

AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE



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WORKPLACE HEALTH & SAFETY MANUAL

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Workplace Health and Safety Policy

PURPOSE OF THE POLICY

The purpose of this policy is to outline procedures to ensure, as far as practicable, a healthy and safe workplace. The policy will be revised once the Commonwealth Government officially assumes responsibility for this area.

Scope

This policy applies to employees, including volunteers, and to contractors working on the college site. It outlines the steps the AIC takes to safeguard the health and safety of people working on the college campus; as well as providing information about sun safety, safety equipment, manual handling, and workstations. The Policy also includes the college's position and policy on rehabilitation.

Responsibility

Principal – Mrs Mariam Banwa

Points of Contact

Workplace Health and Safety Representatives:

Buranda – Bandana Kumar, Gold Coast – Mohammed Azhari, Durack – Samantha Heslehurst

LEGISLATION

Workplace Health and Safety Act 1995

Workplace Health and Safety Regulation 1997

Workplace Health and Safety (Codes of Practice) Notice 2005

Workers' Compensation and Rehabilitation Act 2003

Workers' Compensation and Rehabilitation Regulation 2003

Under the Workplace Health and Safety Act 1995, staff of the College have a mandated duty to accept certain responsibilities. These laws can be enforced through the judicial system like any other laws of the land. The Workplace Health and Safety Legislation applies to all workplaces in Queensland. It doesn't matter if someone is working full time, part time or on a casual basis, they are still covered by this legislation.

POLICY

The AIC takes seriously its responsibility to provide a healthy and safe workplace for all staff. The development of the highest possible standards of workplace health and safety are central to the management of all operations carried out by college personnel.

AIC endeavours to ensure a healthy and safe workplace by providing and maintaining:

- safe systems of work;
- safe plant, machinery, equipment and workplace conditions; and
- necessary information, instruction, training and supervision.

In order to support this policy the college administration ensures the college:

- complies with all relevant legislation and statutory requirements, codes of practice and industry standards and makes adequate provision of resources to meet these requirements;
- promotes health and safety awareness and the development of healthy and safe working procedures;
- provides information, training, instruction and any required protective equipment;
- consults with employees on health and safety matters and on ways to reduce workplace hazards and improve control systems;
- maintains effective accident analysis and hazard reporting systems;
- encourages the rehabilitation of injured employees; and
- sets health and safety objectives and regularly reviews performance.

In addition, the college has a designated Workplace Health and Safety Officers. The WH&S Officers and a Workplace Health and Safety Committee which has six main functions. To:

1. encourage cooperation between administration and employees to carry out and monitor measures designed to ensure health, safety and welfare issues that arise at the workplace;
2. assist in resolving health, safety and welfare issues that arise at the workplace;
3. assist in the formulation of health, safety and welfare policies, practices and procedures that are to be followed in the workplace;
4. consult on any proposed changes to health, safety and welfare policies, practices or procedures, which may affect health, safety or welfare;
5. review developments in the field of rehabilitation and the employment of workers with some form of disability; and
6. assist in the return to work of employees who have suffered from work related injuries.

The Workplace Health and Safety Committee undertake a Risk Management Audit annually.

The members of the Workplace Health and Safety Committee is made up representative from all campuses of the College:

Employees and others are required to follow basic safety guidelines and to look out for their own safety as well as the safety of their fellow workers and others. This is known as '**Duty of Care**'.

Employees and others have obligations

- To comply with workplace health and safety instructions given by the employer or Principal Contractor.
- To use personal protective equipments as instructed.
- Not to wilfully or recklessly interfere with, or misuse anything provided for health and safety
- Not to wilfully place at risk the safety of any person at the workplace
- Not to wilfully injure themselves

These obligations mean that as an employee or contractor

- Carry out all tasks in a safe and responsible manner.
- Ensure that personal protective equipment as supplied is used as intended and is well maintained
- Operate only machinery and tools that you are competent to operate
- Report any faulty machinery and tools to your supervisor
- Report any unsafe work practice or workplaces to your supervisor.
- Report all injuries and near miss incidents to your supervisor
- Keep your immediate workplace in a clean and tidy state
- Be in a safety alert mode at all times
- Always remember that '**Safety is Your Responsibility!**'

Workplace Health and Safety Procedures

REPORTING HAZARDS

To ensure the safety of the workplace, all hazards should be reported even if you think someone should already have done so. If you have discovered a hazard you should report it to the Workplace Health and Safety Officer.

If the hazard is potentially serious or even life threatening you should send someone else for help and, without causing any danger to yourself, stay at the scene to warn others of the danger. **DO NOT ENDANGER YOURSELF BY BEING TOO CLOSE TO THE HAZARD OR TRYING TO FIX THE PROBLEM.** Remain at the scene until help arrives or the situation becomes too dangerous to remain.

No task is so important as to compromise health and safety.

REPORTING INCIDENTS

All incidents that occur on college premises or during off-campus College activities should be reported and recorded on an incident form. Incident report forms may be obtained from WH&S Officer.

If a major incident occurs you should stay with the victim and send someone else for help. If you are close to a phone you should ring Administration with the following information:

- who you are
- where you are
- what has happened
- how serious the injury is
- what assistance you need.

If you are trained in first aid, apply the appropriate first aid measures to assist the victim. Whatever your training is, be sure to pass on your observations and any information you have regarding the situation to those who come to aid the situation.

SUN SMART

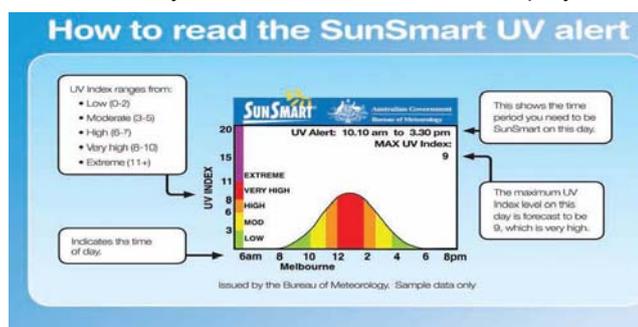
Skin cancer is a major public health problem in Australia, with two out of three people requiring treatment for some form of skin cancer during their life time. Exposure to ultraviolet radiation (UVR) from the sun is a major cause of skin cancer. The incidence of skin cancer can be reduced by minimizing personal UVR exposure.

This policy aims to reduce employees' exposure to UVR from the sun by implementing appropriate occupational health control strategies. These strategies include:

- Where possible, work (and classes) will be carried out in shaded areas or temporary shade will be erected.
- Where possible, work, including lessons which involve outdoor activities that must occur in the direct sun, will be scheduled before 11:00am or after 3:00pm.
- At all times (including cool and overcast days) employees who are working outdoors will protect themselves against UVR by wearing approved hats, clothing and applying SPF 30 (or higher) broad spectrum sunscreen.
- The college will provide and assist in the selection of appropriate hats, clothing and SPF 15 (or higher) broad spectrum sunscreen.
- The college will include sun protection issues in any strategic plans and plans for environmental changes.
- The college will include sun protection procedures in any induction course for new employees.

Be Sun Smart

Slip on clothing.
Slop on SPF 50+ sunscreen.
Slap on a hat.
Seek shade.
Slide on sunglasses.
 Check the UV alert.



FIRE SAFETY EQUIPMENT

The most visible safety equipment is fire extinguishers and hose reels. Staff members are advised to familiarise themselves with the placement and method of operation of such equipment by reading the instructions attached. Regular in-servicing in the use of this equipment will occur (at least once per year and as part of the induction of new staff). Other safety equipment includes:

- fire and smoke detectors
- security alarms
- security sensors
- etc.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is clothing, equipment or substances designed to be worn by someone to protect them from risks of injury or illness.

