
 - a. when the assessment will be conducted
 - b. how the ASA will be conducted
 - c. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating and assessing the results about the safety issues identified at your workplace.
4. Developing a *Safety Action Plan* that will outline and prioritise the initiatives to be undertaken at your workplace for the next 12 months. A template for the plan is provided at the end of this document.

Step 1: Determine the 'when', 'how' and 'who' of the ASA process

When: Choose a time (ideally the same time each year) when staff are available to participate in the ASA process. For example, this may be a particular student-free day sometime *during the year* rather than in January. This will allow new staff time to become familiar with their new workplace. Including the ASA process within your annual planning cycle may also assist with a budget allocation to priorities or identify long term projects.

How: The way the ASA is conducted can be determined by those leading the process at your workplace. The success of the process will depend on a well thought-out process, set timelines and broad consultation. Two ways of gathering the data are suggested in Step 2 below.

Who: Even though the ASA would be coordinated and facilitated by a key person (such as the HSA), it is important that those people with the best understanding of the health and safety issues for each of the criteria are consulted to provide accurate information.

Step 2: Gathering information about each of the 13 criteria

There will be various sources of information about the criteria including: policy documents, your staff handbook, incident statistics and staff training records.

The most important information will often be gleaned from your staff about their understanding and opinions of workplace health and safety matters. Two methods of gathering information from staff are suggested below.

1. Interview selected staff with the best knowledge of the criterion. This method has the advantage of being relatively quick for most of the staff involved to complete. Possible limitations of this method are: (a) it does not involve *all* staff in the ASA process, (b) a narrow range of information may be obtained, and (c) it could be quite time consuming for the person conducting the interviews.
2. *All* staff complete set questionnaires on the criteria as they relate to their work. An advantage of this process is the involvement of all staff in the ASA process, thereby raising their awareness of the ASA and workplace safety issues. However, this process involves work in developing and distributing the questionnaires and collating the results.

Step 3: Collating and assessing the results about the safety issues at the workplace

Once the information has been collated and examined, make an assessment on the level of compliance with each indicator. Assign each indicator a score of 1 - 5 based on the descriptors below.

Score	SCORE DESCRIPTORS FOR SPECIFIC INDICATORS
1	Indicator is not being met to any real degree
2	Indicator is met only to a limited degree
3	Indicator is met to some degree
4	Indicator is mostly met
5	Indicator is fully met

DET Annual Safety Assessment

Once the indicators of a criterion have been scored, they can be 'averaged' to determine an *overall* rating for the criterion. This can be done by using the mathematical process explained below.

1. Add the scores and divide that total by four to obtain the average score.
2. Convert the average score to a rating according to the scale in the table below.

Av. Score	Rating	RATING DESCRIPTORS FOR EACH CRITERION
1 – 1.5	1	Little evidence of indicators being met to any real extent – recommendations for improvement a priority
1.5 – 2.5	2	Few indicators are met – strong recommendations for improvement
2.5 – 3.5	3	Some indicators are met – recommendations for improvement
3.5 – 4.5	4	Most indicators are met
4.5 – 5	5	All indicators are met

For example, say the four indicators received scores of: 4, 3, 5, and 3.

The average would be: $(4 + 3 + 5 + 3) \div 4 = 3.75$ which equates to an overall criterion rating of: 4

Criterion Indicators	Not met ← → Fully met				
	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff are provided with relevant risk management training on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5					
Current strengths and things we do well: Staff risk management training conducted annually; good risk management processes are in place.					

Details of the things currently done well, the issues of concern, and the recommendations for improvement can be added to each criterion sheet. These results will inform the development of the Safety Action Plan.

Step 4: Develop a Safety Action Plan

A Safety Action Plan will detail the safety initiatives to be undertaken at your workplace for the next 12 months. The Plan will be based on the findings of the ASA, especially each criterion's issues of concern and the recommendations for improvement.

Ideally, the Safety Action Plan would be developed in consultation with your Health and Safety Committee and Admin team, and when complete it should be tabled for the approval of the Committee and the Principal/Manager.

A sample Safety Action Plan template is provided in Appendix 2 at the end of this document. (There are many Action Plan designs - you may wish to use an alternative template.)

Once your health and safety issues have been identified complete your Safety Action Plan to:

1. List the health and safety issues of concern.
2. Assign action(s) to each issue and a priority level (Low, Medium, or High).
3. Assign those responsible for seeing that the actions are completed and dates for when it is intended the actions will be completed by.
4. Record when each action has been completed throughout the year.

Your Safety Action Plan will set out the work to be done over the next 12 months. Prioritise actions to address the issues with the highest level of risk first – even if temporary measures are required to lower the risk to an acceptable level until a more permanent solution can be implemented. Some issues may not be able to be solved at your local level. Consider ways to obtain external support to have such issues addressed (e.g. from Building and Asset Services (BAS) or Regional Office).

The Safety Action Plan is intended to be a *working* document. As actions are completed and issues are addressed record these on the plan. It is recommended that a review of the Safety Action Plan be a standing agenda item at each of your Health and Safety Committee meetings.

The *Summary Results of the Annual Safety Assessment* (Appendix 1) is an optional one-page report. It could be used to report to your P&C Association, staff meetings, or included in your Annual Report, etc.

Annual Safety Assessment Report 2017

Workplace:	Marshall Road State School	Date of Assessment:	1 Dec 2017
Safety Assessment compiled by:	Meredith Houston		
Signature		Date Submitted	
Executive Summary <ul style="list-style-type: none"> This section can be used to provide a brief summary of the report, to highlight the how the ASA was undertaken and to draw attention to any particular issues if required. Be sure to direct the reader to: <ul style="list-style-type: none"> Appendix 1: Summary Results of the Annual Safety Assessment and Appendix 2: Action Plan. 			
<ol style="list-style-type: none"> Marshall Road State School has good WHS practices in place. Training provisions for Staff – excellent Uptake & commitment of staff to training provided – excellent (see Appendix 1) Ongoing commitment to Key Areas of ASA shows MRSS commitment to WHS & Wellbeing of our school. (see Appendix 2 – Action Plan) 			

DET Annual Safety Assessment

Officer In Charge signature (endorsing this assessment):		Date:	1/12/17
---	--	-------	---------

Released under the
RTI Act by DoE



DET Annual Safety Assessment

Criterion 1: **WORK HEALTH AND SAFETY POLICY**

Guidance

DET has a comprehensive range of Workplace Health and Safety (WHS) policies, procedures and guidelines. They provide directives and guidance so that a high level of safety can be maintained at your workplace, and our legal obligations are met. It is important that the WHS requirements are met by all staff at your workplace.

All employees should:

- ☒ be aware of the range of DET WHS procedures that exist
- ☒ know how to access DET's WHS procedures
- ☒ integrate the requirements of these procedures into work practices.

Important Links

- DET Health and Safety procedure register
<http://ppr.det.qld.gov.au/coro/hr/workplace/Pages/current-procedures.aspx>
- Creating Healthier Workplaces website
<http://education.qld.gov.au/health/>

Not rated

Criterion indicators	1	2	3	4	5
1. Management and staff know what DET WHS policies and procedures apply, and are able to access them when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Management and staff are aware of their H&S responsibilities as outlined in relevant DET WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. References are made to relevant DET WHS procedures and guidelines in your school policy documents (e.g. staff handbook).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. DET's WHS procedure requirements are reflected in work practices (e.g. incident reporting, infection control, staff induction).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> • All MRSS documents refer to DET policies • All WHS procedures applied to school management practices • Work Practices follow DET requirements 					
<p>Issues of concern and recommendations for future improvement:</p>					

DET Annual Safety Assessment

Criterion 2: **MANAGEMENT RESPONSIBILITY**

Guidance

Health and safety at work is everyone's responsibility. However, managers and supervisors have additional responsibilities for health and safety compliance. The H&S responsibilities of management staff are outlined in the relevant DET policies and procedures.

Principals/Managers have broad responsibilities for health and safety at their workplace such as, establishing health and safety systems (e.g. incident reporting, risk management, induction training). Other management staff including Deputy Principals and Heads of Programs (i.e. HODs, HOSES, HOCs) also have particular H&S duties within their assigned area of responsibility.

For DET workplaces with over 30 workers a trained Health and Safety Advisor is to be appointed and provided with training and support in accordance with the *Health and Safety Advisor* procedure.

Management staff should:

- ☒ be aware of their H&S responsibilities outlined in DET's policies and procedures
- ☒ meet their responsibilities through their work practices.

Important Links

- Managing Health and Safety (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing.html>
- Health and Safety Advisors procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Officers.aspx>

Next step

Criterion indicators	1	2	3	4	5
1. Management meet their H&S responsibilities as outlined in relevant policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Staff have been provided with information and guidance on their H&S responsibilities as outlined in DET policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Management plays an active role in H&S compliance at work e.g. <ul style="list-style-type: none"> • Chair H&S Committee. • Provide adequate resourcing for H&S issues. • Establish and maintain effective consultative processes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Management acts as a positive role model for H&S conduct at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- Active WHS & Wellbeing Committee
- Strong safety protocols established – SOG provides strong support & leadership
- Budget funding provided

DET Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE



DET Annual Safety Assessment

Criterion 3: **PLANNING PROCESSES**

Guidance

Planning for WHS is fundamental to effective compliance with WHS legislation, policies and procedures. WHS planning involves:

1. Having proactive risk management processes in place.
2. Establishing processes to manage H&S issues before and as they arise (e.g. critical incident plans, emergency procedures, incident reporting).
3. Establishing staff induction and training programs.
4. Regularly reviewing the current Safety Action Plan to ensure safety issues are being addressed as intended.

Workplace health and safety planning documents should:

- ☒ Identify foreseeable hazards, indicate their assessed risk and outline how they are to be controlled.
- ☒ Establish expectations for H&S processes, such as: training, risk management and incident reporting.
- ☒ Explain your workplace emergency procedures.

Not a risk

Criterion indicators	1	2	3	4	5
1. Work activities are reviewed on a regular basis to identify hazards, assess their risk and implement safety controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. A Safety Action Plan is developed each year that prioritises hazards according to their risk and maps out actions to address those hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Emergency plans exist for site evacuation, lockdown, medical emergencies and other foreseeable critical incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Effective policies and processes have been established to address H&S issues such as: staff induction and training, risk management, incident reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> • All staff inductions – PF Days in January • Regular updates to staff • Safety Action Plan used • EEP plans- walls, induction on medical emergencies • Processes in place for EEP • Work Activity Statements, RA & RM for Curriculum & sport., all documentation complete 					

DET Annual Safety Assessment

Issues of concern and recommendations for future improvement:	
Criterion 4: CONSULTATION	

Guidance

Maintaining health and safety at work relies on meaningful consultation with all staff and other stakeholders (e.g. contractors). This consultation may occur through: an established Health and Safety Committee, an appointed a trained Health and Safety Advisor, elected staff Health and Safety Representatives, staff meetings, newsletters and less formal communication. Meaningful consultation will not only advise everyone concerned about H&S issues, but will also seek a broad range of views and input before decisions are made.

Consultation should occur:

- ☒ during risk management processes (e.g. when hazards are being identified, risks assessed and when safety controls are being formulated and implemented)
- ☒ when investigating H&S incidents
- ☒ when planning changes to work policies and practices that affect safety
- ☒ when determining H&S training needs.

Important Links

- Health, Safety and Wellbeing Communication and Consultation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-Safety-and-Wellbeing-Communication-and-Consultation.aspx>
- Health and Safety Representatives procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Representatives.aspx>
- Committees and Consultation (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/committees.html>

Not met

Criterion indicators	1	2	3	4	5
1. Formal means of consultation have been established to foster meaningful communication on H&S issues (e.g. H&S Committee, staff provided with an opportunity to elect a Health and Safety Representative).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. The Health and Safety Committee meets at least four times a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Consultation on H&S issues happens in a meaningful way with a broad range of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Staff are advised of relevant H&S decisions and processes that are put in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

DET Annual Safety Assessment

Current strengths and things we do well:

- WHS& Wellbeing Committee-Principal, DP, BSM, SOG, HSR x2, OHSC Rep, HAS
- Meeting 1 per term
- Minutes on MyHR as required
- Minutes published for staff

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE

DET Annual Safety Assessment

Criterion 5: **RISK MANAGEMENT**

Guidance

Effective health and safety risk management is fundamental to ensuring safety at work.

All DET staff should have an understanding of the health and safety risk management process and how it is applied to their work. Staff should understand and comply with relevant DET risk management procedures.

Instances where risk management would be required include:

- | | | |
|--|----------------------|--------------------------|
| • High-risk curriculum activities | • Chemical safety | • Emergency planning |
| • Contractors and visitors | • Working at heights | • Manual handling |
| • Electrical safety | • Work experience | • Slips, trips and falls |
| • School/ offsite activities
(i.e. camps, vocational placement) | • Infection control | • Driver safety |

Processes should be established at your workplace to:

- ☒ ensure staff understand the risk management process, relevant DET risk management procedures and how they are to be implemented
- ☒ identify, assess and manage hazards in your workplace
- ☒ complete risks assessments for high and extreme risk health and safety hazards/activities.

