



## **OCCUPATIONAL HEALTH & SAFETY POLICY**

This policy recognizes that the health and safety of all employees, students, contractors and visitors within Wild Cherry School is the responsibility of the Board of Governors, with day to day responsibility delegated to the Administration Leader. In fulfilling this responsibility, the Board of Governors has a duty to provide and maintain so far as is practicable a working environment that is safe and without risk to health, and includes:

1. providing and maintaining safe plant and systems of work
2. making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
3. maintaining the work place in a safe and healthy condition
4. providing adequate facilities to protect the welfare of all employees and students
5. providing information, training and supervision for all employees enabling them to work in a safe and healthy manner

The health and welfare of all employees at Wild Cherry School is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

In fulfilling the objectives of this policy, the Administration Leader is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

### **DUTIES**

Wild Cherry School will take every practicable step to provide and maintain a safe and healthy work environment for all employees, students, contractors and visitors.

The Administration Leader is responsible for the effective implementation of the school's health and safety policy and shall:

- observe, implement and fulfill its responsibilities under the Occupational Health and Safety Act and regulations that apply within the state
- ensure that the agreed procedures for regular consultation between the Board of Governors and those with designated and elected health and safety functions are followed
- ensure that all specific policies operating within Wild Cherry School, are periodically revised and are consistent with school health and safety objectives
- provide information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school
- ensure that all employees, students, contractors and visitors inform the school of incidents and accidents occurring on the school premises so that health and safety performance can be accurately gauged

## ALL EMPLOYEES

- have a duty to take the care of which they are capable for their own health and safety and of others affected by their actions of work
- should comply with safety procedures and directions
- will not willfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- must act in accordance with agreed school procedures for accident and incident reporting and report potential hazards to the Administration Leader

## CONTRACTORS

According to Section 21 of the Occupational Health & Safety Act outsourcing work to contractors does not remove an employer's occupational health & safety obligations.

Wild Cherry School shall, as far as practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work in the school also have obligations to ensure safe work practices.

At Wild Cherry School, Contractors need to be:

- Suitably experienced to perform tasks
- In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor shall:

- Confirm with the Administration Leader that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the **completion of work** the Administration Leader or delegate will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

## THE MANAGEMENT OF OCCUPATIONAL HEALTH AND SAFETY

### CONSULTATION WITH STAFF

*All employees are involved in Occupational Health and Safety at various stages.* Wild Cherry School has a process for involving employees in identifying hazards, reporting problems and providing possible solutions to Occupational Health and Safety representative issues.

Wild Cherry School encourages employees' participation in reporting health and safety risks in their area of employee expertise.

### INDUCTION OF NEW STAFF

All new staff at Wild Cherry School will be informed of the Occupational Health and Safety policies of the school through the normal induction process. Staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the Board of Governors and staff of the school to safety and the prevention of accidents in the workplace.

### OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

There is a health and safety representative elected by the staff in accordance with the Occupational Health and Safety Act. The elected person is:

Martin Poeder
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The representative's responsibilities include:

- inspecting the whole or any part of the work place at any time after giving reasonable notice to the Administration Leader; or immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person
- accompany any inspector during an inspection of the workplace
- to be present at any interview between any employee, an inspector or the employer, concerning a health and safety matter

The Administration Leader will provide to the health and safety representative any information the school possesses on the health and safety of the employees or any actual or potential hazards at the workplace.

Wild Cherry School recognises that the Occupational Health and Safety representative is permitted to take such time off work with pay as is necessary for performing his/her function or duties or taking part in any course of training relating to health and safety which is approved by VWA. The Administration Leader and Occupational Health and Safety representative shall discuss a convenient time, having regard to the needs of the school to attend such course of training and carrying out the responsibilities.

The activities and issues with which the Occupational Health and Safety representative deal are reported regularly and discussed at staff meetings.

## OHS AND RISK MANAGEMENT POLICY

Wild Cherry School actively works towards meeting the safety needs of its community as effectively as it can. A systematic process of evaluation is in place to provide information on which to base plans for improvement, by reducing the risk factors for accidents. It is the intention of the school that involvement in such a process raises the level of consciousness and sensitivity of all involved to issues of workplace health and safety.