PPE should only be considered as a control measure when exposure to a risk cannot be minimised in another way, or when used in conjunction with other control measures as a final barrier between the worker and the hazard. PPE does not control the hazard at the source.

PPE can include:

- hearing protective devices, such as ear muffs and ear plugs
- respirators
- eye and face protection, such as goggles
- safety helmets and sun hats
- gloves and safety boots
- clothing, such as high visibility vests or life jackets

Supervisors, in conjunction with the WHSO, are responsible to instruct employees, students, contractors and site visitors under their control, on the correct use of PPE and to ensure that they comply with this instruction. Employees, students, contractors and visitors are required to wear the necessary PPE and clothing and to comply with safety instructions as given by the person in control of the workplace.

Care and replacement of PPE and clothing

It is the responsibility of the individual to:

- Maintain the issued PPE and clothing in good order.
- Report any faulty PPE and clothing to Supervisor.
- Arrange necessary replacement of PPE and clothing.

ELECTRICAL SAFETY

Electricity has the potential to kill if used carelessly or if the equipment is defective.

The following requirements are to be adhered to:

- All portable electrical equipment must be inspected, tested and tagged by a competent person.
- If the portable equipment in an office environment is connected to a safety switch it may not have to be tested and tagged.
- Before using power tools and electrical equipment, check the leads, plugs, guards, switches and accessories for damage and check the test tag.
- Do not use any portable power tool without connecting to a fixed or portable safety switch or Residual Current Device (RCD).
- Faulty electrical equipment must be tagged with a 'Caution – Out of Service' tag.
- Electrical incidents must be reported.
- Be aware of overhead and underground electrical power lines and cables.

HAZARDOUS SUBSTANCES

Hazardous substances, such as herbicides, cleaning chemicals and various other products are used regularly by College staff. These substances, if used incorrectly, can cause poisoning and serious illness. When using these substances you have a responsibility not to endanger the health and safety of yourself or others.

Material Safety Data Sheets (MSDS) ARE AVAILABLE TO PROVIDE important information. A MSDS provides all the information necessary about how to use a chemical safely.

When you need to use a hazardous substance please refer to the label on the container and the MSDS to ensure that it is being used correctly and that the recommended Personal Protective Equipment (PPE) is worn. The risks to health and safety will vary according to the quantity and concentration of the chemical in use.

Some simple common sense advice for safe chemical use is to:

- Always refer to the MSDS prior to using any hazardous substance.
- Always wash your hands after use and before eating.
- Never smoke while using chemicals or where they are stored.
- Never store chemicals near food or drinking water.
- Always wear the Personal Protective Equipment (PPE) as recommended.

Most chemical poisoning occurs over a period of time and the immediate effects of exposure are not usually obvious.

Poisoning can occur by:

- Inhalation (breathing).
- Skin contact, and
- Ingestion (swallowing).

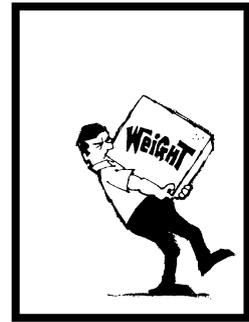
IMPORTANT PHONE NUMBERS
Poison Information Centre – 131 126
In an emergency - 000



MANUAL HANDLING

Manual Handling occurs when:

- Lifting
- Lowering
- Pushing
- Pulling
- Carrying
- Moving
- Holding
- Restraining



Employers are required to provide safe systems to prevent or minimise manual handling risks in each workplace.

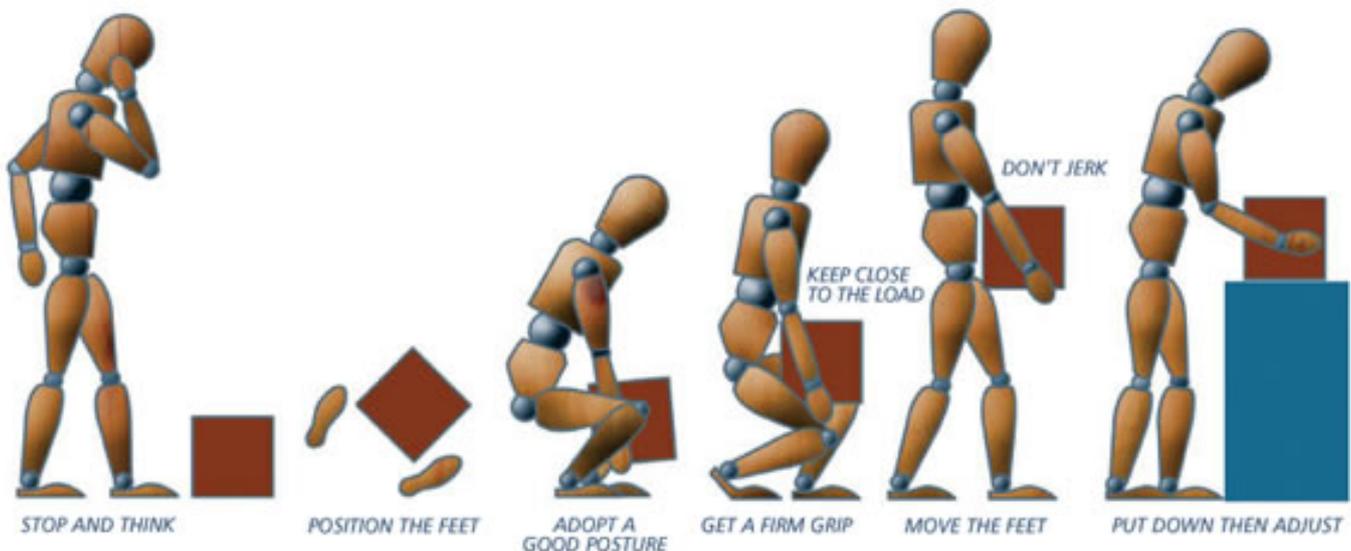
Employers are required:

- To identify
 - To assess
 - And control risks
- Arising from Manual Handling tasks in the workplace



Careless lifting and carrying can cause serious injury. Whenever practicable, heavy lifts are to be made by mechanical means. If manual handling is unavoidable:

- size up the load and seek help if necessary;
- Prepare- Clear area of hazards, oils, objects on floor, pathways
- Check load
- Sharp edges and protrusions
- Identify where load will be put after lift
- position the feet correctly, as close as possible to the object to be lifted;
- bend knees and get a secure grip;
- maintain a straight back and ensure you are comfortable;
- take a deep breath, keep your head erect and lift by straightening your legs;
- keep your back straight, your arms in and your elbows and knees slightly bent;
- when carrying a load, hold it close to the body and avoid twisting the back; and
- when lowering the load, follow the procedure in reverse, keeping the back straight.

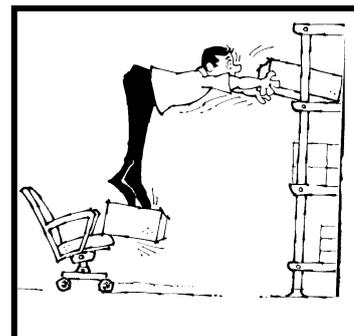


WORKPLACE HEALTH & SAFETY IN THE OFFICE.

Although the office work environment may appear to have fewer hazards than the outside work environment, it does have its own particular hazards and risks. Hazards that office workers are exposed to every day include manual handling, posture (stresses that are placed on the body); noise (exposure to distraction noise from various office equipment) lighting (poorly lit work environment or glare on computer screens), air conditioning, hazardous substance; office layout (small space, lack of storage place), incorrect position or use of, computer monitor, keyboard, mouse, cluttered work station.