Important Links

- Risk Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/safety/managing/risk.html>
- Managing Risks in School Curriculum Activities procedure
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Health and Safety procedures
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx>

Not met

Criterion indicators	1	2	3	4	5
1. Risk management processes are in place that: (a) identify health and safety hazards; (b) assess their level of risk; (c) eliminate or control risk, and (d) monitor and review safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Risk assessments are completed for identified high and extreme risk hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. All staff are provided with relevant risk management training on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Identified hazards are recorded in a central register (e.g. MyHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All school activities (excursions, sport, onsite extra curricular activities) have RA done, attached & used
- SOP regularly reviewed with SOG

DET Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Criterion 6: **HEALTHY LIFESTYLE PROGRAM**

Guidance

Healthy lifestyle programs provide staff with information and skills to help them maintain good health and wellbeing.

These programs should be based on health issues identified through a needs assessment done with your local staff. Ideally, a range of programs would be implemented to cater for a variety of individual needs.

Implemented programs should be evaluated to determine their success. This could be based on participation, satisfaction levels, improvements to health and wellbeing, etc.

Healthy lifestyle programs should be:

- ☒ implemented to cater for a diverse range of identified needs
- ☒ evaluated to determine their effectiveness.

Important Link

- Health and Wellbeing Information (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/healthpromotion/health-wellbeing-info.html>

Not met

Criterion indicators	1	2	3	4	5
1. Needs and preferences for healthy lifestyle programs are assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. A broad range of healthy lifestyle initiatives are promoted and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Healthy lifestyle programs are evaluated to determine their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Healthy lifestyle programs are included in the annual planning process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- From 2015, staff opted for morale building.
- Red days – children
- Principal regularly offers mental wellness, supportive documentation via email to staff
- Continue to offer to staff in coming years

DET Annual Safety Assessment

Issues of concern and recommendations for future improvement:

DET Annual Safety Assessment

Criterion 7: INFORMATION INSTRUCTION AND TRAINING

Guidance

For staff to maintain a safe work environment in accordance with DET's policies and procedures, they need to be provided with ready access to up-to-date information and quality H&S training.

All staff should receive regular training in workplace emergency procedures (such as, evacuations and lockdowns), and key H&S procedures (such as, incident reporting and risk management).

H&S topics should be included in induction programs for all staff upon their initial appointment to your workplace or their return from extended leave.

More specific H&S training should be provided to staff based on their role. For example, Cleaners and Grounds Staff may receive training regarding manual handling risks and managing hazardous chemicals.

Records of the training undertaken should be maintained.

All staff should:

- ☒ receive H&S induction training upon their appointment
- ☒ receive H&S training relevant to their work role and duties (refer to H&S procedures for information).

Important Link

- Courses and Training (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/training.html>
- DET Induction Website <http://det.qld.gov.au/about/induction/>

Not Applicable

Criterion indicators	1	2	3	4	5
1. Health and safety induction training is provided for newly appointed staff and for staff returning from extended leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Staff are provided with health and safety training that relates to their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Health and safety training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Health and safety training is based on a needs analysis of training requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Current strengths and things we do well:					
<ul style="list-style-type: none"> • First Aid & CPR – all staff – done Wednesday 9 August • EEP training PF Day January 2017 • Medical training for specific children – asthma, epipen 					

DET Annual Safety Assessment

Issues of concern and recommendations for future improvement:

Released under the
RTI Act by DoE



DET Annual Safety Assessment

Criterion 9: CLAIMS MANAGEMENT

Guidance

Claims management refers to the management of: WorkCover claims, QSuper income protection claims and long term sick leave for ill or injured staff. Claims should be managed in an accurate and timely manner, and in a way that respects and upholds the rights and responsibilities of both the employee and DET.

Effective claims management can be achieved with a range of people working together, including:

- the injured/ill employee
- your workplace Administration team
- the accredited RRTWC assigned to manage the case
- Regional staff including the Claims Officer and the Senior Injury Management Consultant
- Case Managers from WorkCover and/or QSuper.

Important Links

- Workplace Rehabilitation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx>
- WorkCover, QSuper and Other Claims (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/workcover.html>
- Injury Management (Creating Healthier Workplaces website)
<http://education.qld.gov.au/health/injury/index.html>

Not a star

Criterion indicators	1	2	3	4	5
1. Staff understand their rights and responsibilities in relation to the lodgement of claims and leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. All claims are managed in a timely and efficient manner. If no claims have needed to be managed, the claims process understood by Admin staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Files containing claim and leave paperwork are kept secure and confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Staff have ready access to information about claims and leave options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> • All claims & files confidential • RRTWC appointed 					
<p>Issues of concern and recommendations for future improvement:</p>					

Criterion 10: INCIDENT RECORDING, INVESTIGATION, ANALYSIS AND REVIEW

Guidance

A health and safety 'incident' is an accident or event that has resulted in an injury, or had the potential to result in an injury (like a near miss).

Incidents should be recorded and reported in accordance with the *Health and Safety Incident Recording and Notification* procedure. Incident details are to be recorded in the MyHR WHS module. Investigation details may be attached to the incident details in MyHR WHS or recorded in a secure workplace management system.

Incidents should be investigated in accordance with the *Health and Safety Incident Investigation* procedure. Your workplace should have staff (or access to staff) trained in incident investigation.

Incident statistics should be reviewed and analysed on a regular basis (at least annually) with the view to reducing the risk of similar incidents happening in the future. This could be undertaken by the Workplace Health and Safety Committee, with the findings and responses communicated to all relevant staff.

Important Links

- Health and Safety Incident Recording, Notification and Management procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx>
- Health and Safety Incident Investigation procedure
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Investigation.aspx>
- MyHR WHS Reports and Graphs
<https://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/ReportsAndGraphsInMyHRWHS.pdf>

Not met

Criterion indicators	1	2	3	4	5
1. Management and staff are aware of their responsibility to report H&S incidents in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Health and safety incidents are recorded in accordance with the <i>Incident Recording</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Health and safety incidents are investigated in accordance with the <i>Incident Investigation</i> procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Actions are undertaken in response to regular review and analysis of incident statistics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
<p>Current strengths and things we do well:</p> <ul style="list-style-type: none"> • All incidents recorded & reviewed • OnePortal used to record • Behaviour reporting done on OneSchool 					
<p>Issues of concern and recommendations for future improvement:</p>					

Criterion 11: MEASURING AND EVALUATING WHS PERFORMANCE

Guidance

A key activity to measure and evaluate your workplace H&S performance is through an Annual Safety Assessment (ASA). The ASA should:

- review the 13 DET health, safety and wellbeing criteria
- consult with a broad range of staff
- be conducted annually
- result in an annual Safety Action Plan (see Appendix 2) which prioritises the safety measures to be undertaken over the next 12 months in response to issues identified in the ASA
- inform priorities to be included in annual operational plans.

Other steps may be taken to review WHS performance, such as:

- ☒ specific work site inspections, undertaken for high-risk areas on a regular basis
- ☒ analysis of H&S statistics (such as: WorkCover claims, MyHR WHS injury data, incident reports, identified hazards, risk assessments)
- ☒ review of actions taken in response to identified issues.

Not mark

Criterion indicators	1	2	3	4	5
1. An ASA is conducted each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. A Safety Action Plan is developed and implemented with prioritised actions to be undertaken in response to the ASA findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. A broad range of H&S data is reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Work site inspections for high-risk areas are undertaken on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- ASA done each year by HAS
- Action plan formulated by WHS&Wellbeing committee
- Regular inspections undertaken throughout year

Issues of concern and recommendations for future improvement:

DET Annual Safety Assessment

Criterion 12: REVIEWING WHS PERFORMANCE

Guidance

We all have a duty to provide a high level of safety at work, in accordance with WHS legislation and DET policies and procedures.

The H&S practices at your workplace should be reviewed to ensure they meet current legislative and DET requirements. Sometimes processes need to be updated to reflect other legislation (for example, building fire safety legislation).

From time to time, external WHS management system audits are conducted at DET workplaces. The criteria used in this ASA align closely to those used in the external WHS audit.

Management staff should:

- ☒ Review your WHS practices to ensure they comply with DET procedures and legislation.
- ☒ Ensure staff are aware of current WHS policies and procedures.
- ☒ Ensure there is compliance with the WHS policies and procedures.

Not met ↔

Criterion indicators	1	2	3	4	5
1. WHS policies and procedures are reviewed on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. WHS policies and procedures are updated as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Staff are advised of changes to WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Current WHS policies and procedures are reflected in planning processes and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All policies regularly reviewed & achieved High standard
- Audits conducted each year – chemical, building/grounds & Annual Assessment

Issues of concern and recommendations for future improvement:

DET Annual Safety Assessment

Criterion 13: **REPORTING OF WHS**

Guidance

DET workplaces are required to maintain records of WHS issues and activities.

For example:

- Hazards and incidents are recorded in a central register (e.g. MyHR WHS).
- WHS training records are maintained.
- The results of the ASA are reported to the Health and Safety Committee and the Admin/Leadership team.

Management staff should:

- ☒ Monitor WHS reporting to determine that it is an accurate reflection of your workplace.
- ☒ Maintain all the records required for audits on Health and Safety processes.

Not met

Criterion indicators	1	2	3	4	5
1. The results of the ASA are reported each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Central registers of hazards and incidents are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. WHS training records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. All records required for Health and Safety audits are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Current strengths and things we do well:

- All reporting, recording & registers are up to date
- Copies to Principal
- ASA – summary results & action plans emailed to DO

Issues of concern and recommendations for future improvement:

Summary Results of the Annual Safety Assessment 2017

Location:	Marshall Road State School				
Safety Assessment compiled	Merredith Houston		Date:	4.12.17	
CRITERIA	1	2	3	4	5
1. Work Health and Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. Management responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. Planning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
4. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
5. Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
6. Healthy lifestyle program	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
7. Information instruction and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
8. Injury treatment and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
9. Claims management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
10. Incident recording, investigation, analysis and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
11. Measuring and evaluating WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
12. Reviewing WHS performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
13. Reporting of WHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Overall Safety Assessment rating:			<input type="checkbox"/>	<input type="checkbox"/>	X
Top three issues of concern		Key actions to be taken			
1. Healthy Lifestyle		<ul style="list-style-type: none"> Continue to promote Staff Morale – work load, programs 			
2. Instruction & Training		<ul style="list-style-type: none"> First Aid & CPR Asthma training Fire warden training Medical Emergencies 			
3. Data analysis		<ul style="list-style-type: none"> Continue to use data to determine areas of hazards Use data for behaviour link to School Behaviour Management Plan 			
Officer In Charge (signature):			Date:		

Action Plan 2017

LOCATION	Marshall Road State School			DATE OF PLAN	4.12.17
IDENTIFIED HAZARD / ISSUE	ACTION TO BE TAKEN	PRIORITY High, Med., Low	PERSON RESPONSIBLE	DATE TO BE COMPLETED BY	DATE COMPLETED
1. Healthy Lifestyle	Staff Morale <ul style="list-style-type: none"> • "Pat on Back" Awards continue • Social gatherings – staff dinners, luncheons, birthday morning teas organized by social committee 	Low	Principal Staff Social Committee	End 2017	
2. Instruction & Training	<ul style="list-style-type: none"> • First Aid & CPR – Term 3 2018 • Fire Warden training – PF Days January 2018 • Asthma – PF Days Jan 2018 • Medical Condition training – as required 	HIGH	Principal Staff	End 2017	
3. Data Analysis	<ul style="list-style-type: none"> • Hazards, Incidents – OnePortal • Safety minutes - OnePortal 	Medium	HAS/Principal Admin & Staff	Ongoing in 2017	

Chemical Audit Report - 2013

- Science Chemicals removed in November 2013 (20 chemicals removed from register).
- Manifests updated March 2013.
- 3 chemicals found in shed (without MSDS) - from audit.
- 18 new MSDS to be completed in 2014 (including 3 new products in shed).
- Total of 86 chemicals on register throughout school despite our best efforts to reduce and minimize chemical use in our school environment.
- Pool canteen - not audited due to renovations at time of audit. Pool canteen operators advised to maintain chemicals as per manifest.



Principal


WHSO

5 December 2013

Chemical Audit

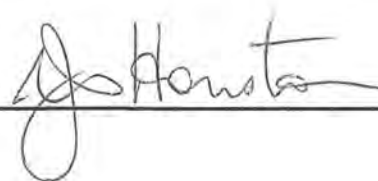
Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
1	Premium Unleaded Petrol	Groundsman Shed	✓	200L	✓✓
2	Roundup		✓	4L	✓✓
5	Two Stroke Lawn Mower Oil		✓	4.8L & 2.5L	✓✓
6	Automotive Diesel Fuel		✓	200L	✓✓
7	Gas Bottles		✓	1x4KG	✓✓
56	Ratsak			-	✓✓
67	Mortein Spider			-	✓✓ NEW 2014
68	Mortein Fly/Insect			-	✓✓
69	Methylated Spirits		✓	2L	✓✓ NEW 2014
70	Paint (Various)		✓	180L	✓✓
73	Chemag Nutgrass			-	✓✓ NEW 2014
74	Selley's Liquid Nails		✓	1 tube	✓✓
75	Yates Blood & Bone	Permaculture		-	✓✓
76	Selley's Araldite			-	✓✓
77	Loctite		✓	2 bottles	✓✓
79	Baygon Outdoor & Spider Surface Spray			-	✓✓
81	WD 40		✓	1 bottle	✓✓
82	Pig & Poultry Wormer	Permaculture		?	✓✓

Principal:



WHSO:



Chemical Audit

Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
83	Hortico White Oil	Groundsman Shed Removed from Use - now repurchased 2013!		2x250ml	NIL NEW 2014
85	Mineral Turpentine	Groundsman Shed	✓	-	✓✓
87	Chain & Bar Oil		✓	8x50ml	✓✓
91	Valvoline multilube lubricant 2EP		✓	4L	✓✓
92	Valvoline Super diesel SAE15W40	Not used	REMOVED 2012	4L	NEW 2014
93	Pennzoil AW Hydraulic Oil 46			-	✓✓
94	Bostik Silicone		✓	2	✓✓
95	Bostik Gap sealant		✓	2	✓✓
96	Richgro Insecticide		✓	-	✓✓
97	Woodmans timber coating (see paint)		✓	See paint	✓✓
98	Fountain Line Marking			-	✓✓
100	Seasol		✓	4L	✓✓
102	Graphite			-	✓✓
112	RP7		✓	1 CAN	✓✓
125	Richgro Weed n Feed		✓	1L 2X3L	✓✓
126	Yates Zero Bindi & Clover			-	✓✓
127	Rootgro Root Strike			-	✓✓
128	Linemarking Paint Dymark (Spray Cans)		✓	12 X 500g	✓✓
134	Talon XT PRO		✓	?	✓✓
135	Caltex 4 stroke oil		✓	?	✓✓

Principal: M. J. de S.