The risk management policy of the school requires:

- Annual Audit of the school; and
- Ad hoc audit by way of a Hazard Alert Register

### ANNUAL AUDIT

An annual audit is conducted by the Administration Leader and the Occupational Health and Safety representative. This involves:

- collection of information to identify potential hazards
- analysis of potential risks
- prevention of future accidents through risk control
- audit of practices, equipment and facilities in the school.
- **Attachment 1** sets out the areas that will comprise this **annual audit**

### HAZARD ALERT REGISTER

In addition to the annual audit, Wild Cherry School has instituted a process of identifying hazards and risks. This process involves keeping a school Hazard Alert Register as a means of identifying and controlling hazards in Wild Cherry School. This register contains:

- date
- description of hazard or near miss
- reported by
- reported to
- action taken

## **SLIPS, TRIPS AND FALLS**

To reduce the incidents of slip hazards in the general environment Wild Cherry School uses a checklist to identify slip hazards. See **Attachment 2**.

Wild Cherry School is aware that accidents happening to employees by slipping, tripping and falling are common accidents in schools and as such, all employees, as a matter of policy, need to take special care in moving around the school. Special attention is drawn to:

- stairs
- tripping
- wet floor/ground
- falls from chairs/tables
- falls from ladders
- falls over mats and ramps

## **DANGEROUS GOODS AND EQUIPMENT**

Wild Cherry School has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all persons are aware of any potential safety risks involving the goods and equipment. **Attachment 3** sets out the areas that are closely monitored by our school.

## **ELECTRICAL**

Wild Cherry School conducts safety checks of all electrical equipment in the school. Our practices include as part of this policy:

- annual inspection of leads if mobile and 5 yearly if location is permanent. The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor

## **ENVIRONMENTAL ISSUES**

Wild Cherry School has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues. **Attachment 4** sets out the areas that are closely monitored by our school.

## **HEALTH**

### **FIRST AID POLICY**

The policy of Wild Cherry School in respect to first aid is as follows:

- all staff required to provide first aid are to be trained and hold first aid qualifications
- that a first aid officer will be designated to be on duty during lunch breaks, recess etc.

### **AIDS/HIV POLICY**

Wild Cherry School:

- protects students, employees and members of school communities from infection with AIDS/HIV through appropriate hygiene and safety practices
- ensures the right of continued access of students to a high quality and comprehensive education regardless of actual or imputed AIDS/HIV status
- provides appropriate education, school organization and practices that will protect students from discrimination on the grounds of actual or imputed AIDS/HIV infection
- provides appropriate education, professional development and welfare oriented practices that will protect employees from discriminatory attitudes and practices on the grounds of actual or imputed AIDS/HIV infection
- provides a procedure for dealing with blood spills and communicates this procedure to all staff.

### **SKIN CANCER PREVENTION**

Wild Cherry School protects staff and students from the harmful effects of the sun, especially at lunchtime, when sunshine is strongest. Employees and students are expected to wear a sun hat during outdoor activities.

### **VOICE**

Wild Cherry School is mindful of the risks to teachers of chronic dysphonia. There may be pain in the larynx together with huskiness. The Administration Leader will keep a close check on teachers who report early problems with the method of voice production. When a case presents itself the Administration Leader shall seek expert advice.

### **BULLYING AND HARASSMENT**

Wild Cherry School is aware of the risks to employees of workplace bullying. The school defines workplace bullying as repeated, unreasonable behaviour directed toward an employee or group of employees that creates a risk to health and safety. The Administration Leader provides information to staff on a regular basis to assist in:

- recognising bullying in the workplace
- the possible effects of bullying
- steps to take in elimination of such behaviour

## **AIRBORNE CONTAMINANTS**

### **(ASBESTOS) REGULATION 1992**

Wild Cherry School is mindful of the risks of asbestos. As such Wild Cherry School keeps a record and results of inspections indicating the site and description of materials identified as possibly containing asbestos.

Wild Cherry School holds a copy of the OH&S (Asbestos) Regulations 1992. The Board of Governors and Administration Leader are aware of the responsibilities to assess and control any risk associated with asbestos in the school.

### **SMOKE FREE WORKPLACES**

Wild Cherry School has a smoke free policy. Smoking is not permitted in the school grounds.

## **PHYSICAL HAZARDS**

### **MANUAL HANDLING**

Wild Cherry School complies with the Manual Handling Code of Practice which requires employers, in consultation with employees and health and safety representatives, to examine and assess manual handling tasks likely to be a risk to health and safety. The Board of Governors and Administration Leader are aware of the need to protect employees from the risk of musculoskeletal disorder (MSD). Wild Cherry School Occupational Health and Safety representative is responsible for the examination of the Manual Handling Code and for the manual handling training of employees.

### **NOISE GUIDELINES**

Wild Cherry School complies with its obligations as detailed in the Occupational Health and Safety (Noise) Regulations that describe the maximum allowable exposure to noise in a workplace.