Some useful guidelines to minimize hazards in an office environment for computer users, Teachers, Teacher Aides, and other related staff. .

- Keep passageways well lit and free from obstructions. Avoid using passageways as storage space. Keep doorways clear at all time.
- Use a proper ladder to reach high places. Do not stand on boxes, chairs or desks to reach high object.
- Shut the doors and drawers in desks and filing cabinet when not use.
- Do not use faulty or damaged equipment. Do the right thing and report the damage or fault.
- Know the location and classes of the fire extinguishers and be familiar with their use.
- Be familiar with evacuation procedures.
- Be aware of sharp objects and store them carefully.
- Keep to the left on stairways and in passageways.
- Avoid carrying loads that obstruct you vision.
- Secure carpets and rugs to minimize trip hazards. Where leads and cables are across walkways cover them with mats, strong durable tape or rubber mouldings.
- Keep long hair, scarf, part of your clothes and jewellery away from moving equipment. Keep proper guards in place.
- Observe directions and cautions when adjusting equipment. Call the appropriate professional service personnel for repairs.
- Check user manuals and instruction for proper user of equipment and safety guidelines.
- Unplug equipment when not in use or before making adjustments.
- Do not use double adaptors, use power boards instead.
- Always report any unsafe condition that you cannot remedy.



“Repetitive Strain Injury” (RSI).

RSI is a collective term for a range of conditions (including injury), where people feel discomfort or persistent pain in muscles, tendons and other soft tissues.

The Symptoms

The early symptoms of RSI include:

- muscle discomfort
- fatigue
- aches and pains
- soreness
- hot feelings
- cold feelings
- muscle tightness
- numbness
- tingling
- muscle stiffness
- muscle weakness.

RSI may develop over a period of time. It is usually caused or aggravated by types of work where;

- sustained or constrained postures,
- repetitive movement, and/or

- forceful movements are involved.

One of the favored explanations for RSI is that it is caused by muscles being held tense or tight for too long.

A tense muscle squeezes on the small blood vessels in the muscles, slowing the flow of blood.

When a muscle is tense for too long, it switches to an inefficient form of working.

This uses up energy very quickly, tires the muscle, and leads to a build-up of acid waste products, which make the muscle hurt.

Muscles and tendons can withstand fatigue and can recover if they are given a range of tasks and regular rest breaks.

If these are absent, muscles and tendons may be strained beyond their capacity for short-term recovery.

Discomfort can be an 'early warning' sign that something is not right within the body and, should the situation remain, injury could occur. In this section I'll show you how to prevent discomfort. If we prevent discomfort in early stages we can prevent RSI happening.

Stiff joints, squinting eyes and poor posture do not have to be a part of modern office life. These problems can be minimized.

What you can do?

- First setting up your workstation correctly is one of the most practical things you can do to prevent discomfort.
- Second your office environment
- Third your job design

Fitting the Workstation to the Employee

If you have a fixed height desk: You can adjust your chair to the desk

1. Put your keyboard on the desk.
2. Adjust the height of your chair so that your elbows are roughly at the same height as the keyboard's 'home keys' (a,s,d,f and j,k,l,;).
3. If your chair is now too high for leg comfort - the seat is digging into the back of your thigh and your feet are not comfortably placed on the ground - you will need to get a footrest.
4. Place your work directly in front of you.
5. Adjust the computer_screen_height so that:
 - it is at arms length (approximately 1 meter) away, and
 - when in a relaxed 'normal' working posture, look directly ahead and you should see the top of the screen.

If you have an adjustable height desk:

- First adjust your chair to the correct height, allowing your feet to be comfortably placed on the ground with no pressure behind the thigh (with your hips at roughly the same height as your knees).
- Then adjust the desk height so that the keyboard 'home keys' are at the same height as your elbows.

Chair

- Should be fitted with a lumbar (lower back) support.
- The back should be adjustable to fit the curves of your spine to provide support and comfort.
- Height of the chair should adjust to fit the height of the user or workspace.
- If it is high your feet should be supported with foot rest.
- The depth of the seat should adjust to provide support for your legs.
- Knees should be slightly lower than hips.



Monitor

- To avoid eye strain, your monitor be placed so that it is tilted upward. This will allow your eyes to maintain horizontal or relaxed viewing access to the screen
- Ideally the top of the screen should be approximately at eye level and about 60-70 cm from your eyes. Your neck should be at rest and relaxed.
- The document you are working on and the screen should be the same distance from your eyes. Use a document holder which allows you to place the documents in the most convenient position. The document should be placed:
- in a level position beside the screen when the keyboard is in the central position or directly below the screen just above the keyboard.

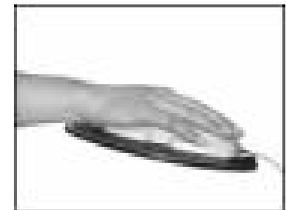


Keyboard

- Should be positioned so that you do not over reach when typing.
- Arm should remain close by your side allowing your hands to be positioned comfortably above the keyboard.
- Hands should be held above the keyboard, not resting on your desk while type, as this can lead to the onset of RSI.
- You should be able to maintain the recommended seating position when using the keyboard. The keyboard should be placed 6-7 cm from the edge of the keyboard surface to allow the wrist/forearm to rest when you are not keying.

Mouse

- Should be big enough to fit in your palm.
- Keep the mouse as close as possible to the keyboard to prevent excessive stretching.
- Should be positioned near the keyboard as same level.



Posture

Human beings are not designed to stay in one position for long. So the only difference between a 'good' posture and a 'bad' posture is that you tend to be more comfortable in a 'good' posture longer than a 'bad' one.

A good posture is one in which you are comfortable and well supported by properly adjusted furniture. It reduces muscle strain and fatigue.

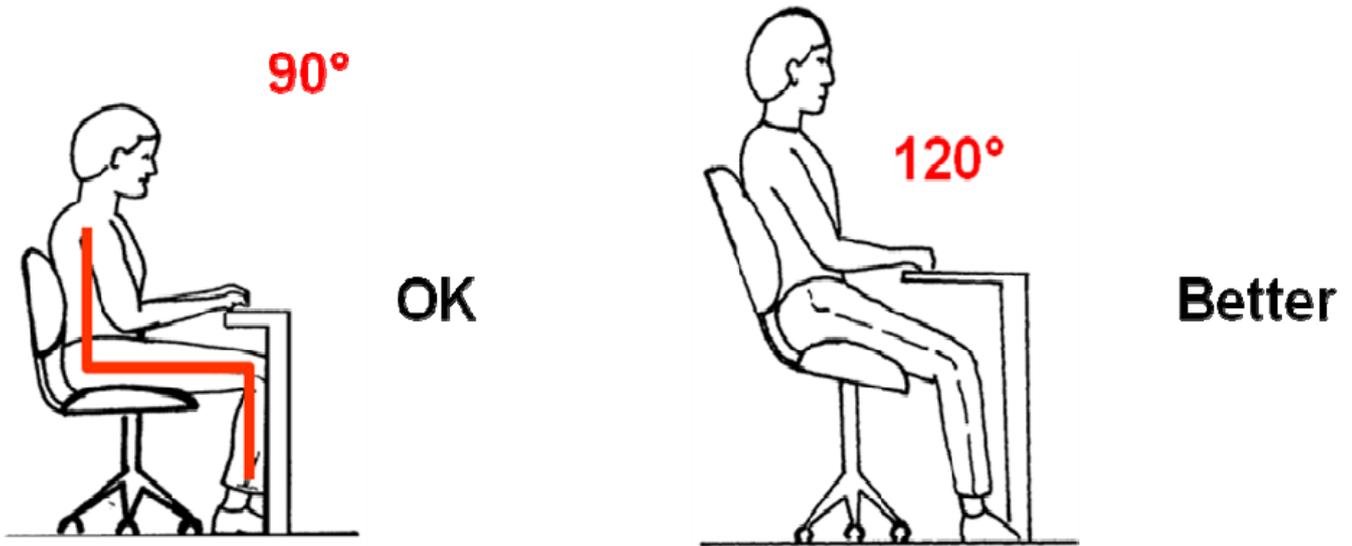
Maintain the "S" curve in your spine

- Feet flat on the floor
- Knees and hips at a 90° angle
- Elbows at 90° angle – do not lean on elbows
- Shoulders relaxed and elbows close to body
- Head and neck in the upright position
- Hands and wrist in the neutral position

Avoid: Poor body mechanics, twisted trunk, slouching, neck rotation/side bending, bent wrists, and reaching overhead.