WHSO: J. Houston

Chemical Audit

Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
136	Panacur 25	Shed	✓	?	✓✓
137	Rustguard		✓	?	✓✓
138	Wet n Forget		✓	?	✓✓
140	Eco concepts		✓	?	✓✓
141	Cement G P Rapid Set		✓	3x20kg	NEW 2014
142	Instant Bitumen		✓	?	NEW 2014
143	Multi Purpose Joint Compound		✓	?	NEW 2014
		Kidszone			
107	Disinfectant		✓	1L 2x500ml	✓✓
129	Eucalyptus	NEW	✓	-	✓✓
68	Mortein Insect		✓	250g 350g	✓✓
38	Borax	NEW	✓	1Kg	✓✓ NEW 2014
104	Ajax Floor Cleaner			-	✓✓ NEW 2014
105	Windex Glass Cleaner			-	✓✓ NEW 2014
62	Palmolive Dishwashing Liquid		✓	500ml 400ml	✓✓ NEW 2014
60	Palmolive Softwash		✓	500ml	✓✓ NEW 2014
106	Dettol Hand sanitizer		✓	400ml 240ml	✓✓ NEW 2014
65	Glen 20 Surface Spray Disfectant		✓	1x175g	✓✓
109	Finish Rinse Aid		✓	250ml 500ml	✓✓
110	Finish Powerball Tablets		✓	1kg	✓✓
	MANIFEST sighted & signed		YES		

Principal: _____

WHSO: _____

Chemical Audit

Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Pool			
10	Hydrochloric Acid		✓	4x20L, 4x5L	✓✓
14	Sodium Hypochlorite		✓	1x500L	✓✓
15	Sodium Bicarbonate		✓	5x25kg	✓✓
17	Dichloroisocyanuric Acid			-	✓✓
		Pool Canteen			
62	Palmolive Dishwashing	*advised use chemicals		?	✓✓ NEW 2014
60	Palmolive Handwash	as per manifest		?	✓✓ NEW 2014
61	Ajax Spray'n'wipe	*Renovations in Pool		?	✓✓ NEW 2014
108	Vanilla Fresh	Canteen - audit not		?	✓✓
	MANIFEST sighted & signed	done	NO		
		Swim Club Room			
70	Paint		✓	1x250g	✓✓
85	Mineral Turpentine		✓	1L	✓✓

Principal:

[Signature]

WHSO:

[Signature]

Chemical Audit

Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Prep			
61	Ajax Spray'n'wipe			-	✓✓ NEW 2014
72	Jiff			-	✓✓
59	Baygon		✓	1x250ml	✓✓ NEW 2014
62	Palmolive			-	✓✓ NEW 2014
107	Disinfectant			-	✓✓
65	Glen 20		✓	350g	✓✓
106	Dettol Hand Sanitizer			-	✓✓
38	Borax		✓	1x250g	✓✓ NEW 2014
	MANIFEST sighted & signed		YES		
		Disabled Toilet			
65	Glen 20		✓	-	✓✓
	MANIFEST sighted & signed		YES		

Principal:

[Signature]

WHSO:

[Signature]

Chemical Audit

Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Staffroom			
62	Palmolive Dishwashing			-	✓✓ NEW 2014
60	Palmolive Hand Wash			-	✓✓ NEW 2014
59	Baygon		✓	1X375g	✓✓
105	Windex		✓	250ml	✓✓ NEW 2014
72	Crème Cleanser		✓	175g	✓✓
	Cleaners supply - hand soap		✓	5L	
	Cleaners supply - general detergent		✓	5L	
	MANIFEST sighted & signed		YES		
		Resource Centre			
62	Palmolive Dishwashing		✓	200ml	✓✓ NEW 2014
60	Palmolive Hand Wash			-	✓✓ NEW 2014
106	Dettol Hand Sanitizer		✓	2x200ml	✓✓ NEW 2014
	Cleaners supply - hand soap				
	Cleaners supply - general detergent				
	MANIFEST sighted & signed		YES		

Principal:

[Signature]

WHSO:

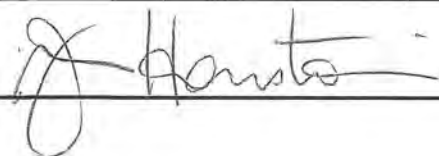
[Signature]

Chemical Audit

Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Cleaners			
130	Kelite hands free		✓	5L	✓✓
32	Vomit Control Agent Fresh 'n		✓	5kg	✓✓
116	Vitality W'room Cleaner		✓	20L	✓✓
117	Strobe		✓	12L	✓✓
118	Peersol Chlorinated	Not in use		-	✓✓
119	G.O.S.92 Graffiti Remover		✓	5L	✓✓
120	Steamy - Carpet extraction			-	✓✓
121	Gemini Floor Sealer Finish	Not in use		-	✓✓
122	Sleek 50	Not in use		-	✓✓
123	Lazer	Not in use		-	✓✓
124	Foaming Soap		✓	5L	✓✓
132	Peerless Sanitizer Laundry Detergent		✓	5L	✓✓
131	Peerless 7 S-Clean		✓	1L	✓✓

Principal: 

WHSO: 

Chemical Audit

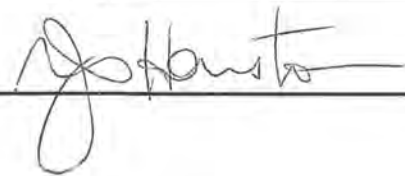
Date: 2 December 2013

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Tuckshop			
61	Ajax Spray'n' Wipe			-	✓✓ NEW 2014
59	Baygon		✓	350g	✓✓
62	Palmolive Dishwashing		✓	2x500ml	✓✓ NEW 2014
60	Palmolive Softwash		✓	1x750ml	✓✓ NEW 2014
116	Cleaner(Vitality W'room Cleaner)		✓	1L	✓✓
108	Vanilla fresh		✓	500ml	✓✓
109	Finish Rinse Aid		✓	250ml	✓✓
110	Finish Powerball tablets		✓	575g,350g	✓✓
65	Glen 20		✓	300g	✓✓
67	Mortein Spider Control		✓	350g	✓✓ NEW 2014
133	Bactrasan - Septone (sanitizer)		✓	5L	✓✓
72	Crème Cleanser			-	✓✓
105	Windex		✓	750ml	✓✓ NEW 2014
	MANIFEST sighted & signed		YES		
		Performing Arts Centre			
62	Dishwashing Liquid			1x425ml,2x450ml	✓✓ NEW 2014
60	Palmolive Softwash			250ml	✓✓ NEW 2014
	MANIFEST sighted & signed		YES		

Principal:



WHSO:



CHEMICAL AUDIT

2014

Audit date: 8-10 December 2014

Risk Assessment &
MSDS Check: 8-9 December 2014

Report date: 10 December 2014

Chemical Audit Report - 2014

- 24 March 2014, there were 143 chemicals on school manifest. From chemical audit of 2013, 54 chemicals were deleted from manifest as they were no longer in use. The result is that 89 chemicals are available for use throughout school.
- 18 chemicals had new MSDS and Risk Assessments done and added to manifests.

Borax	Mortein Spider	Methylated Spirits
Hortico White Oil	Chemag Nutgrass	Richgro Insecticide
Fountain Line Marking	Graphite	Ajax Floor Cleannser
Windex Glass Cleaner	Palmolive Softwash	Ajax Spray 'n' wipe
Palmolive Dishwashing	Dettol Hand Sanitizer	Vomit Control (Elite)
Cement GP Rapid Set	Instant Bitumen	Multipurpose Joint Compound
- The new MSDS & RA were added to all manifests on 25 July 2014.
- Item 126 - Yates Zero Bindi & Clover to be removed from use
- POOL - Calcium Chloride now used in pool - New MSDS & RA to be done in 2015.
- Cleaners Chemicals need to be ordered in one size as difficulties arise when decanting chemicals for use in other areas of school. If brands change, BSM must ensure that MSDS are obtained upon receipt of goods



Principal



WHSO

10 December 2014

Chemical Audit

Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
1	Premium Unleaded Petrol	Groundsman Shed	✓	1x200L	✓✓
2	Roundup		✓	1X5L	✓✓
5	Two Stroke Lawn Mower Oil		✓	24 X 200ml	✓✓
6	Automotive Diesel Fuel		✓	1x200L	✓✓
7	Gas Bottles		✓	5X9kg,3X4.5kg	✓✓
56	Ratsak		✓	1x200g	✓✓
67	Mortein Spider			-	✓✓
68	Mortein Fly/Insect			-	✓✓
69	Methylated Spirits			-	✓✓
70	Paint (Various)		✓	35L	✓✓
73	Chemag Nutgrass			-	✓✓
74	Selley's Liquid Nails			-	✓✓
75	Yates Blood & Bone	Permaculture	✓	4kg	✓✓
76	Selley's Araldite			-	✓✓
77	Loctite			1x200ml	✓✓
79	Baygon Outdoor & Spider Surface Spray			-	✓✓
81	WD 40		✓	2x375ml	✓✓
82	Pig & Poultry Wormer	Permaculture	✓	1x500ml	✓✓

Principal: _____

WHSO: _____

Chemical Audit

Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
83	Hortico White Oil	Groundsman Shed Removed from Use - now repurchased 2013!	✓	1x400g 1x500ml	NIL NEW 2014 ✓✓
85	Mineral Turpentine	Groundsman Shed		-	✓✓
87	Chain & Bar Oil		✓	1L	✓✓
91	Valvoline multilube lubricant 2EP		✓	1x2L	✓✓
92	Valvoline Super diesel SAE15W40	Not used	✓	4L	✓✓
93	Pennzoil AW Hydraulic Oil 46		✓	1L	✓✓
94	Bostik Silicone			-	✓✓
95	Bostik Gap sealant			-	✓✓
97	Woodmans timber coating (see paint)			done	✓✓
98	Fountain Line Marking		✓	20L	✓✓
100	Seasol		✓	4L	✓✓
102	Graphite			-	✓✓
112	RP7		✓	1x250g	✓✓
125	Richgro Weed n Feed		✓	1x2L	✓✓
126	Yates Zero Bindi & Clover	To Be Removed		-	✓✓
127	Rootgro Root Strike		✓	2x30g	✓✓
128	Linemarking Paint Dymark (Spray Cans)		✓	5x200ml	✓✓
134	Talon XT PRO			-	✓✓
135	Caltex 4 stroke oil		✓	4L	✓✓

Principal:

[Signature]

WHSO:

[Signature]

Chemical Audit

Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
136	Panacur 25	Shed		-	✓✓
137	Rustguard			-	✓✓
138	Wet n Forget			-	✓✓
140	Eco concepts			-	✓✓
141	Cement G P Rapid Set		✓	1x20g	✓✓
142	Instant Bitumen		✓	4L	✓✓
143	Multi Purpose Joint Compound		✓	1x2kg	✓✓
		Kidszone			
107	Disinfectant		✓	1x1L,1x500ml	✓✓
129	Eucalyptus	NEW	✓	1x500ml,1x200ml	✓✓
59	Baygon		✓	1x250g	✓✓
38	Borax	NEW		-	✓✓
104	Ajax Floor Cleaner			-	✓✓
105	Windex Glass Cleaner			-	✓✓
62	Palmolive Dishwashing Liquid		✓	1x500ml	✓✓
60	Palmolive Softwash		✓	3x250ml	✓✓
106	Dettol Hand sanitizer		✓	1x250ml	✓✓
65	Glen 20 Surface Spray Disfectant		✓	1x375g	✓✓
109	Finish Rinse Aid		✓	2x250ml	✓✓
110	Finish Powerball Tablets		✓	2x42 tab	✓✓
	MANIFEST sighted & signed		YES		