## **REVIEW OF POLICY**

The Board of Governors and Administration Leader will seek cooperation from all employees in realizing these health and safety objectives and creating a safe work environment. Consequently the policy will be reviewed regularly in the light of legislative and school changes.

All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

## ACCIDENTS

### NOTIFICATION - REGISTER OF INJURIES

When an accident or an injury occurs in Wild Cherry School, details are entered in the Register of Injuries. This is a requirement of the Accident Compensation Act. Attachment 5 is a copy of a Register of Injuries.

### NOTICE OF SERIOUS INJURY

Wild Cherry School is aware of its obligations to immediately notify the Victorian WorkCover Authority (VWA) by telephoning 13 13 60 in the event of:

- the death of any person
- the amputation of any limb or part of a limb of any person
- the loss or partial loss of the use of any part of a person's body
- the loss by any person of a bodily function
- any person being admitted as a patient to a hospital
- any person showing acute symptoms of exposure to any substances
- any other serious bodily injury

A written notification of the event (Attachment 6) will also be sent to WorkCover within 48 hours of the incident. The incident notification form is to be sent to the nearest WorkCover office by facsimile as a written record of workplace deaths or serious injuries. Wild Cherry School will keep a copy of this record for five years.

### ACCIDENT INVESTIGATION

Wild Cherry School has put a system in place for the reporting and recording of accidents.

The Administration Leader will advise the Occupational Health and Safety representative when an injury occurs and the Occupational Health and Safety representative in conjunction with the return to work coordinator will ensure that steps are taken to reduce the risk of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured employee will be maintained at all times.

Gathering this type of information is important and involves a whole range of people within our school. Accident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety within the school. Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

### INJURED EMPLOYEES

Wild Cherry School recognizes that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of work rehabilitation. The school believes that providing a safe, early return to meaningful and productive work is in the best interest of all staff. Consequently, it encourages full and active participation from all levels of management and staff in creating a supportive environment conducive to the rehabilitation process and the speedy return of colleagues to the workplace.

Attachment 1

**WHS ANNUAL AUDIT**

**CHECKLIST FOR HOUSEKEEPING IN OFFICES AND CLASS ROOMS**

**Classrooms: Yes No Action**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| ▪ Is the no-smoking policy observed throughout the school?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Is there enough space for staff to carry out their duties?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are there enough cupboards, shelving, in room for class requirements?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are lighting levels adequate?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are all exits and entry free from hazards?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are fire extinguishers readily accessible and their location known?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are different types of fire extinguishers marked and identified?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are classroom tables and chairs at appropriate heights?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Does staff have access to and training in use of ladders to reach elevated areas?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Does staff have seating appropriately designed to maximize comfort and minimize poor posture? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Office: Yes No Action**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| ▪ Is the non-smoking policy observed throughout the school?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are computer screens placed so that there is no glare on the screen?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are monitors fully adjustable for height, tilt and distance from front of desk?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are adjustable chairs provided and correctly adjusted for the person using it, eg back support? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are desks at the right height for the work being done?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are keyboards/books/files/paper within easy reach?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Does the operator have an adjustable document holder?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are emergency numbers attached to phones?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are first aid kits fully equipped, and available, and their location known to all staff?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are fire extinguishers correctly marked with identifying markings?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are there staff trained in the use of fire extinguishers?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**OTHER AREAS**

**Eating area:    Yes    No    Action**

- |  |   |   |   |
|--|---|---|---|
| ▪ Is the non smoking policy observed throughout the school?  | ? | ? | ? |
| ▪ Is crockery chip and crack free?   | ? | ? | ? |
| ▪ Are the facilities hygienically clean and tidy?  | ? | ? | ? |
| ▪ Are waste bins available and accessible?   | ? | ? | ? |
| ▪ Are lighting levels adequate?  | ? | ? | ? |
| ▪ Do all electrical/leads/cables/sockets fit properly?   | ? | ? | ? |
| ▪ Is all electrical equipment safely maintained, (eg if an urn is well balanced and secured to the bench)? | ? | ? | ? |
| ▪ Is rubbish left lying around?  | ? | ? | ? |

**Work area:    Yes    No    Action**

- |   |   |   |   |
|---|---|---|---|
| ▪ Do work areas have sufficient space around desks, tables? | ? | ? | ? |
| ▪ Is there sufficient storage for teacher requirements?     | ? | ? | ? |
| ▪ Is the access to this area good?                          | ? | ? | ? |
| ▪ Are there any manual handling problems?                   | ? | ? | ? |
| ▪ Are chairs adjustable for a variety of people?            | ? | ? | ? |
| ▪ Is lighting sufficient for any work being done?           | ? | ? | ? |
| ▪ Is ventilation sufficient for the area?                   | ? | ? | ? |