Sitting Posture



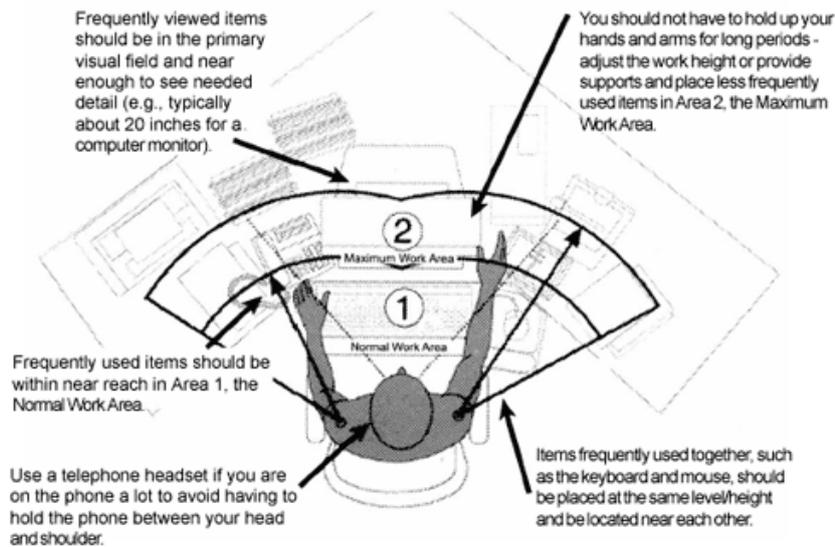
Sitting Posture



No single correct posture for 8 hrs of work

The location of items on the desk

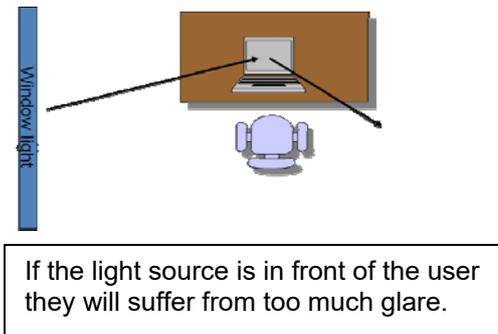
- The desk surface should be large enough to work comfortably.
- You will need to think about where you place the items on and around your desk.
- For optimum comfort desk items that are used frequently should be within arms reach. These items may include: telephone, keyboard or documents.
- Items used less frequently should be put towards the outside of the desk, e.g. staplers, notepads, or lights.
- Items used infrequently should be placed further away or put away, e.g. reference books and spare stationary.
- Which items are used frequently, less frequently and infrequently will depend on the job that you are doing and will tailoring to your particular job.
- Some items used less frequently could deliberately be moved away from the desk to encourage movement and changing of position e.g. printers (do not try to do this with frequently used items as it may become annoying).



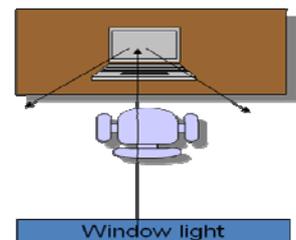
Eye strains

Eye strain is another commonly experienced problem, Reading from a screen is not an eye damaging, activity, however it can cause eye muscle fatigue. Proper adjustment of the screen luminance and position effectively reduces eyestrain. Glare and reflections on the screen also contribute to eyestrain. The two main visual problems for computer workstations are screen reflections (usually from windows and bright lights) and glare (usually from windows). Reflections on the monitor screen are most frequently caused by poor placement of the monitor in relation to windows and bright lights. Reflections can be avoided by placing the situating the desk and the monitor correctly.

Altering the angle of your screen may overcome problems with glare and reflection; however your screen should only tilt 5 degrees upwards. Generally the best position for the screen is at right or left angles to the window and parallel to overhead fluorescent lights. The contrast of text and background on the screen should be adjusted to a moderate level. It is also desirable to have an outlook on which to rest the eyes occasionally.



If the light source is behind the user, reflections will be visible.



If you cannot help to positioning your desk on the right spot

- Use antiglare screen covers
- Use good diffusers on ceiling lights.
- Use window blinds to adjust light conditions.

Rest Breaks

Where tasks are similar in nature and alternative tasks are not available, it is important to have more set rest breaks. Rest breaks can vary from micro pauses such as waiting for a computer screen to come up, through to defined breaks such as morning tea and lunch. A break to answer the phone or to get a glass of water also provides rest and recovery for muscles and body parts that have been active. Rest breaks need not be breaks from productive work. A change of tasks for a few minutes is very effective. During the busy times of the working week or month or year, as the working day extends it is even more important to have task variety, rest breaks and postural variation.

Computer work requires intense concentration, so it is not surprising that computer operators need more breaks. Our eyes were not designed to work at a close distance for a long period of time. You need to plan breaks to allow you to do the maximum amount of work and still relax your eyes.

Your schedule of breaks should include micro, mini and maxi breaks.

- Micro breaks last for about 10 seconds, every 10 minutes. As you look away from the screen continually move your eyes and shift your focus on distant objects.
- Hourly mini breaks last about 5 minutes. Simply get up, stretch and move about.
- A maxi break could be a coffee break or lunch. Get up and move away from the computer.

Ideas for Exercises

To increase circulation, use exercises while in the workplace such as:

The body stretch
Side bends
Upper body twist
Shoulder shrugs
Fingers stretch
Wrist stretch
Thumb stretch
Finger squeezes

These can be used at the start of a work shift and following meal breaks, during work to release tension, after prolonged sitting or standing, and when you feel stiff.

Please refer to Appendix C for tips on exercises.

Key health and safety tips for bus operators/drivers.**General**

Make the work and workplace safe by:

- finding what is unsafe or unhealthy in the workplace
- deciding what is highest risk and needs to be fixed first, and how to go about fixing it
- taking action to fix the unsafe or unhealthy workplace problems
- checking the problems are fixed and won't happen again
- training workers on how to do the work safely
- purchasing equipment to suit all staff considering the physical characteristics of the people and the work being done
- designing and supervising safe work procedures
- providing a first aid kit and have trained first aid officers available
- providing appropriate safety gear (e.g. reflective vests).

Remember, everyone is responsible for workplace health and safety**Driving and maintenance**

Ensure drivers:

- are familiar with the safety features of the vehicle and know how to use them
- keep a written vehicle inspection and maintenance plan
- keep an up-to-date driving log book
- hold a valid driver's licence and obey all road rules
- do not drive after drinking alcohol or taking medication that could impair their driving
- do not answer mobile phones while driving- let it go to message bank
- wear seat belts if provided
- have an action plan to manage breakdowns, accidents/incidents and emergencies including providing a list of emergency contact numbers
- do routine vehicle checks (e.g. pre start, position of mirrors)
- report any vehicle defects to the appropriate person
- plan the best route to avoid any possible hold-ups (e.g. road works, traffic accident)
- know how to operate the vehicle's communication systems effectively
- review maintenance procedures to make sure equipment is regularly inspected and maintained.