Principal: _____

WHSO: _____

Chemical Audit

Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Pool			
10	Hydrochloric Acid			4x5L	✓✓
14	Sodium Hypochlorite			1x500L	✓✓
15	Sodium Bicarbonate			1x25kg	✓✓
17	Dichloroisocyanuric Acid			-	✓✓
	Calcium Chloride	Now in use		1x25kg	✓✓
		Pool Canteen			
62	Palmolive Dishwashing		✓	1x400ml	✓✓
60	Palmolive Handwash			-	✓✓
61	Ajax Spray'n'wipe			-	✓✓
108	Vanilla Fresh			-	✓✓
	MANIFEST sighted & signed		YES		
		Swim Club Room			
70	Paint		✓	2x325g, 2x20L	✓✓
85	Mineral Turpentine		✓	2x1L	✓✓
69	Methylated Spirits		✓	1L	✓✓
106	Hand Sanitizer		✓	1L	✓✓
61	Ajax Spray n wipe		✓	2x550ml	✓✓

Principal: _____

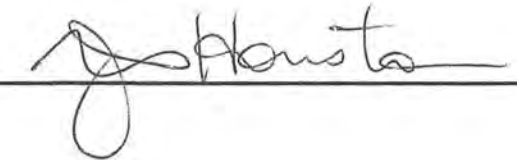
WHSO: _____

Chemical Audit

Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Prep			
32	Vomit Control		✓	1x2L	✓✓
124	Hand Soap		✓	1x5L	✓✓
116	Vitality		✓	1x1L	✓✓
119	GOS 92 Graffiti Remover		✓	1x1L	✓✓
	MANIFEST sighted & signed		YES		
		Disabled Toilet			
65	Glen 20			-	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

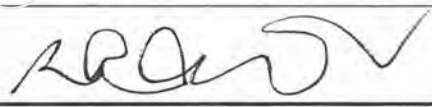
WHSO: 

Chemical Audit

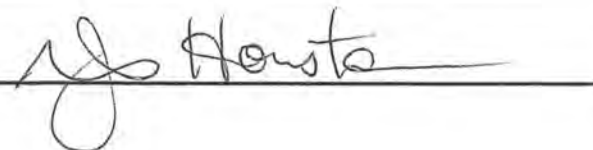
Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Staffroom			
62	Palmolive Dishwashing		✓	1x500ml	✓✓
60	Palmolive Hand Wash			-	✓✓
59	Baygon			-	✓✓
105	Windex			-	✓✓
72	Crème Cleanser			-	✓✓
	Cleaners supply - hand soap		✓	1x2L	✓✓
	Cleaners supply - general detergent		✓	1x5L	✓✓
65	Glen 20				
	MANIFEST sighted & signed		YES		
		Resource Centre			
62	Palmolive Dishwashing		✓	1x400ml	✓✓
60	Palmolive Hand Wash		✓	1x48ml	✓✓
106	Dettol Hand Sanitizer		✓	1x350ml	✓✓
	Cleaners supply - hand soap		✓(Toilet)	1L	✓✓
	Cleaners supply - general detergent			-	✓✓
	MANIFEST sighted & signed		YES		

Principal:



WHSO:

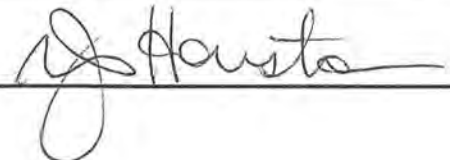


Chemical Audit

Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Cleaners			
130	Kelite hands free		✓	1x20L	✓✓
32	Vomit Control Agent Fresh 'n		✓	1x3kg, 1x20kg	✓✓
116	Vitality W'room Cleaner		✓	2x10L, 1x15L	✓✓
117	Strobe		✓	1x15L, 1x5L	✓✓
118	Peersol Chlorinated	Not in use		-	✓✓
119	G.O.S.92 Graffiti Remover		✓	13x1L	✓✓
120	Steamy - Carpet extraction			-	✓✓
121	Gemini Floor Sealer Finish	Not in use		-	✓✓
122	Sleek 50	Not in use		-	✓✓
123	Lazer	Not in use		-	✓✓
124	Foaming Soap		✓	1x20L	✓✓
132	Peerless Sanitizer Laundry Detergent		✓	2x5L	✓✓
131	Peerless 7 S-Clean		✓	1x5L	✓✓
86	Guardian Anti-Graffiti		✓	-	✓✓

Principal: 

WHSO: 

Chemical Audit

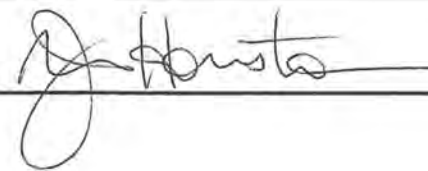
Date: 8-9 December 2014

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Tuckshop			
61	Ajax Spray'n' Wipe		✓	1x500ml	✓✓
59	Baygon		✓	1x350g	✓✓
62	Palmolive Dishwashing		✓	1x750ml, 1x450ml, 1x900ml	✓✓
60	Palmolive Softwash		✓	1x1L, 1x250ml	✓✓
116	Cleaner(Vitality W'room Cleaner)		✓	1x5L	✓✓
108	Vanilla fresh		✓	1x500ml	✓✓
109	Finish Rinse Aid		✓	1x250ml	✓✓
110	Finish Powerball tablets		✓	1x350g	✓✓
65	Glen 20		✓	1x250ml	✓✓
67	Mortein Spider Control		✓	1x350g	✓✓
133	Bactrasan - Septone (sanitizer)		✓	1x5L	✓✓
72	Crème Cleanser		✓	1x375ml	✓✓
105	Windex		✓	1x750ml	✓✓
	MANIFEST sighted & signed		YES		
		Performing Arts Centre			
62	Dishwashing Liquid		✓	1x425ml	✓✓
60	Palmolive Softwash		✓	1x500ml	✓✓
	MANIFEST sighted & signed		YES		

Principal:



WHSO:



CHEMICAL AUDIT

2015

Audit date: 7-11 December 2015

Risk Assessment &
MSDS Check: 8-9 December 2015

Report date: 11 December 2015

Chemical Audit Report - 2015

- From Chemical audit held 7-11 December, there were 69 chemicals in use throughout the school - a significant reduction from 2014.
- 19 chemicals need new MSDS and Risk Assessments done and added to manifests -Term 1 2016
- SHED (10)

2 stroke Lawn Mower

Diesel Fuel

Valvoline Super DieselSAE15W40

Mortein Fly/Insect

Paint

Gap Sealant

Pennzoil AW Hydraulic

Seasol

Linemarking Paint Dymark

4 stroke oil

CLEANER (6)

Vitality

Strobe

G.O.S. 92 Graffiti Remover

Foaming Soap

Peerless S7 Clean

Sunfresh Dishwashing

GENERAL (1)

Baygon

POOL (2)

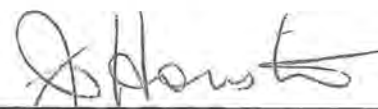
Hydrochloric Acid

Calcium Chloride

- Cleaners Chemicals need to be ordered in one size as difficulties arise when decanting chemicals for use in other areas of school. If brands change, BSM must ensure that MSDS are obtained upon receipt of goods



Principal



WHSO

Chemical Audit

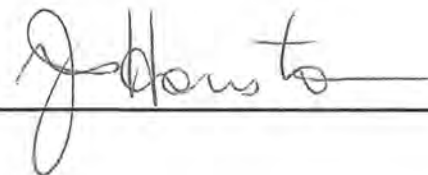
Date: 7-11December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
1	Premium Unleaded Petrol	Groundsman Shed	✓	200L	✓✓
2	Roundup		✓	1x5L	✓✓
5	Two Stroke Lawn Mower Oil		✓	1x3L	new
6	Automotive Diesel Fuel		✓	200L	new
7	Gas Bottles		✓	5x9kg, 3x4.5kg	✓✓
56	Ratsak		REMOVE		
67	Mortein Spider			-	✓✓
68	Mortein Fly/Insect			-	new
69	Methylated Spirits			-	✓✓
70	Paint (Various)		✓	4X10L, 15X1L,8X4L	new
73	Chemag Nutgrass			-	✓✓
74	Selley's Liquid Nails		REMOVE		✓✓
75	Yates Blood & Bone	Permaculture	✓	1X10kg	✓✓
76	Selley's Araldite	Office	✓	1x10g	✓✓
77	Loctite		✓	1x10ml	✓✓
79	Baygon Outdoor & Spider Surface Spray		✓	1x750ml	✓✓
81	WD 40		✓	1x350g	✓✓
82	Pig & Poultry Wormer	Permaculture	✓	1x2.5L	✓✓

Principal:



WHSO:



Chemical Audit

Date: 7-11December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
83	Hortico White Oil	Groundsman Shed Removed from Use - now repurchased 2013!	✓	1x500ml	NIL NEW 2014 ✓✓
85	Mineral Turpentine	Groundsman Shed		-	✓✓
87	Chain & Bar Oil		REMOVE		
91	Valvoline multilube lubricant 2EP		REMOVE		
92	Valvoline Super diesel SAE15W40		✓	1X5L	new
93	Pennzoil AW Hydraulic Oil 46		✓	1X5L	new
94	Bostik Silicone			-	✓✓
95	Bostik Gap sealant			-	new
96	Richgro Insecticide		REMOVE		
97	Woodmans timber coating (see paint)		REMOVE		
98	Fountain Line Marking			1X20L	✓✓
100	Seasol			-	new
102	Graphite		REMOVE	-	
112	RP7		REMOVE		
125	Richgro Weed n Feed		REMOVE		
127	Rootgro Root Strike				✓✓
128	Linemarking Paint Dynark (Spray Cans)				new
134	Talon XT PRO		REMOVE		
135	Caltex 4 stroke oil			1X5L	new

Principal:



WHSO:



Chemical Audit

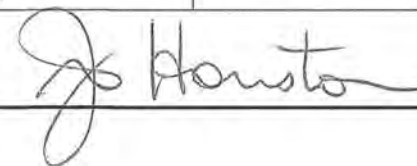
Date: 7-11December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
136	Panacur 25	Shed	REMOVE		
137	Rustguard		REMOVE		
138	Wet n Forget		✓	-	✓✓
139	Rust Guard Rust Converter		REMOVE		
140	Eco concepts		REMOVE		
141	Cement G P Rapid Set		✓	1X20kg	✓✓
142	Instant Bitumen		✓	1x5kg	✓✓
143	Multi Purpose Joint Compound		✓	1x2L	✓✓
144	Liquid Bleach		✓	1X5L	✓✓
		Kidszone			
107	Disinfectant		✓	1x1.25L	✓✓
129	Eucalyptus	NEW	✓	1x200ml	✓✓
59	Baygon			-	new
38	Borax	NEW		-	✓✓
104	Ajax Floor Cleaner			-	✓✓
105	Windex Glass Cleaner		✓	2x600ml	✓✓
62	Palmolive Dishwashing Liquid		✓	2x2L	✓✓
60	Palmolive Softwash		✓	1x250 ml	✓✓
106	Dettol Hand sanitizer		✓	3x1L	✓✓
65	Glen 20 Surface Spray Disfectant		✓	1x300g	✓✓
109	Finish Rinse Aid			-	✓✓
110	Finish Powerball Tablets		✓	2x110 tablets	✓✓
	MANIFEST sighted & signed		YES		

Principal:



WHSO:



Chemical Audit

Date: 7-11December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Pool			
10	Hydrochloric Acid		✓	3x5L	new
14	Sodium Hypochlorite		✓	1x500L	✓✓
15	Sodium Bicarbonate			-	✓✓
17	Dichloroisocyanuric Acid		✓	1x25kg	✓✓
47	Calcium Chloride	Now in use		-	new
		Pool Canteen			
62	Palmolive Dishwashing		✓	1x500ml	✓✓
60	Palmolive Handwash		✓	1x250ml	✓✓
61	Ajax Spray'n'wipe			-	✓✓
108	Vanilla Fresh			-	✓✓
	MANIFEST sighted & signed		NO	Not in canteen	
		Swim Club Room			
70	Paint		✓	2x10L, 1x4L	new
85	Mineral Turpentine		✓	2x2L	✓✓
69	Methylated Spirits		✓	1x1L	✓✓
106	Hand Sanitizer			-	✓✓
61	Ajax Spray n wipe		✓	1x750ml	✓✓
108	Vanilla Fresh		✓	1x500ml	✓✓
128	Linemarking Paint Dymark (Spray Cans)		✓	3x325g	new

Principal: 

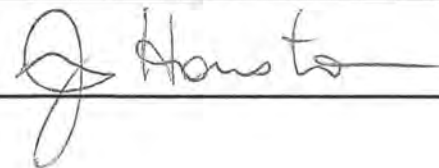
WHSO: 

Chemical Audit

Date: 7-11 December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Prep			
32	Vomit Control		✓	2x500g	✓✓
124	Hand Soap		✓	1x5L	new
116	Vitality		✓	1x1L	new
119	GOS 92 Graffiti Remover		✓	2x1L	new
62	Palmolive Dishwashing		✓	1x750ml	✓✓
60	Palmolive Handwash		✓	2x250ml	✓✓
	MANIFEST sighted & signed		YES		
		Disabled Toilet			
65	Glen 20			-	✓✓
60	Palmolive Handwash		✓	1x250ml	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

WHSO: 

Chemical Audit

Date: 7-11December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Staffroom			
62	Palmolive Dishwashing			-	✓✓
60	Palmolive Hand Wash			-	✓✓
59	Baygon			-	new
105	Windex		✓	1x750ml	✓✓
72	Crème Cleanser			-	✓✓
124	Cleaners supply - hand soap		✓	1x5L	new
145	Cleaners supply - general detergent		✓	1x5L	new
65	Glen 20		✓	1x300g	✓✓
119	GOS 92 Graffiti Remover		✓	1x1L	✓✓
	MANIFEST sighted & signed		YES		
		Resource Centre			
62	Palmolive Dishwashing		✓	1x750ml	✓✓
60	Palmolive Hand Wash			-	✓✓
106	Dettol Hand Sanitizer			-	✓✓
124	Cleaners supply - hand soap			-	✓✓
145	Cleaners supply - general detergent			-	✓✓
	MANIFEST sighted & signed		YES		

Principal: W. H. H. H.WHSO: J. H. H. H.**Chemical Audit****Date: 7-11 December 2015**


RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Cleaners			
32	Vomit Control Agent Fresh 'n			2x 10 L	✓✓
116	Vitality W'room Cleaner			2x15L	✓✓
117	Strobe			2x15L	✓✓
119	G.O.S.92 Graffiti Remover			6x1L	✓✓
124	Foaming Soap			2x20L	new
132	Peerless Sanitizer Laundry Detergent			1x5L, 1x4L	✓✓
131	Peerless 7 S-Clean			1x5L	new
145	Sunfresh Dishwashing Liquid			1x20L	new

Principal: W. H. H. H.WHSO: J. H. H. H.