Attachment 2

**Check list for slip hazards:**

	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are outdoor surfaces kept free of leaves, mud, clippings, paper, gravel and moss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable mats present at entrance of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant strips applied to walking or working surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, walkways, entrances and exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpet, tiles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there folders, brief cases, bags on the floor or in passageways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths smooth and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other tripping or slipping hazards in the grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of steps clearly marked and well lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment 3

**Dangerous Goods and Equipment:**

	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Does the school have all general safety/warning signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has the school implemented the provisions of the Dangerous Goods code of practice. Does the school require a HAZCHEM sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so are there ways of reducing chemicals to eliminate this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has an audit of dangerous goods been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a chemical register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have material safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these data sheets in an accessible place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fume cabinets installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage for the area adequate, well laid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has chemical segregation/storage been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have procedures for the disposal of chemicals been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does any work process generate dust, smoke, fumes, gases or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so what options are there to deal with this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Is there an effective system of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are tests of air conditioning systems conducted regularly and reports obtained and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there adequate circulation of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff in this area suffer from eye, nose, throat or skin irritations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is protective apparel available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these checked for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do teachers and students use protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have accident reports been checked to identify any chemical hazards needing further action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are work areas, equipment and machines kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment 4 - CHECKLIST ON ENVIRONMENTAL ISSUES

<b>Outside ground layout:</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Are fences and gates all in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are playground areas designed to accommodate activities safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Could they be causes of accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the fence have broken wire, holes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are handrails in good repair and free from splinters, breaks in the wood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there any blind corners or posts, which can cause accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are entrances and exits clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are playground equipment areas kept covered with appropriate layers of tanbark and is this raked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency exits clear and accessible from inside the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are people aware of when doors are going to be opened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ventilation, heating and cooling:</b>			
	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there draughts in rooms, corridors, etc., that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is heating ample for all rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have passive insulation measures been fully assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage:</b>			
	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is capacity adequate in each area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have staff been trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have manual handling tasks been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment 5

**REGISTER OF INJURIES**

No .....

1.	Worker's name: Surname: ..... Given: .....
2.	Worker's occupation or job title: .....
3.	Date and Time of Injury: Date: ..... Time: .....
4.	Worker's exact location at time of injury: .....
5.	Describe in detail how the injury was sustained: ..... .....
6.	Describe the harm (nature) and body parts affected by injury: Harm: ..... Body Parts : .....
7.	Witnesses, if any to the injury: Surname: ..... Given: ..... Surname: ..... Given: .....
8.	Wild Cherry School person making entry. Date of entry and declaration: I ..... declare that all particulars given are a true and accurate account of details of the injury as know by me. Signature: ..... Date: .....
9.	Administration Leader acknowledging receipt of advice of injury. Date of entry and declaration: I ..... acknowledge receipt of advice of injury and confirm that written acknowledgement of injury advice has been given to the injured worker. Signature: .....Date: .....

**COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY ADMINISTRATION LEADER  
AS ACKNOWLEDGEMENT OF NOTIFICATION OF INJURY**

Attachment 6

**WORKSAFE VICTORIA Incident Notification Form**

**Person submitting details**

Name: ..... Telephone: .....

Date: ..... Date and Time of Incident: .....

Employer: **Wild Cherry School** .....

Place/location where incident occurred: .....

**Business Address:** .....

Name of employer of deceased/injured person(s), if any, different from above:

.....

Brief description of incident (Give details of type of injury, if any, caused by incident):

.....

.....

.....

.....

**Details of injured person(s)**

Name: ..... Male .... Female .....

Residential Address: .....

Date of Birth: ..... Telephone No .....

Occupation/job title/description: .....

Employee/contractor/member of public: .....

Work activity being undertaken at time of incident (identify any plant, substance, equipment involved):

.....

.....

Person(s) who saw incident or first came to scene:

.....

Action taken/intended, if any, to prevent recurrence of incident:

.....

**Declaration**

I declare that where I provide personal or health information to the Victorian WorkCover Authority (VWA) about any other individual, I am authorized to provide that information. The information has been collected in accordance with the applicable privacy legislation and the individual has been or will be made aware of the VWA's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature: .....

Name: .....

Date: .....