Manual Tasks

- For tasks involving hard physical effort:
 - provide baggage storage areas that minimise bending and twisting when storing and retrieving baggage (e.g. baggage trailers).
- For tasks involving awkward working positions:
 - arrange commonly accessed items within easy reach in order to minimise twisting, bending or over reaching
 - ensure drivers are trained to adjust the seat and mirrors to suit their individual requirements
 - design parking so that drivers can drive through without reversing
 - provide adjustable internal and external mirrors and if necessary closed circuit television (CCTV) to reduce neck twisting when reversing.

Housekeeping/cleaning/chemicals

- Ensure drivers keep vehicle floors and aisles clear of clutter.
- Provide gloves for cleaning hidden areas (e.g. down backs of seats).
- Use slip-resistant flooring in areas likely to become wet.
- Ensure chemicals are stored away from public access areas.
- Ensure procedures are in place to handle spills and wet cleaning.

Fatigue

- Design schedules that allow for safe, lawful speeds, rest and work breaks and possible traffic delays (e.g. road works).
- Ensure drivers are encouraged to:
 - be rested each day
 - be aware of the causes and effects of fatigue (e.g. not getting enough sleep can impair driving abilities)
 - stop work if they feel or are acting sleepy, mentally tired or drowsy

Electricity

- Use licensed electricians for electrical work.
- Make sure that drivers know the height of the vehicle to avoid contact with exposed live parts, such as overhead powerlines.
- Keep electrical equipment away from water.
- Secure and protect extension leads from damage and ensure they are uncoiled when in use.
- Protect all electrical equipment by installing a residual current device.
- Ensure all the equipment is maintained in good working order and all specified electrical equipment is tested and tagged where required.
- Develop and promote clear policies and procedures to deal with harassment and work pressure, and implement an effective issue reporting and resolution plan.
- Ensure all workers understand what harassment is and the procedures for reporting incidents (e.g. explain policies and procedures during induction).
- Put security measures in place to reduce the risk of occupational violence where money is handled or people are working alone.

Make sure workers are familiar with and abide by the code of conduct for personal behaviour at the workplace.

Occupational stress/violence/harassment

- Develop and promote clear policies and procedures to deal with harassment and work pressure, and implement an effective issue reporting and resolution plan.
- Ensure all workers understand what harassment is and the procedures for reporting incidents (e.g. explain policies and procedures during induction).
- Put security measures in place to reduce the risk of occupational violence where money is handled or people are working alone.
- Make sure workers are familiar with and abide by the code of conduct for personal behaviour at the workplace.

People and traffic

- Develop and implement a traffic management plan.
- Supply bollards, safety barriers, cones or other suitable devices to indicate work areas.
- Consider how to manage interaction during loading/unloading on footpaths and roads.
- Ensure drivers are trained to operate vehicles used by people with disabilities.
- Make sure the time allocated for the journey considers common delays such as traffic and weather conditions.
- Ensure vehicle parking signs and line markings are clear and visible to both pedestrians and drivers.
- Ensure private vehicles are separated from buses to reduce pedestrian traffic.

Tips for workers

- Wear safety gear correctly where provided and follow manufacturers' instructions.
- Ensure you have a current driver's licence.
- Follow safe work procedures as implemented by your employer.

Workplace harassment

What is workplace harassment?

- Workplace harassment occurs when you are subjected to repeated behaviour by your employer, a co-worker or group of co-workers that: is unwelcome and unsolicited
- you consider to be offensive, intimidating, humiliating or threatening
- a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Important to note

- Workplace harassment in its definition does not include some actions. Complaints specifically about the items listed below should be addressed to the Anti Discrimination Commission Queensland (ADCQ):
unlawful discrimination
- vilification
- sexual harassment.

Examples of harassment

- Abusing someone loudly, often with other people nearby.
- repeated and unjustified threats of dismissal or other severe punishment
- constant ridicule and put-downs
- persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters
- spreading gossip or false, malicious rumours about a person with an intent to cause harm
- leaving offensive messages on email or the telephone.

Health and safety obligations

- Workers have an obligation of to ensure workplace health and safety. This extends to managing the risks associated with workplace harassment.
- Workplace Health and Safety Queensland (WHSQ) can respond to complaints: that fall within the definition of workplace harassment
 - that are in writing
 - the complainant contacted WHS Infoline for an information package
 - where an attempt to resolve the complaint internally has been attempted and outcomes are included in the written complaint.

What are the effects on your health and safety?

- You may find that you are: distressed, depressed, anxious or having panic attacks
- socially isolated at work
- unwell
- unable to make decisions and concentrate
- losing your confidence and self esteem
- low morale
- trouble sleeping
- taking sick leave to avoid the situation.

How does harassment affect the workplace?

- High staff turnover or a high rate of sickness absence.
- Break down of relationships within teams and between individuals.
- Productivity suffers.
- Workers may put in “stress” claims.
- Extreme situations may lead to occupational violence, which results in a police investigation.

Busting the myth

Myth: Workplace harassment is about personality clashes; you can't expect to get on with everyone.

False: Harassment occurs in a workplace because of a workplace culture and work environment that allows these behaviours to persist.

Please find more information on www.worksafe.qld.gov.au

Occupational Stress

What is it and how it affects workers?

- Occupational stress is the body's response to work demands that exceed a workers abilities and/or resources (time, support or help) to do the job.
- Short-term effects include headaches, forgetfulness, irritability, and diminished performance.
- Longer-term effects may include psychological disorders, and cardiovascular disease.

Do these risk factors exist in your workplace?

- Can job demands be met?
- Do workers: have control over how they do the work?
- get support from supervisors and co-workers?
- Are workers: clear about their job role?
- rewarded for doing a good job?
- Are changes at work communicated ahead of time?
- Are there good relationships among workers and others?
- Does the workplace treat everyone fairly?

Warning signs of occupational stress?

- Falling productivity levels
- Increasing sickness absence
- High staff turnover
- Low morale
- Bad customer feedback

Outcomes of exposure to occupational stress

Short-lived or infrequent exposure to low-level stressors is unlikely to lead to harm, in fact it can result in improved performance. However, when stressful situations go unresolved; they can result in physiological and/or psychological changes and illness. For example:

- **Physical** - headaches, indigestion, tiredness, slow reactions, shortness of breath
- **Mental** - difficulty in decision-making, forgetfulness
- **Emotional** - irritability, excess worrying, feeling of worthlessness, anxiety, defensiveness, anger, mood swings
- **Behavioural** - diminished performance, withdrawal or impulsive behaviours, increase in alcohol and nicotine consumption.

Common longer-term health issues linked to stress include cardiovascular disease (CVD), immune deficiency disorders, gastrointestinal disorders, psychiatric/psychological illness (PPI) and musculoskeletal disorders.

What can be done to prevent stress?

- train supervisors in how to manage people
- get extra staff for peak demand times
- make sure everyone knows what their job responsibilities are
- consult staff about changes
- provide assistance/counselling

Busting the myth

- **Myth:** Only weak people suffer from stress. They should just stop whingeing.
- **False:** Occupational stress is caused by the workplace. Unclear directions, inadequate worker training, lack of resources to do the job, can all cause a stress response in a normal person.

Rehabilitation

While AIC is committed to providing a safe and healthy work environment, but in the event of illness or injury where employment is a significant contributing factor, the college recognises the substantial benefits gained from workplace rehabilitation.

The college accepts that workplace rehabilitation facilitates the healing process and subsequent return to work, and commits to the early provision of timely and adequate services to support a medically approved duties programs for employers who are injured or ill.