Chemical Audit

Date: 7-11December 2015

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Tuckshop			
61	Ajax Spray'n' Wipe		✓	1x500ml	✓✓
59	Baygon		✓	1x350g	new
62	Palmolive Dishwashing			-	✓✓
60	Palmolive Softwash		✓	1x750ml, 1x5L, 1x500ml, 1x250ml	✓✓
116	Cleaner(Vitality W'room Cleaner)		✓	1x1L	new
108	Vanilla fresh		✓	1x500ml	✓✓
109	Finish Rinse Aid		✓	1x250ml	✓✓
110	Finish Powerball tablets		✓	1x40 tablets	✓✓
65	Glen 20		✓	1x300g	✓✓
67	Mortein Spider Control		✓	1x350g	new
133	Bactrasan - Septone (sanitizer)		✓	1x500ml	✓✓
72	Crème Cleanser		✓	1x375ml	✓✓
105	Windex		✓	1x750ml	✓✓
117	Strobe		✓	1x1L	✓✓
	MANIFEST sighted & signed		YES		
		Performing Arts Centre			
62	Dishwashing Liquid		✓	1x425ml	✓✓
60	Palmolive Softwash		✓	1x500ml	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

WHSO: 

CHEMICAL AUDIT

2016

Audit date: 3-9 December 2016

Risk Assessment &
MSDS Check: 3-9 December 2016

Report date: 3-9 December 2016

Chemical Audit Report - 2016

- From Chemical audit held 3-9 December, there were 62 chemicals in use throughout the school - a significant reduction from 2015.

LOCATION	No of Chemicals	New MSDS
Shed	31	11
Cleaner	8	1 Rooms need tidying BSM - get new MSDS from company
Pool	5	MSDS supplied by company...however, no SDS sheets in container on wall
General	18	5
TOTAL	62	17

- Reduce amount of RA & MSDS by using generic heading
 - * Aerosol - Flying Insect (RA 67 & 68)
 - * Aerosol - Surface Spray (RA 59, 65 & 79)
 - * Hand Wash - (RA 63 to go under RA 60)
- Manifest to be put back in Pool area & Swim Club to be reminded at start of 2017 that this must be kept in Pool facilities at all times.



Principal

WHSO

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Groundsman Shed			
1	Premium Unleaded Petrol			60L	✓✓
2	Roundup			5L	✓✓
5	Two Stroke Lawn Mower Oil			2L	NEW
6	Automotive Diesel Fuel			50L	NEW
7	Gas Bottles			5x8,5 kg	✓✓
67	Mortein Spider			-	✓✓
68	Mortein Fly/Insect			1x375g	✓✓
69	Methylated Spirits			-	✓✓
70	Paint (Various)			25L	NEW
73	Chemag Nutgrass			4L	✓✓
75	Yates Blood & Bone	Permaculture		3kg	✓✓
76	Selley's Araldite	Office		25g	✓✓
77	Loctite			30g	✓✓
79	Baygon Outdoor & Spider Surface Spray	See RA 59		-	✓✓
81	WD 40			1x375g	✓✓
82	Pig & Poultry Wormer	Permaculture		1.5L	✓✓


Principal: *ROU*

HSA: _____

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
83	Hortico White Oil	Groundsman Shed Removed from Use - now repurchased 2013!	✓	-	✓✓
85	Mineral Turpentine	Groundsman Shed		-	NEW
92	Valvoline Super diesel SAE15W40			2L	NEW
93	Pennzoil AW Hydraulic Oil 46			-	NEW
94	Bostik Silicone			2x500g	✓✓
95	Bostik Gap sealant			2x500g	NEW
96	Richgro Insecticide			-	✓✓
98	Fountain Line Marking			20L	✓✓
100	Seasol			2L	NEW
125	Hortico			-	✓✓
127	Rootgro Root Strike			100g	✓✓
128	Linemarking Paint Dymark (Spray Cans)			4 cans	NEW
135	Caltex 4 stroke oil			-	NEW
138	Wet n Forget			1L	✓✓
141	Cement G P Rapid Set			-	✓✓
142	Instant Bitumen			-	✓✓
143	Multi Purpose Joint Compound			1kg	✓✓
144	Liquid Bleach			2L	✓✓

Principal: 

HSA: _____

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Kidszone			
107	Disinfectant			1x2L, 1x1.25L	NEW
129	Eucalyptus	NEW		1x200mls	✓✓
59	Baygon			1x250g	NEW
38	Borax	NEW		1kg	✓✓
104	Ajax Floor Cleaner			1x750ml	✓✓
105	Windex Glass Cleaner			-	✓✓
62	Palmolive Dishwashing Liquid			1L	✓✓
60	Palmolive Softwash			2x250ml, 1x1L, 2x500ml	✓✓
106	Dettol Hand sanitizer			1x236ml	✓✓
65	Glen 20 Surface Spray Disfectant			-	✓✓
109	Finish Rinse Aid			1x250ml	NEW
110	Finish Powerball Tablets			1x1.84kg	✓✓
108	Vanilla Fresh			1x500ml	✓✓
	Mortein			1x350g	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

HSA: _____

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Pool			
10	Hydrochloric Acid	All chemicals supplied by pool		DNS	
14	Sodium Hypochlorite	company. SDS to be in box on		500L	
15	Sodium Bicarbonate	Wall - nothing left.		DNS	
17	Dichloroisocyanuric Acid			3x25kg	
47	Calcium Chloride	Now in use		DNS	
		Pool Canteen			
62	Palmolive Dishwashing			1x500ml	✓✓
60	Palmolive Handwash			1x500ml	✓✓
61	Ajax Spray'n'wipe			1x500ml	✓✓
	MANIFEST sighted & signed	Manifest REMOVED			
		Swim Club Room			
70	Paint			1x10L, 2x20L	NEW
85	Mineral Turpentine			2x1L	NEW
69	Methylated Spirits			1L, 4L	✓✓
106	Hand Sanitizer			1L	✓✓
61	Ajax Spray n wipe			1x750ml, 1x550ml	✓✓
108	Vanilla Fresh			1x500ml	NEW
128	Linemarking Paint Dymark (Spray Cans)			2x325g	NEW


Principal: 

HSA: _____

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Prep			
32	Vomit Control			-	✓✓
124	Hand Soap			1x5L	✓✓
116	Vitality			1L	✓✓
119	GOS 92 Graffiti Remover			1L	✓✓
62	Palmolive Dishwashing			1L	✓✓
60	Palmolive Handwash			1x375ml, 3x250ml, 2x500ml, 1x400ml	✓✓
	MANIFEST sighted & signed		YES		
		Disabled Toilet			
65	Glen 20			-	✓✓
60	Palmolive Handwash			1L	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

HSA: _____

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Staffroom			
62	Palmolive Dishwashing			500ml	✓✓
60	Palmolive Hand Wash			-	✓✓
59	Baygon			-	✓✓
105	Windex			-	✓✓
72	Crème Cleanser			-	✓✓
124	Cleaners supply - hand soap			5L	✓✓
65	Glen 20			-	✓✓
119	GOS 92 Graffiti Remover			1L	✓✓
	MANIFEST sighted & signed		YES		
		Resource Centre			
62	Palmolive Dishwashing			1x500ml	✓✓
60	Palmolive Hand Wash			1x250ml	✓✓
106	Dettol Hand Sanitizer			-	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

HSA: _____

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Cleaners			
32	Vomit Control Agent Fresh 'n			2x3kg	✓✓
116	Vitality W'room Cleaner			2x15L	NEW
117	Strobe			1x25L	✓✓
119	G.O.S.92 Graffiti Remover			-	✓✓
124	Foaming Soap - Janice Hand soap			1x20L	✓✓
132	Peerless Sanitizer Laundry Detergent			2x 5L	✓✓
131	Peerless 7 S-Clean			5L	✓✓
145	Sunfresh Dishwashing Liquid	See RA 60			✓✓
	Cleaners chemicals need new MSDS every time that BSM orders new materials.				
	Tidy areas - in Toilet Block				

Principal:

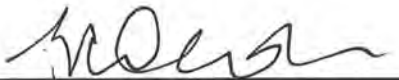
W. A. A.

HSA:

Chemical Audit

Date: 3-9 December 2016

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Tuckshop			
61	Ajax Spray'n' Wipe			1x500ml	✓✓
59	Baygon			1x350g	new
62	Palmolive Dishwashing			-	✓✓
60	Palmolive Softwash			2x250ml, 1x750ml, 3x500ml	✓✓
116	Cleaner(Vitality W'room Cleaner)			1L	✓✓
108	Vanilla fresh			2x500ml	✓✓
109	Finish Rinse Aid			-	NEW
110	Finish Powerball tablets			1x575g	✓✓
65	Glen 20			1x300g	✓✓
67	Mortein Spider Control Surface Spray			1x350g	✓✓
133	Bactrasan - Septone (sanitizer)			5L	NEW
72	Crème Cleanser			1x375ml	✓✓
105	Windex			1x750ml	✓✓
117	Strobe			1L	✓✓
	MANIFEST sighted & signed		YES		
		Performing Arts Centre			
62	Dishwashing Liquid			-	✓✓
60	Palmolive Softwash			1x250ml	✓✓
	MANIFEST sighted & signed		YES		

Principal: 

HSA: _____

CHEMICAL AUDIT

2017

Audit date: 6 December 2017

Risk Assessment &
MSDS Check: 5 December 2017

Report date: 6 December 2017

Chemical Audit Report - 2017

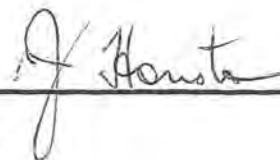
- From Chemical audit held 6 December, there were 65 chemicals in use throughout the school - 4 chemicals added from 2016.

LOCATION	No of Chemicals	New MSDS
Shed	34	1
Cleaner	7	2
Pool	5	BSM - get new MSDS from company MSDS on wall in Pool chemical room
General	19	1
TOTAL	65	4

- Reduce amount of RA & MSDS by using only chemicals listed in Manifests.
- Add NEW Eucalyptus RA & MSDS to all manifests.
- NEW Manifest to be put into Pool Canteen. Swim Club to be reminded at start of 2018 that this must be kept in Pool facilities at all times.