The aim is, as much as possible, to:

- maintain ill or injured workers in the workplace
- facilitate an early return to work
- maximise independent functioning of the worker if work is precluded.

In order to do this, the college will:

- ensure the workplace rehabilitation commences as soon as possible following injury in accordance with medical advice;
- ensure appropriate medically approved suitable duties programs are available to all ill or injured workers;
- consult with employees in the formulation of safe structured rehabilitation plan development;
- respect rights and confidentiality, both written and verbal, of all employees;
- ensure all staff are aware of workplace rehabilitation and will support injured workers;
- adequately resource the position of the Rehabilitation Coordinator;
- adopt a multidisciplinary approach to rehabilitation and comply with legislative obligations; and
- review this policy and procedures every three years to ensure legislative requirements are met.

Suitable Duties Program

A suitable duties program in the rehabilitation process enables an injured worker to return to work through a graduated and supervised return to work process. The goal of the program should be meaningful and achievable.

Selected duties are individually developed and matched to the capabilities of the worker, taking into account the worker's age, skills, education, work experience and nature of the incapacity. The suitable duties program is regularly reviewed and upgraded on advice from the treating doctor and takes into account any restrictions, limitations and amendments recommended by the doctor.

Suitable Duties Plans may be:

- Fully funded by Workcover.
- Partially funded by both the employer and the insurer or employer and Workcover. The employer pays wages for hours worked and insurer/Workcover funds the balance.
- Medical expenses only. Employer pays the upfront cost and the insurer reimburses.

Responsibilities - General

All staff, visitors and contractors are required to:

- adhere to standard work processes and instructions for workplace health and safety;
- perform all duties in a manner which ensures the health and safety of all; and
- cooperate with management to enable compliance with health and safety responsibilities.

Employees, contractors and visitors will be expected to:

- comply with all relevant legislation and statutory requirements and working procedures, codes of practice and industry standards;
- wear appropriate protective equipment, if applicable;
- report, and where appropriate, rectify hazards and participate in the analysis of accidents; and
- accept responsibility for protecting themselves and others.

Responsibilities - Rehabilitation

It is the responsibility of anyone injured at work to:

- apply for worker's compensation within six months of the entitlement;
- advise their chosen doctor of workplace rehabilitation availability and organise completion of the Work Capabilities Checklist;
- actively participate in workplace rehabilitation, minimising the cost of injury;
- communicate regularly with the Rehabilitation Coordinator regarding compensation issues; and
- be aware of the College Grievance Procedure Policy.

The Business Manager fulfils the role of Rehabilitation Coordinator and maintains current Rehabilitation Coordinator Accreditation. The Rehabilitation Coordinator is responsible for:

- determining that absence from work is due to actual illness or injury. If absence exceeds two (2) consecutive work days, the employee must provide a doctor's certificate within seven (7) days to support the absence and give it to the Business Manager;
- ensuring an efficient system exists for immediate reporting of injuries to establish early worker contact regarding rehabilitation; and ensuring compliance with the employers' duty to notify WorkCover, treating all information confidentially;
- educating all workers regarding the Workplace Rehabilitation Policy and Procedure following an injury; and for educating supervisors of their role and responsibilities in the Rehabilitation process;
- developing, coordinating and monitoring individual plans with treating doctor, and ensuring such plans and amendments are signed by the treating doctor;
- maintaining an objective confidential file of workers participating in the rehabilitation program. Such files must contain accurate signed case notes, all communications, actions and decisions relating to the case. Verbal and written confidentially must be observed;
- promoting the College Workplace Rehabilitation Program internally with all staff and externally with treating doctors; and
- maintaining accurate statistics including claim duration, average claim cost and injured worker evaluation.

All staff members are expected to offer support and encouragement to the injured worker. Workplace rosters and procedures are to be adjusted to enable successful rehabilitation plan implementation. Managers, Supervisors and Fellow Workers are to actively assist the Rehabilitation Coordinator in identifying duties to develop suitable return-to-work plans.

Policy Release Details

The policy of the AIIIC is to achieve the optimum attainable levels of workplace health and safety as far as is practicable for all staff, students, contractors and others throughout all areas of its activities.

It is the responsibility of all AIIIC personnel to ensure the implementation of safety systems appropriate to their delegated operational authority.

It is the responsibility of supervisory staff at every level to ensure that safe working procedures are clearly understood and consistently observed. Supervisors shall also ensure that all plant and equipment in use is in safe working order and workplace conditions are maintained at a high standard.

All members of the College community, including students have a duty to care for their personal welfare and the welfare of their fellows. To meet this commitment each person must follow safe working procedures at all times, and take all reasonable care to prevent personal injury to others and damage to plant and equipment.

The AIIIC is conscious of its responsibility and seeks the co-operation and commitment from all staff at all levels to create a workplace environment aimed at accident prevention and health promotions.

It is the obligation of the all levels of the staff to follow health and safety procedures and report any hazardous situation in the work place and it is the obligation of the Management to provide safe and healthy workplace. Workplace health and safety officer will work a line with the managers to establish educational programmes, investigate or assist investigation into incidents, help the inspector perform their duties, report incidents and to keep the Management and staff informed about the overall state of Health and Safety at the AIIIC.

Mrs Mariam Banwa
Principal

Date of Policy

January 2016

Approved by

AIIIC Board 2016

Review Date

Every three years, by the Workplace Health and Safety Committee

APPENDIX A – WORKPLACE RISK ASSESSMENT CHECKLIST

Please note this checklist is a guide only. It is not exhaustive and may not apply in total to individual sites.

Date inspected: _____ Persons undertaking inspection: _____

1. Management

	Yes	No	N/A	Comments	Action
1. Is the College's Workplace Health and Safety Policy clearly understood?					
2. Is there a designated WH&S Officer?					
3. Are there safe operating procedures or risk assessments?					
4. Are staff aware of specific safety guidelines and procedures?					
5. Are key safety rules displayed in work areas such as laboratories, art rooms, technology centres etc.?					
6. Are checks made on qualifications and training of staff who are involved in areas where there may be workplace health and safety risks?					
7. Are accidents reported and recorded?					
8. Is there an adequate system in place for reporting and rectifying hazards?					

2. Training

	Yes	No	N/A	Comments	Action
1. Is induction training provided on general WH&S policy etc? (This includes students)					
2. Is training provided specific to the individual workplace area/department?					

3. Work environment

	Yes	No	N/A	Comments	Action
1. Do college buildings provide sufficient ventilation?					
2. Are local exhaust systems installed to remove harmful gases, vapours, fumes and dusts?					
3. Are noise levels acceptable?					
4. Is lighting sufficient?					
5. Is the room temperature comfortable?					

4. Ergonomics

	Yes	No	N/A	Comments	Action
1. Is the layout of work areas suitable for tasks?					
2. Are appropriate manual handling controls in place?					
3. Are excessively repetitive tasks avoided?					
4. Is appropriate mechanical handling equipment available?					
5. Are work stations supplied with ergonomically suitable furniture and equipment?					

5. Amenities

	Yes	No	N/A	Comments	Action
1. Are separate and clean meal-rooms provided?					
2. Is drinking water readily available?					
3. Are washing facilities adequate?					
4. Are toilets sufficient?					
5. Are staff amenities kept clean?					
6. Is secure storage available for personal items?					

6. Personal protective equipment

	Yes	No	N/A	Comments	Action
1. Has the need for protective equipment been assessed?					
2. If yes, has it been provided?					
3. Is training provided on the use of protective equipment?					

7. Waste management

	Yes	No	N/A	Comments	Action
1. Are there sufficient bins provided?					
2. Is there a system for disposal of general waste?					
3. Is there a system for disposal of chemical waste?					
4. Is training provided on waste disposal procedures?					

8. Floors & aisles

	Yes	No	N/A	Comments	Action
1. Are floors structurally sound?					
2. Is the floor surface even?					
3. Are floors clear of waste, oil and water?					
4. Are floors free of tripping hazards?					
5. Are aisles of sufficient width? e.g. workshop walkways, classroom rows					

9. Special work procedures

	Yes	No	N/A	Comments	Action
1. Is there a permit and induction procedure for outside contractors?					
2. Is specific WH&S advice supplied to cleaners and maintenance personnel entering biological or chemical laboratories?					
3. Are there special procedures in place for hot work?					
4. Are there special procedures in place for working in confined spaces?					
5. Are there special procedures in place for working at heights?					
6. Are there procedures for out of hours work or working alone?					

10. Mechanical & heat hazards

	Yes	No	N/A	Comments	Action
1. Is machine guarding adequate?					
2. Is there adequate railing on ramps, walkways and stairs?					
3. Do ladders and steps appear adequate?					
4. Is pressure equipment installed?					
5. Are the pressure relief valves, gauges and other safety systems regularly tested?					

11. Electrical equipment

	Yes	No	N/A	Comments	Action
1. Is electrical work carried out in accordance with legislated regulations?					
2. Are all items of specified electrical equipment tested and tagged on an annual basis?					
3. Are power points, multi-outlet boards of an appropriate type and clear of benches and floors?					
4. Are electrical leads in positions of safety?					

12. Chemicals (general)

	Yes	No	N/A	Comments	Action
1. Is there a register of hazardous chemicals?					
2. Are staff adequately trained in the use and handling of hazardous chemicals?					
3. Are MSDS (Materials Safety Data Sheet) available for all chemicals? e.g. Chemwatch.					
4. Are containers and their labels complete and in good condition?					
5. Is general storage of chemicals sufficient, including security?					
6. Is the use of chemicals subject to risk assessment?					
7. Is there a procedure for dealing with chemical spills?					
8. Are safety glasses available in all laboratories?					
9. Are safety gloves available in all laboratories?					

13. Flammable liquids

	Yes	No	N/A	Comments	Action
1. Are quantities of flammable liquids kept to within the storage limit?					
2. Are suitable containers provided for storage of flammable liquids?					
3. Are flammable liquids used and stored well away from heat and ignition sources?					
4. Are staff members trained appropriately in the use and storage of flammable liquids?					
5. Are incompatible flammable liquids segregated?					

14. Compressed & fuel gases

	Yes	No	N/A	Comments	Action
1. Are cylinders inside rooms kept to a storage limit?					
2. Are incompatible gases segregated?					
3. Are cylinders securely restrained?					
4. Are gas systems periodically pressure and leak tested?					

15. Biological hazards (general)

	Yes	No	N/A	Comments	Action
1. Is appropriate equipment available?					
2. Are staff members adequately trained in the use of equipment?					
3. Is the laboratory in a safe, clean and tidy condition?					
4. Management and disposal of dissection materials follows correct safety procedures?					
5. Storage, transportation and disposal of biological materials follows correct safety procedures?					
6. Sterilising techniques are to the appropriate standard?					
7. Procedures are in place for the correct handling of animals?					

16. Emergency equipment

	Yes	No	N/A	Comments	Action
1. Are written emergency procedures available to all staff?					
2. Are emergency contact telephone numbers prominently displayed?					
3. Are eye-wash materials easily accessed?					
4. Are staff and students provided with regular training in the use of safety equipment?					
5. Is all safety equipment periodically tested?					
6. Are first aid kits available and regularly checked?					
7. Are there trained first aid officers on staff?					

17. Evacuation procedures

	Yes	No	N/A	Comments	Action
1. Are evacuation procedures displayed?					
2. Are emergency exits displayed in all rooms?					
3. Are emergency exit staff members appointed?					
4. Are staff members trained in what to do in the event of an emergency evacuation?					
5. Are regular emergency practices conducted?					
6. Are emergency exits kept clear?					
7. Is there emergency lighting where appropriate?					

18. Fire protection

	Yes	No	N/A	Comments	Action
1. Are enough fire extinguishers provided?					
2. Is there a fire alarm system/smoke detector system in place?					
3. Is the push-button alarm accessible?					
4. Is there clear access to the college site for fire services officers and vehicles?					
5. Are fire extinguishers checked regularly?					

APPENDIX B – INCIDENT/HAZARD REPORT FORMS

SECTION 1: INCIDENT / HAZARD REPORT FORM

1. PERSON INVOLVED DETAILS – FORWARD TO MANAGEMENT/ADMINISTRATION WITHIN 24 HOURS			
Given name:	Position Title:	<input type="checkbox"/> Employee <input type="checkbox"/> Visiting Student <input type="checkbox"/> Bus Driver <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor	
Family name:	Employee number / Student ID:		
Address:	Campus:		
DOB:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Contact details: BH	AH:
Have you reported this to Principal/Deputy Principal/Administration? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date notified:	
Name of the person reported to (please Print):		Contact no of the person reported to:	

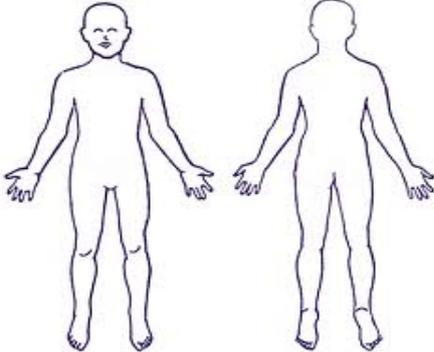
2. DETAILS OF INCIDENT / HAZARD			
Act of Violence <input type="checkbox"/>	Injury / Illness* <input type="checkbox"/>	Incident / Near Miss <input type="checkbox"/>	Hazard <input type="checkbox"/> Property Damage <input type="checkbox"/>
Campus:	Area: (building / room/grounds):	Date hazard observed / incident occurred:	
Off-Site (specify location):		Time:	
<p>What were you doing? Describe the activity undertaken at the time</p>			
<p>What happened unexpectedly? Describe the incident / near miss as it occurred or the hazard observed</p>			
<p>What did you do? Describe what happened next</p>			

3. WERE THERE ANY WITNESSES? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Name:	Contact Phone number:
Name:	Contact Phone number:

4. SIGNATURE OF PERSON MAKING REPORT		
Print name of person making report	Name	Date
	Signature	Contact no:
Print name of Supervisor/ Manager / Manager's nominated representative confirming receipt of report	Name	Date
	Signature	