Principal



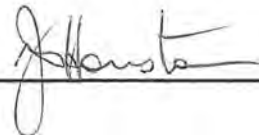
HSA

Chemical Audit

Date: 5 December 2017

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Groundsman Shed			
1	Premium Unleaded Petrol		✓	60L	✓✓
2	Roundup		✓	5L	✓✓
5	Two Stroke Lawn Mower Oil		✓	2x1L, 2x100ml	✓✓
6	Automotive Diesel Fuel		✓	50L	✓✓
7	Gas Bottles		✓	5X8,5 kg	✓✓
67	Mortein Spider			-	✓✓
68	Mortein Fly/Insect		✓	1x375g	✓✓
69	Methylated Spirits			-	✓✓
70	Paint (Various)		✓	25L	✓✓
73	Chemag Nutgrass			-	✓✓
75	Yates Blood & Bone	Permaculture	✓	3kg	✓✓
76	Selley's Araldite	Office	✓	25g	✓✓
77	Loctite		✓	1x500ml	✓✓
79	Baygon Outdoor & Spider Surface Spray	See RA 59		-	✓✓
81	WD 40		✓	1x375g	✓✓
82	Pig & Poultry Wormer	Permaculture	✓	1.5L	✓✓

Principal: 

HSA: 

Chemical Audit

Date: 5 December 2017

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
83	Hortico White Oil	Groundsman Shed Removed from Use - now repurchased 2013!		-	✓✓
85	Mineral Turpentine	Groundsman Shed	✓	4L	✓✓
92	Valvoline Super diesel SAE15W40		✓	5L	✓✓
93	Pennzoil AW Hydraulic Oil 46		✓	5L	✓✓
94	Bostik Silicone		✓	2x500g	✓✓
95	Bostik Gap sealant		✓	2x500g	✓✓
96	Richgro Insecticide			-	✓✓
98	Fountain Line Marking			-	✓✓
100	Seasol			-	✓✓
125	Hortico			-	✓✓
127	Rootgro Root Strike		✓	100g	✓✓
128	Linemarking Paint Dymark (Spray Cans)		✓	4 cans	✓✓
135	Caltex 4 stroke oil		✓	5L	✓✓
148	Wet n Forget		✓	1L	NEW 2017
141	Cement G P Rapid Set			-	✓✓
142	Instant Bitumen			-	✓✓
143	Multi Purpose Joint Compound		✓	1kg	✓✓
144	Liquid Bleach		✓	2L	✓✓

Principal: MAH

HSA: J. How

Chemical Audit

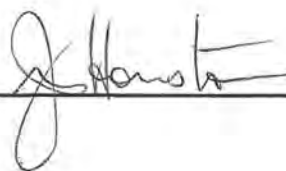
Date: 5 December 2017

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Kidszone			
107	Disinfectant		✓	2x500ml	✓✓
129	Eucalyptus		✓	1x200mls	✓✓
59	Baygon			-	✓✓
38	Borax		✓	1kg	✓✓
104	Ajax Floor Cleaner		✓	1x750ml	✓✓
105	Windex Glass Cleaner		✓	2x1L	✓✓
62	Palmolive Dishwashing Liquid		✓	2x1L	✓✓
60	Palmolive Softwash		✓	5x250ml	✓✓
106	Dettol Hand sanitizer		✓	2x1L, 1x250ml	✓✓
65	Glen 20 Surface Spray Disfectant		✓	1x300g	✓✓
109	Finish Rinse Aid		✓	3x250ml	✓✓
110	Finish Powerball Tablets		✓	1x1.84kg	✓✓
108	Vanilla Fresh		✓	1x500ml	✓✓
68	Mortein		✓	2x350g	✓✓
85	Mineral Turpentine		✓	1L	✓✓
	MANIFEST sighted & signed		YES		

Principal:



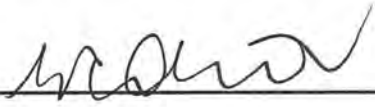
HSA:

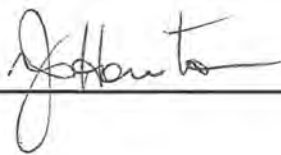


Chemical Audit

Date: 5 December 2017

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Pool			
10	Hydrochloric Acid	All chemicals supplied by pool		20L	
14	Sodium Hypochlorite	company. SDS to be in box on		500L	
15	Sodium Bicarbonate	Wall		2x25kg	
17	Dichloroisocyanuric Acid			1x25kg	
47	Calcium Chloride			1x25kg	
		Pool Canteen			
62	Palmolive Dishwashing		✓	1x500ml	✓✓
60	Palmolive Handwash		✓	1x500ml	✓✓
61	Ajax Spray'n'wipe		✓	1x500ml	✓✓
65	Glen 20		✓	1x300g	✓✓
107	Disinfectant		✓	1x500ml	✓✓
68	Mortein		✓	1x300g	✓✓
	MANIFEST sighted & signed	Manifest REMOVED 2016 & replaced 2017	Yes		
		Swim Club Room			
70	Paint		✓	1x10L, 2x20L	✓✓
85	Mineral Turpentine		✓	2x1L	✓✓
69	Methylated Spirits		✓	1L, 4L	✓✓
106	Hand Sanitizer		-	1L	✓✓
61	Ajax Spray n wipe		✓	1x750ml,	✓✓
108	Vanilla Fresh		✓	1x500ml	✓✓
128	Linemarking Paint Dymark (Spray Cans)		✓	2x325g	✓✓

Principal: 

HSA: 

Chemical Audit

Date: 5 December 2017

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Staffroom			
62	Palmolive Dishwashing			500ml	✓✓
60	Palmolive Hand Wash			-	✓✓
59	Baygon			-	✓✓
105	Windex			-	✓✓
72	Crème Cleanser			-	✓✓
124	Cleaners supply - hand soap			5L	✓✓
65	Glen 20			-	✓✓
119	GOS 92 Graffiti Remover			1L	✓✓
	MANIFEST sighted & signed		YES		
		Resource Centre			
62	Palmolive Dishwashing			1x500ml	✓✓
60	Palmolive Hand Wash			1x250ml	✓✓
106	Dettol Hand Sanitizer			-	✓✓
	MANIFEST sighted & signed		YES		

Principal:

[Signature]

HSA:

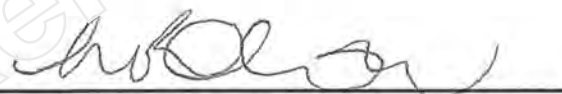
[Signature]

Chemical Audit

Date: 5 December 2017

RA No.	Chemical	Location	Secure	Quantity	MSDS & R.A.
		Tuckshop			
61	Ajax Spray'n' Wipe			1x500ml	✓✓
59	Baygon			1x350g	✓✓
62	Palmolive Dishwashing			-	✓✓
60	Palmolive Softwash			2x250ml, 1x750ml, 3x500ml	✓✓
116	Cleaner(Vitality W'room Cleaner)			1L	✓✓
108	Vanilla fresh			2x500ml	✓✓
109	Finish Rinse Aid			-	✓✓
110	Finish Powerball tablets			1x575g	✓✓
65	Glen 20			1x300g	✓✓
67	Mortein Spider Control Surface Spray			1x350g	✓✓
133	Bactrasan - Septone (sanitizer)			5L	✓✓
72	Crème Cleanser			1x375ml	✓✓
105	Windex			1x750ml	✓✓
117	Strobe			1L	✓✓
	MANIFEST sighted & signed		YES		
		Performing Arts Centre			
62	Dishwashing Liquid			-	✓✓
60	Palmolive Softwash			1x250ml	✓✓
	MANIFEST sighted & signed		YES		

Principal:



HSA:





Grounds Inspection

Date: Friday 6 September 2013
Committee: Leigh Robinson (Principal), Geoff Howatson (DP), Steve Sitcheff (SOG) and Meredith Houston (WHSO)

Reviewed Mandy 21 October. Copy to Steve & Geoff

Location	Pass ✓ x	Action required	Who to perform	Date completed
A Block				
Stairs				
Verandahs				
Windows	x	Principal office - window broken	QBuild	
Doors	x	A8 external door to be replaced	QBuild	
Down pipes				
Guttering				
Plumbing				
Port racks				
Electrical fittings	x	Floodlight (end wall Holland Garden) - not in use consider removal in future A12 - fitting hanging down A12 - cleaners storing supplies - remove	Not urgent (electrician reqd) Electrician Cleaners	Done 18/10/13 ASAP
Floor coverings				

Furniture				
Ceilings				
A Block surrounds				
Concrete	x	Repaint all yellow lines (see end Notes)	Steve	Done
Pathways				
Seating				
Taps				
Gardens	x	Sleepers in gardens - Replace with sandstone blocks....Future Budget- rocks, bobcat, removal of rubbish Remove tree beside concrete stairs leading to Admin from pool/PAC	Leigh, Geoff - budget 2014 Steve	2014-2015
Drains				
Handrails				
Louvres				
Walls				
Fences				
Other				
Other				
Other				
B Block				
Stairs	x	B1 stairwell - remove cracked louvres	Di - have Steve to remove & Geoff to run g to replace	
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				

Electrical fittings				
Floor coverings				
Furniture				
Ceilings				
Other				
B Block surrounds				
Concrete				
Pathways				
Seating				
Taps				
Gardens	x	Remove unused stakes from garden beds	Geoff	Done
Drains				
Handrails				
Louvres				
Walls				
Fences				
Other				
C Block				
Stairs	x	Extra furniture stored in stairwell - possible other storage places need to be investigated	Leigh/Geoff	Move to A10 on week 9+10
Verandahs				Steve to disassemble 2 shelves.
Windows	x	C5 - windows don't lock & some windows don't open	Geoff	Geoff to reduce resources.
Doors				
Down pipes				
Guttering				
Plumbing	x	Back flow cupboard (Back of C Block) open - find key to close	Steve	Done.

Port racks				
Electrical fittings	x	Kidszone & central stairwell - light cover Cleaners to turn off lights Circuit 4 upstairs C Block each day	Steve/electrician Cleaners	<i>Di to advise cleaners - as per Prep security lights.</i>
Floor coverings				
Furniture	x	C5 shelving under windows is water damaged - new shelves	Steve to investigate	
Ceilings				
C Block surrounds				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres				
Walls	x	Eastern end wall - not replaced after fire in 2001...Painting needed, dry rot in timber Beams - boxing is water damaged	QBuild Steve to investigate	<i>Needs to be included in next MOK.</i>
Fences				
Other	x	Need for external staircase on eastern end of C Block...2001 raised with QBuild on C Block fire rebuild ...Evacuation & safety concerns Drain end of C5 - cut off conduit	Leigh to investigate Steve	<i>to complete</i>
D Block				
Stairs				
Verandahs				
Windows				

Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				
Electrical fittings				
Floor coverings				
Furniture				
Ceilings				
Other				
D Block surrounds				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres	x	Remove frames form eating area	Steve	<i>Done</i>
Walls				
Fences				
Other	x	Sports Room - remove display boards to shed on main oval Sports Room - clean out	Steve Linda	
Prep Buildings				
Stairs				
Verandahs				

Windows				
Doors				
Down pipes				
Guttering				
Plumbing	x	Clean gutters of buildings	Contractor - QBuild Maintenance	
Port racks				
Electrical fittings				
Floor coverings				
Furniture				
Ceilings				
Other				
Prep Surrounds				
Concrete				
Pathways	x	Stone blocks to replace logs on pathways - future plans	2014 - 2015 Minor Works	
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres				
Walls				
Fences				
Other				
Resour				

Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				
Electrical fittings				
Floor coverings				
Furniture				
Ceilings	x	Warped tiles in Seminar rooms	No action necessary at this stage	
Other				
Resource Centre surrounds				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres		N/A		
Walls				
Fences				
Other				

Performing Arts Centre (PAC)				
Stairs				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Electrical fittings				
Floor coverings				
Furniture				
Ceilings				
Other				
Hall surrounds				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres				

Walls				
Fences				
Other	x	Replace screw in inspection plate for pipes on ground outside PAC	Steve	<i>Done</i>
Toilets - Staff				
Security	x	Gate (Boys toilet -western end) - adjust bolt so that gate locks	Steve	<i>Done</i>
Floors				
Walls				
Plumbing				
Doors				
Fittings				
Guttering				
Downpipes				
Access				
Air circulation				
Other	x	Path below boys toilets - raised pipe - paint yellow edges	Steve	<i>Done</i>
Boys				
Floors				
Walls				
Plumbing				
Doors				
Fittings				
Air circulation				

Girls				
Floors				
Walls				
Plumbing				
Doors				
Fittings				
Circulation				
Permaculture				
Pathway				
Animal Enclosure				
Feed Shed				
Other structures				
Animal handling	x	Large sheep requires shearing	Geoff	23/10/12
Gardens and Trees				
Water tank, taps & irrigation				
Fences & gates				
Other	x	Feed sheep more each day as very dry	Steve/Geoff	Accepted
Tennis Court				
Posts				
Fence & Gates				
Net				
Surface				
Seating				

Gardens				
Lighting				
Oval: Junior				
Play surface				
Drains				
Taps				
Posts				
Trees				
Gardens				
Other				
Playground Junior - Top				
Shade				
Softfall	x	Rake softfall under impact areas Future plans- synthetic surface	Steve	<i>Noted</i>
Ropes/chains				
Slides				
Ladders				
Platforms				
Fittings				
Posts				
Seating				
Surrounds				
Drainage				
Foreign Objects				

Spiders				
Sandpit				
Cover				
Cleanliness				
Foreign objects				
Shade				
Playground Junior - Bottom				
Shade				
Softfall				
Ropes/chains				
Slides				
Ladders				
Platforms				
Fittings				
Posts				
Seating				
Surrounds				
Drainage				
Foreign Objects				
Spiders				

Pool				
Seating				
Pool Deck				
Change rooms				
Pump, store, chemical rooms	x	P&C Pool - clean up rooms	P & C	<i>Underway</i>
Blocks and tiles				
Other				
Fence	x	Gate to be replaced	School	<i>??</i>
Ladders				<i>Handed Handover</i>
Oval : Senior				
Play surface				
Drains				
Taps				
Posts				
Trees				
Gardens				
Other				
Playground Senior				
Shade				
Softfall				
Ropes/chains				
Slides				
Ladders				

Platforms				
Fittings				
Posts				
Seating				
Surrounds				
Drainage				
Foreign Objects				
Spiders				
Other				
Cricket Nets (Main Oval)				
Fencing				
Concrete				
Walls				
Surrounds				
Other				
Carparks and Access				
Line marking				
Signage				
Vision				
Gates and fences				
Surface	x	Bitumen on MAR to do		
Paths				
Other				

Groundsmans and Cleaners facilities				

NOTES:

1. Step treads, uneven surfaces, cracks to be repainted with yellow paint (Steve recommended using paint & brush technique rather than spray cans)
2. Cleaners to turn off lighting **C Block** - circuit 4 and **Prep** building - external lights to be switched ON at end of day & OFF in morning - at switchboard.
3. Gardens and grounds are in good order despite lack of rain. However, plants are struggling and grassed areas suffering through lack of rain.



Grounds Inspection

Date: Friday 31 January 2014

Committee: Leigh Robinson (Principal), Geoff Howatson (DP), (SOGAF) and Meredith Houston (WHSO)

Location	Pass		Action required	Who to perform	Date completed
	✓	x			
Stairs					
Verandahs					
Windows					
Doors	x		A8 external door ...	Maintenance list	TBA
Down pipes					
Guttering					
Plumbing					
Port racks					
Electrical fittings	x		Floodlight end A Block....leave as may be part of security	Electrician to investigate	
Floor coverings					
Furniture					

Ceilings				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains	x	Clean all drains	SOGAF	asap
Handrails				
Louvres				
Walls				
Fences				
Other				
Other				
Other				
Stairs				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				
Electrical fittings		Floodlight western side of Block-electrician to investigate		
Floor coverings				
Furniture				

Ceilings				
Other				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains	x	Clear all drains	SOGAF	asap
Handrails				
Louvres				
Walls				
Fences				
Other				
Stairs				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				
Electrical fittings				
Floor coverings				
Furniture				

Ceilings				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains	x	Clear all drains	SOGAF	asap
Handrails				
Louvres				
Walls	x	Principal in contact with Q Build re eastern external wall - dry rot, painting	Principal	ongoing
Fences				
Other	x	External staircase - Principal to continue campaign	Principal	ongoing
Stairs				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				
Electrical fittings		Flood lights at end of building	electrician to investigate	
Floor coverings				

Furniture				
Ceilings				
Other	x	D Block Store - Cardboard to be put outside cleaners rooms. All classes to put cardboard that is in classrooms outside cleaners room ...announcement to all classrooms	Cleaners DP	31 Jan 2014 11.45 am 31.01.14
Concrete				
Pathways				
Seating				
Taps				
Gardens	x	Trim bushes	SOGAF	asap
Drains	x	Clear all drains	SOGAF	asap
Handrails				
Louvres				
Walls	x	Painting of walls in eating area to lighten and brighten - coloured panels	DP to co-ordinate	n/d
Fences				
Other				
Stairs				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing	x	Tap dripping (from tanks)...SOGAF to turn off	SOGAF	31.1.14
Port racks				
Electrical fittings				

Floor coverings				
Furniture				
Ceilings				
Other				
Concrete				
Pathways	x	Pathways - future plans	Minor works 2014-15	
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres				
Walls				
Fences				
Other				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Port racks				

Electrical fittings				
Floor coverings				
Furniture				
Ceilings				
Other				
Concrete				
Pathways				
Seating				
Taps				
Gardens				
Drains				
Handrails				
Louvres				
Walls				
Fences				
Other				

Residential Site Details (RAG)				
Stairs				
Verandahs				
Windows				
Doors				
Down pipes				
Guttering				
Plumbing				
Electrical fittings				
Floor coverings				
Furniture				
Ceilings				
Other				
Site Amenities				
Concrete				
Pathways				
Seating				
Taps				
Gardens	x	Dead tree in lower garden (near stage end)	DP to coordinate Tree-loppers	asap
Drains				
Handrails				
Louvres				
Walls				

Fences				
Other				
Security				
Floors				
Walls				
Plumbing				
Doors				
Fittings				
Guttering				
Downpipes				
Access				
Air circulation				
Other				
Floors				
Walls				
Plumbing				
Doors				
Fittings				
Air circulation				

Floors				
Walls				
Plumbing				
Doors				
Fittings				
Circulation				
Pathway				
Animal Enclosure				
Feed Shed				
Other structures				
Animal handling				
Gardens and Trees	x	Fence line behind tennis court - lop trees	DP - to coordinate treeloppers	asap
Water tank, taps & irrigation	x	Leak near sprinkler (mango tree)	DP - to coordinate plumber	asap
Fences & gates				
Other	x	Concrete steps were to be replaced Xmas Hols 2013...not done. Principal to contact the contractors	Principal	asap
Posts				
Fence & Gates				
Net	x	Net tightner needed	DP to investigate	
Surface				
Seating				

Gardens				
Lighting				
Play surface	x	Continue spraying weeds...Consider top dressing Nov 2014	SOGAF	ongoing
Drains				
Taps				
Posts	x	Sharp edges on soccer posts...grind off	SOGAF	31.i.14
Trees				
Gardens	x	Remove fig tree form garden bed		
Other	x	Whipper snipping continue	SOGAF	ongoing
Shade				
Softfall		Replaced Xmas hols 2013		
Ropes/chains				
Slides				
Ladders				
Platforms				
Fittings				
Posts				
Seating				
Surrounds				
Drainage				
Foreign Objects				
Spiders				
Cover				

Cleanliness				
Foreign objects				
Shade				
Shade				
Softfall				
Ropes/chains				
Slides				
Ladders				
Platforms				
Fittings				
Posts				
Seating				
Surrounds	x	Remove dead tree near sandpit garden	DP - to coordinate tree loppers	asap
Drainage				
Foreign Objects				
Spiders				

Seating				
Pool Deck				
Change rooms				
Pump, store, chemical rooms				
Blocks and tiles				
Other				
Fence				
Ladders				
Play surface	x	Poor condition - consider top dressing		
Drains				
Taps				
Posts				
Trees	x	There are dead trees surrounding oval... eg nth end, eastern side,... black wattles remove...trim branches of large gum trees...prune back branch of tree on nth end of oval	DP - to coordinate tree loppers SOGAF	asap
Gardens				
Other				
Shade				
Softfall				
Ropes/chains				
Slides				

Ladders				
Platforms				
Fittings				
Posts				
Seating				
Surrounds				
Drainage				
Foreign Objects				
Spiders				
Other				
Fencing				
Concrete				
Walls				
Surrounds				
Other				
Line marking	x	Signage in staff carpark - on new bitumen...STAFF PARKING ONLY	SOGAF	asap
Signage				
Vision				
Gates and fences				
Surface				
Paths				

Other				

NOTES:

- Gardens have shown growth with the wet weather. Pleasant atmosphere is created by providing shade, defining areas for play, habitat for wildlife and promoting sustainability.
- Dead trees around grounds to be removed by treeloppers...Sand pit, oval and garden below PAC. Treeloppers to remove dead branches from large gum trees on oval.
- Trimming of trees in grounds...D Block and branch on oval - SOGAF.
- Clean all drains throughout campus as entering wet season .



Peter - for your attention.

Grounds Inspection

** updated on a drive M.H. 5/12/14.*

Date: Wednesday 3 December 2014

Committee: Leigh Robinson (Principal), Geoff Howatson (DP), Peter Jones (SOG) and Meredith Houston (WHSO)

[Handwritten signatures]

Location	Pass ✓ x	Action required	Who to perform	Date completed
A Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	x	Scheduled under Routine Maintenance	<i>Contractor</i>	TBA
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
A Block surrounds				
Concrete	x	Listed under MAR	<i>Contractor - perhaps 2016</i>	TBA
Pathways	✓			
Seating	✓			
Taps	✓			

Gardens	✓			
Drains	x	Keep clear	Peter	as required.
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Other				
Other				
B Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other	x	Air-con compressors to be put outside on grounds in cages	Contractors	2014
B Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	x	Gurney eating areas under B Block & eating area between B & C Block	Cleaners	Christmas holidays 2014
Taps	✓			
Gardens	✓			
Drains	x	Keep clear	Peter	as required
Handrails	✓			
Louvres	✓			

Walls	✓			
Fences	✓			
Other	x	End of B Block in garden ...drain (waterfall) to connect 2 drains in pit	Peter	Next January
C Block				
Stairs	x	K Zone to remove bench from under stairs Cupboard to stay Remove furniture from under stair External staircase - joist rotting MAR	KZone Peter	ASAP (Ship) done ✓ End of 2014 ✓
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	x	Recall plumber to glue pipe rear of C Block	Plumber	ASAP Done ✓
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
C Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	x	Keep clear	Peter	as required
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				

D Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	x	Taps replaced...check water pressure	Peter	Holidays 2014
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
D Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	x	Keep clear	Peter	as required.
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Prep Buildings				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			

Down pipes				
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Prep Surrounds				
Concrete	✓			
Pathways	x	Fence post to be replaced...garden below toilet	Peter	BOIS
Seating	✓	<i>straightened</i>		
Taps	✓			
Gardens	✓			
Drains	X		Peter	As req'd.
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Resource Centre				
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			

Furniture	✓			
Ceilings	✓			
Other				
Resource Centre Surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	X		Peter	As req'd.
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Performing Arts Centre (PAC)				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Hall surround				
Concrete	✓			

Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	x	Discussion regarding disabled ramp...removal of section of rail will provide access to oval from sth side of school	Principal Peter	Discuss 2015
Drains	X		Peter	As req'd
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Toilets - Staff				
Security	✓			
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Guttering	✓			
Downpipes	✓			
Access	✓			
Air circulation	✓			
Other				
Boys				
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Air circulation	✓			

Girls				
Floors	✓			
Walls	✓			
Plumbing	x	Leak in girls toilet...clamp	Peter	Dec. 2014
Doors	✓			
Fittings	✓			
Circulation	✓			
Permaculture				
Pathway	✓			
Animal Enclosure	✓			
Feed Shed	✓			
Other structures	✓			
Animal handling	✓			
Gardens and Trees	✓			
Water tank, taps & irrigation	✓			
Fences & gates	✓			
Other	x	Use mulch to put in little oval gardens		
Tennis Court				
Posts	✓			
Fence & Gates	✓			
Net	✓			
Surface	✓			
Seating	✓			
Gardens	✓			
Lighting	✓			
Oval: Junior				
Play surface	✓			
Drains	x	Keep clear	Peter	as required.
Taps	✓			

Posts	✓			
Trees	✓			
Gardens	✓			
Other	x	Tree beside path (Golden Raintree) to be trimmed Hedge - beside path...replant shrub (maranta) Path (Montrebe St) being replaced	Peter Contractors	Holidays 2014 Holidays 2014
Playground Junior - Top				
Shade	✓			
Softfall	x	Rake back under the equipment	Peter	Jan. 2015
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Sandpit				
Cover	✓			
Cleanliness	✓			
Foreign objects	✓			
Shade	✓			
Playground Junior - Bottom				
Shade	✓	Playground closed due to heights with softfall - edge		
Softfall	x	& softfall heights		
Ropes/chains	✓			
Slides	✓	Discussions regarding lower school population & need for	Contractors	End 2014

Ladders	✓	access in 2015.....Use machine to break hard base &		
Platforms	✓	replace with correct depth of softfall		Jan. 2015
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	✓			
Drainage	x	Dig around boundary to make a drain to allow runoff (from gardens above) to divert around perimeter of playground.	Peter	Term 1 2015
Foreign Objects	✓			
Spiders	✓			
Pool				
Seating	✓			
Pool Deck	✓			
Change rooms	✓			
Pump, store, chemical rooms	✓			
Blocks and tiles	✓			
Other	✓			
Fence	✓			
Ladders	✓			
Oval : Senior				
Play surface	✓			
Drains	x	Keep clear		no required
Taps	x	Poor water pressure	Peter	Term 1 2015
Posts				
Trees	x	Remove dead trees - nth end	Contractors	Term 1 2015
Gardens	x	Sleeper edge beside path to main stairs	Peter	
Other	x	Drain beside shed is blocked	Peter	
Playground Senior				
Shade	✓			
Softfall	✓			

Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	x	Cargo Net - fastening to be sourced	Geoff to contact suppliers	Started. Geoff has contacted supplier.
Posts	✓			
Seating	✓			
Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Other	x	Edge & Softfall - levels		
Cricket Nets (Main Oval)				
Fencing	✓			
Concrete	✓			
Walls	✓			
Surrounds	✓			
Other				
Carparks and Access				
Line marking	✓			
Signage	✓			
Vision	✓			
Gates and fences	✓			
Surface	x	Cracks - Listed on MAR		TBA
Paths	✓			
Other				
Groundsmens & Cleaners facilities				

NOTES:

- Drains - keep clear
- Kidzone building 1 - clean up underneath
- Weeding - please spray
- Classes to perform Emu Parades daily in last 2 weeks of school year.



Grounds Inspection

Date: Monday, 30 November 2015

Committee: Leigh Robinson (Principal), Geoff Howatson (DP), Meredith Houston (WHSO), Dianne Sargent (BSM) and Peter Jones (SOG)

Location	Pass ✓ x	Action required	Who to perform	Date completed
A Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓	Future purchase of purpose-made bag racks required for A-B Block connection	BSM	2016-2017
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
A Block surrounds				
Concrete	✓			
Pathways	x	Tree root- remove replace bitumen in areas between A & B Blocks	Geoff	Tender documents emailed. Tender

				closes Jan 15. Works proposed Jan 18-22
Seating	✓			
Taps	✓			
Gardens	x	Stump grind - remove garden bed back to base of stairs A10	Part of above tender	Term 1 2016 Jan 2016.
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other	x	External Doors A10 & Computer - replace	BSM	School Routine maintenance - Tender 2016
Other	x	Termite Damage A15 & 16		
Other				
B Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
B Block surrounds				
Concrete	✓			

Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	x	Remove external lights back of B Block (not working)	Electrician	
Fences	N/A			
Other				
C Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
C Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓	✓		
Handrails	✓			
Louvres	✓			

Walls	X	Remove external lights wall of C Block (not working) Eastern wall is on MAR report and should be addressed 2016-2017	Electrician BSM	
Fences	✓			
Other				
D Block				
Stairs	✓	Western end (D4) stairs could be replaced 2016-2017. Not on MAR report so Routine maintenance required	BSM	
Verandahs	✓			
Windows	✓			
Doors	x	D 8 door replace	BSM Routine Maintenance	
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
D Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	x	Blockage between drain & inspection point - flooded area again	BSM Routine Maintenance	
Handrails	✓			
Louvres	✓			
Walls	✓			

Fences	✓			
Other				
Prep Buildings				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Prep Surrounds				
Concrete	✓			
Pathways	x	On wish list for concrete pathway		
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	N/A			
Other	x	Sewage Inspection drain - yellow paint for broken bitumen	Peter	Jan 2016.
Resource Centre				
Verandahs	✓			
Windows	✓			

Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Resource Centre Surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Performing Arts Centre (PAC)				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Electrical fittings	✓			

Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Hall surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	x	Fence panel from disabled walkway to entrance gate to block off access through garden	Peter	
Other				
Toilets - Staff				
Security	✓			
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Guttering	✓			
Downpipes	✓			
Access	✓			
Air circulation	✓			
Other				
Boys				
Floors	✓			

Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Air circulation	✓			

Girls				
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Circulation	✓			
Environmental Learning Area				
Pathway	✓			
Animal Enclosure	✓			
Feed Shed	✓			
Other structures	✓			
Animal handling	✓			
Gardens and Trees	x	Remove Sapotetree	Peter	✓
Water tank, taps & irrigation	x	Remove black irrigation pipe	Peter	✓
Fences & gates	x	Back of old cricket nets - fence panel required Clean up required Get in touch with council to clean up gully on footpath	Peter Peter Leigh	✓
Other	x	Clean up of old cricket nets- reduce by half	Peter	* need skip Bin
Tennis Court				
Posts	✓			
Fence & Gates	x	New tie wires on bottom of fence	Peter	
Net	✓			
Surface	✓			
Seating	✓			
Gardens	x	Poison bush with thorns	Peter	✓
Lighting	✓			
Oval: Junior				
Play surface	✓			

Drains	✓			
Taps	✓			
Posts	✓			
Trees	✓			
Gardens	✓			
Other				
Playground Junior - Top				
Shade	✓			
Softfall		Flooring - rubberized		
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Sandpit				
Cover	✓			
Cleanliness	✓			
Foreign objects	✓			
Shade	✓			
Sand	x	New Sand top up - January 2016	Peter	✓
Playground Junior - Bottom				
Shade	✓			
Softfall	✓			
Ropes/chains	✓			
Slides	✓			
Ladders	✓			

Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Pool				
Seating				
Pool Deck				
Change rooms		Boys toilet backing up. Drains cleared 01/12/2015. Camera reveals 2 broken pipes- a) under adjacent garden, b) under outside pathway. Rectification requires pipe to be dug up and replaced.	BSM Routine Maintenance	Jan 2016
Pump, store, chemical rooms				
Blocks and tiles				
Other				
Fence				
Ladders				
Oval : Senior				
Play surface	✓			
Drains	✓			
Taps	✓			
Posts	✓			
Trees	x	Progressively Remove olive trees from bank Remove dead trees x4 - check routine maintenance budget	Peter BSM Routine Maintenance	✓
Gardens	✓			
Other	x			
Playground Senior				

Archive container		If Preps no longer require Prep shed, move archives to this place and remove rusted archive container	BSM Routine Maintenance	Archives to camping room Prep shed - equipment

Camping - its shed
on top oval
and sporting
equip.

NOTES:

- Oval - remove dead trees
- Clean up back of old cricket nets in E. L.A.



Grounds Inspection

Date: Friday, 14 October 2016 & Wednesday 30 November 2016

Committee: Meredith Houston (WHSO) and Peter Jones (SOG)

Location	Pass		Action required	Who to perform	Date completed
	✓	x			
A Block					
Stairs	✓				
Verandahs	✓				
Windows	✓				
Doors	✓				
Down pipes	✓				
Guttering	✓				
Plumbing	✓				
Port racks	✓				
Electrical fittings	✓				
Floor coverings	✓				
Furniture	✓				
Ceilings	✓				
A Block surrounds					
Concrete	✓				
Pathways	✓				
Seating	✓				
Taps	✓				
Gardens	✓				

Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other	x	Old phone/bell wire hanging end of A Block Staffroom	Electrician	QBuild
B Block				
Stairs	x	B4 & B5 - turnover tread on stairs	SOG	Holidays
Verandahs	x	A & B Walkway - hole in wall		
Windows	x	A & B Walkway - broken window (lower) behind port racks	Glazier	
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
B Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	x	5E end - 9 to be replaced	SOG	End of 2016 Need to make more - Xmas Hols
Walls	✓			
Fences	✓			

Other				
C Block				
Stairs	x	Central stairs - re-bolt supports, re-screw deck	SOG	Holidays Repaired (Nov 2016) but bearer to be replaced
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
C Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
D Block				
Stairs	x	Stairs D3, D4 & D5 - replace bolts & treads	SOG QBuild not SOG	ASAP

Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
D Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other	x	Tree growing in stump - remove	SOG	Xmas hols
Prep Buildings				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			

Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Prep Surrounds				
Concrete	✓			
Pathways	x	Remove old stump (white ants)....consider retain wall & concrete paths to area	SOG	Holidays
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Resource Centre				
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	x	3 fluorescents in R1	SOG	Xmas hols
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				

Resource Centre Surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Performing Arts Centre (PAC)				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Hall surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			

Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Toilets - Staff				
Security	✓			
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Guttering	✓			
Downpipes	✓			
Access	✓			
Air circulation	✓			
Other				
Boys				
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Air circulation	✓			
Girls				
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Air Circulation	✓			

Permaculture				
Pathway	✓			
Animal Enclosure	✓			
Feed Shed	✓			
Other structures	✓			
Animal handling	✓			
Gardens and Trees	✓			
Water tank, taps & irrigation	✓			
Fences & gates	✓			
Other				
Tennis Court				
Posts	✓			
Fence & Gates	✓			
Net	✓			
Surface	✓			
Seating	✓			
Gardens	✓			
Lighting	✓			
Oval: Junior				
Play surface	✓			
Drains	✓			
Taps	✓			
Posts	✓			
Trees	✓			
Gardens	✓			
Other				
Playground Junior - Top				
Shade	✓			
Softfall	x	Re do in Xmas hols		
Ropes/chains	✓			

Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	x	2 trees to be removed - quotes		ASAP Done
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Sandpit				
Cover	✓	New sand - Jan 2017	SOC	
Cleanliness	✓			
Foreign objects	✓			
Shade	✓	Tree beside pit to be removed - quote		ASAP Done
Playground Junior - Bottom				
Shade	✓			
Softfall	✓			
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	x	Remove Redgum tree on Bank above permaculture - quote		ASAP Done
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Pool				
Seating	✓			
Pool Deck	✓			

Change rooms	X	Boys - reattach rail with clothes pegs to wall		
Pump, store, chemical rooms	✓			
Blocks and tiles	✓			
Fence	✓			
Ladders	✓			
Oval : Senior				
Play surface	✓			
Drains	✓			
Taps	x	Tap Monza Street - low pressure... "S" bend	Unless we dig up oval, then not going to be fixed	
Posts	✓			
Trees	✓			
Gardens	✓			
Other				
Playground Senior				
Shade	✓			
Softfall	✓			
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Other				
Cricket Nets (Main Oval)				
Fencing	✓			

Concrete	✓			
Walls	✓			
Surrounds	✓			
Other				
Carparks and Access				
Line marking	✓			
Signage	✓			
Vision	✓			
Gates and fences	✓			
Surface	✓			
Paths	✓			
Other				
Groundsmans and Cleaners facilities				

NOTES:

- Urgent removal of trees in Junior playground areas. Three quotes being obtained. Large redgum, 2 gum trees and dead tree beside sandpit - 2016. Removal of other gumtrees in junior playground in 2017. All done in October 2016.
- Replace treads on stairs in B Block, C Block and D Block -QBuild
- Rebolt landing on stairs in C Block - repaired, but bearer needs to be replaced.

Handwritten signature
8/12/16

- Remove trunk of tree being used as retaining wall. Future plans need to consider provision of proper retaining wall and provision of concrete path outside Prep buildings. This will stop runoff of soil into drains and flooding of lower rooms in D block.



Grounds Inspection

Date: Thursday, 7 December 2017

Committee: Leigh Robinson (Principal), James Howden (Deputy), Meredith Houston (HSA) and Di Sargent (BSM)

Location	Pass ✓ x	Action required	Who to perform	Date completed
A Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
A Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			

Gardens	✓			
Drains	✓			
Handrails	X	Hand rails external stairs A8[HM1][HM2][HM3][HM4][HM5] & 9 - investigate repair/removal of rust to eliminate constant upkeep of painting	Principal to investigate	
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
Other				
Other				
B Block				
Stairs	X	Bolt on bottom of external stairs (5R)- replace/ tighten	BSM to ask SOG repair	
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other	✓			
B Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			

Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				
C Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
C Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	X	Between C Block & toilets, remove stumps from ground - dangerous	BSM to ask SOG	
Drains	✓			

Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other	x	Kidszone Demountable Building, walkway, garden edge to top of stairs D Block - bitumen repairs	BSM to coordinate	
D Block				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
D Block surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			

Walls	✓			
Fences	✓			
Other	x	Sports Store - rotting timber & cracked concrete in wall supports and in eating area - repair	BSM to ask SOG to investigate repairs	
Prep Buildings				
Stairs	✓			
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Prep Surrounds				
Concrete	✓			
Pathways	X	Bitumen between Prep & D Block needs replacing/ repairs as ground has fallen & compacted around manhole cover for drain	BSM to ask SOG to investigate	
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			

Walls	✓			
Fences	✓			
Other				
Resource Centre				
Verandahs	✓			
Windows	✓			
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Port racks	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Resource Centre Surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other				

Performing Arts Centre (PAC)				
Stairs	✓			
Verandahs	✓			
Windows	X	High louvres on western side - do not always close	BSM to investigate	
Doors	✓			
Down pipes	✓			
Guttering	✓			
Plumbing	✓			
Electrical fittings	✓			
Floor coverings	✓			
Furniture	✓			
Ceilings	✓			
Other				
Hall surrounds				
Concrete	✓			
Pathways	✓			
Seating	✓			
Taps	✓			
Gardens	✓			
Drains	✓			
Handrails	✓			
Louvres	✓			
Walls	✓			
Fences	✓			
Other	x	Nth end of PAC - fill in holes in path with bitumen Re do yellow lines for uneven surfaces	BSM to ask SOG	
Toilets - Staff				
Security	✓			
Floors	✓			

Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Guttering	✓			
Downpipes	✓			
Access	✓			
Air circulation	✓			
Other				
Boys				
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	✓			
Fittings	✓			
Air circulation	✓			
Girls				
Floors	✓			
Walls	✓			
Plumbing	✓			
Doors	X	T9 - handle on door needs to be replaced		
Fittings	✓			
Circulation	✓			
Permaculture				
Pathway	✓			
Animal Enclosure	✓			
Feed Shed	✓			
Other structures	✓			

Animal handling	✓	3 chickens & 1 guinea fowl		
Gardens and Trees	✓			
Water tank, taps & irrigation	✓			
Fences & gates	✓			
Other				
Tennis Court				
Posts	✓			
Fence & Gates	✓			
Net	✓			
Surface	✓			
Seating	✓			
Gardens	✓			
Lighting	✓			
Oval: Junior				
Play surface	✓			
Drains	✓			
Taps	✓			
Posts	✓			
Trees	✓			
Gardens	✓			
Other	✓			
Playground Junior - Top				
Shade	✓			
Softfall	✓			
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			

Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Sandpit				
Cover	✓			
Cleanliness	✓			
Foreign objects	✓			
Shade	✓			
Walkway between gardens	X	Remove bamboo growing beside sandpit Remove stumps from gardens in area	BSM - ask SOG	
Playground Junior - Bottom				
Shade	✓			
Softfall	✓			
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			
Surrounds	X	Barrier around Lantana that has been cut back - sharp exposed branches	BSM to ask SOG to barricade	
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			

Pool				
Seating	✓			
Pool Deck	X	Gurney concrete area outside canteen...ensure all uneven surfaces have yellow lines on edge	BSM to ask SOG	
Change rooms	✓			
Pump, store, chemical rooms	✓			
Blocks and tiles	✓			
Fence	✓			
Ladders	✓			
Oval : Senior				
Play surface	✓			
Drains	✓			
Taps	✓			
Posts	✓			
Trees	✓			
Gardens	✓			
Fences	X	Gates (illegal) in fences have been closed - neighbours making access into school grounds		
Playground Senior				
Shade	✓			
Softfall	✓			
Ropes/chains	✓			
Slides	✓			
Ladders	✓			
Platforms	✓			
Fittings	✓			
Posts	✓			
Seating	✓			

Surrounds	✓			
Drainage	✓			
Foreign Objects	✓			
Spiders	✓			
Other				
Cricket Nets (Main Oval)				
Fencing	✓			
Concrete	✓			
Walls	✓			
Surrounds	✓			
Other				
Carparks and Access				
Line marking	✓			
Signage	✓			
Vision	✓			
Gates and fences	✓			
Surface	✓			
Paths	✓			
Other				
Groundsmans and Cleaners facilities				