SECTION 2: REPORT OF INJURY OR ILLNESS / FIRST AID RECORD

5. COMPLETE ONLY IF INJURY / ILLNESS SUSTAINED			
Description of Injury / medical condition			
Is this an aggravation of a previous injury or condition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known			
Initial Treatment <input type="checkbox"/> Nil <input type="checkbox"/> First aid officer <input type="checkbox"/> Staff <input type="checkbox"/> Security Name:	Status of person at time of completing report <input type="checkbox"/> Resumed full hrs work / study <input type="checkbox"/> Ceased work / study <input type="checkbox"/> Partial return work / study <input type="checkbox"/> Returned to alternate duties		
To be completed by First aid officer / Staff / Security Observations: <input type="checkbox"/> Unconscious <input type="checkbox"/> Altered Conscious <input type="checkbox"/> Conscious Breathing: <input type="checkbox"/> Slow <input type="checkbox"/> Normal <input type="checkbox"/> Fast Skin Colour: <input type="checkbox"/> Pale <input type="checkbox"/> Normal <input type="checkbox"/> Flushed Other observations: AssessmentⓈ(Please show the injury)	Has the injury resulted in loss of work hours? <input type="checkbox"/> Yes <input type="checkbox"/> No Time lost: hour/s Time lost: days		
		Follow up (if known) <input type="checkbox"/> Medical Treatment by Health Professional Name / Dr..... <input type="checkbox"/> Ambulance / Hospital <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient Name of Hospital	
TYPE OF INJURY		TYPE OF DISEASE	
<input type="checkbox"/> Amputation <input type="checkbox"/> Bruise <input type="checkbox"/> Burns <input type="checkbox"/> Cut / Laceration <input type="checkbox"/> Dislocation <input type="checkbox"/> Foreign body <input type="checkbox"/> Fracture <input type="checkbox"/> Grazes, scratches/ abrasions	<input type="checkbox"/> Head injury <input type="checkbox"/> Heat stress / exhaustion <input type="checkbox"/> Internal injury <input type="checkbox"/> Poisoning / toxic effects of substance <input type="checkbox"/> Sprains / strains <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Allergic reaction <input type="checkbox"/> Dermatitis / Eczema <input type="checkbox"/> Disease of circulatory system <input type="checkbox"/> Disorders of the muscles, tendons & soft tissues <input type="checkbox"/> Eye Disorders <input type="checkbox"/> Hearing loss <input type="checkbox"/> Hernia	<input type="checkbox"/> Infectious / Parasitic <input type="checkbox"/> Loss of consciousness – fainting, seizure <input type="checkbox"/> Psychological <input type="checkbox"/> Respiratory irritation / disease <input type="checkbox"/> Other diseases (please specify)
BODILY LOCATION OF INJURY - Indicate left or right as appropriate as L or R next to body part			
<input type="checkbox"/> Head <input type="checkbox"/> Face <input type="checkbox"/> Eyes <input type="checkbox"/> Ear <input type="checkbox"/> Nose <input type="checkbox"/> Mouth <input type="checkbox"/> Head – multiple locations	<input type="checkbox"/> Neck <input type="checkbox"/> Back upper <input type="checkbox"/> Back lower <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Groin / pelvic region <input type="checkbox"/> Trunk – multiple locations	<input type="checkbox"/> Shoulder <input type="checkbox"/> Upper arm <input type="checkbox"/> Elbow <input type="checkbox"/> Forearm <input type="checkbox"/> Wrist <input type="checkbox"/> Hands, fingers & thumb <input type="checkbox"/> Upper limb – multiple locations	<input type="checkbox"/> Hip <input type="checkbox"/> Leg upper <input type="checkbox"/> Knee <input type="checkbox"/> Leg lower <input type="checkbox"/> Ankle <input type="checkbox"/> Foot / toes <input type="checkbox"/> Lower limb – multiple locations
Name of injured person (please print)		Signature	Date
If not injured person Name: (please print)		Signature	Date
Name Team Leader / Manager / Manager's nominated representative confirming receipt of report (please print)		Signature	Date



SECTION 3A: INCIDENT / HAZARD INVESTIGATION & CONTROL

6. INCIDENT INVESTIGATION – TO BE UNDERTAKEN BY BUSINESS MANAGER/PRINCIPAL/DEPUTY PRINCIPAL.

If the incident was caused by a criminal act, have the Police been notified?

Yes No N/A

Has a work order been logged with Facilities in relation to this report? Yes No N/A

If yes give job number:

Has a health & safety representative been consulted in relation to this report? Yes No

Name:

What were the factors that may have led to the incident/hazard (there may be more than one). Consider areas below.

System	No <input type="checkbox"/> Yes <input type="checkbox"/> see below	Plant Equipment	No <input type="checkbox"/> Yes <input type="checkbox"/> see below	Environment	No <input type="checkbox"/> Yes <input type="checkbox"/> see below	People	No <input type="checkbox"/> Yes <input type="checkbox"/> see below
Procedures	<input type="checkbox"/>	Size/ weight	<input type="checkbox"/>	Access	<input type="checkbox"/>	Supervision	<input type="checkbox"/>
Workload	<input type="checkbox"/>	Design	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>	Training	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Job competency	<input type="checkbox"/>
Task allocation	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>	Weather/ Temperature	<input type="checkbox"/>	PPE not used	<input type="checkbox"/>
Audits	<input type="checkbox"/>	Other	<input type="checkbox"/>	Floor / ground surface	<input type="checkbox"/>	Other	<input type="checkbox"/>
Other (specify).....	<input type="checkbox"/>	Other (specify).....	<input type="checkbox"/>	Other (specify).....	<input type="checkbox"/>	Other (specify).....	<input type="checkbox"/>

Any other observations / comments from Manager.

7. RISK ASSESSMENT

Risk Assessment – What is the worst possible consequences of this hazard / incident?

What is the likelihood of this occurring?

Risk Rating for this hazard / incident – tick one as appropriate:

High Risk	Significant Risk	Moderate Risk	Low Risk
Immediate action required <input type="checkbox"/>	Action required as soon as possible <input type="checkbox"/>	Action required within 1-3 months <input type="checkbox"/>	Monitor the hazard Minimal action <input type="checkbox"/>

RISK RATING	LIKELIHOOD				
	Rare The event will only occur in exceptional circumstances	Unlikely The event is not likely to occur in a year	Possible The event may occur within a year	Likely The event is likely to occur within a year	Almost Certain The event is almost certain to occur within a year
Catastrophic (Accidental death / serious injury)	Significant Risk	Significant Risk	High Risk	High Risk	High Risk
Major (Serious injury)	Low Risk	Moderate Risk	Significant Risk	High Risk	High Risk
Moderate (Lost time due to workplace injury)	Low Risk	Low Risk	Moderate Risk	Significant Risk	High Risk
Minor (Minor workplace injury – no lost time)	Low Risk	Low Risk	Low Risk	Moderate Risk	Significant Risk
Minimal (No injury)	Low Risk	Low Risk	Low Risk	Low Risk	Moderate Risk

SECTION 3B: INCIDENT / HAZARD INVESTIGATION & CONTROL

8. RISK CONTROL/S – THIS SECTION MUST BE COMPLETED AND GIVEN TO WHSO ONCE ACTIONS AGREED

List any short term actions that have been implemented to control the risk of a repeat:

What further actions need to be taken to control the risk?
(If risk control not relevant please indicate N/A in relevant box)

Note: When identifying appropriate controls, you should start at the top of the hierarchy (try to **eliminate** the hazard first). If that is not possible, then one of the other control measures or a combination of them will be necessary.

	Risk Control	Action to be taken	By whom	By when
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="text-align: center;">Most effective</div>  <div style="text-align: center;">Least effective</div> </div>	Elimination E.g. Discontinue use of product, equipment, cease work process			
	Substitution E.g. Replace with a similar item that does the same job but with a lower hazard level			
	Isolation E.g. Put a barrier between the person and the hazard			
	Engineering controls E.g. Change the process, equipment or tools so the risk is reduced			
	Administration controls E.g. Guidelines, procedures, rosters, training etc to minimise the risk			
	Personal protective equipment E.g. Equipment worn to provide a temporary barrier			

Investigation completed by Team Leader / Manager / Manager's nominated representative :

Print Name:

Position Title:

Phone:

Signature:

Date:

Document Distribution:

- 1) Original forms to be kept on-site in the Register of Injuries folder for a minimum of 5 years

APPENDIX C- EXERCISES

PAUSE EXERCISE SHEET ONE

- These general pause exercises can help relieve muscular tension.
- Consult your doctor for specific guidelines if you have a medical condition
- Hold the stretches for 10 to 15 seconds each, taking care not to over stretch
- Repeat each movement 3 to 4 times

With elbows straight, grasp hand and slowly bend wrist back. Alternate hands.



With elbows straight, grasp the hand and gently bend the wrist down. Alternate hands.



Turn head slowly to look over the left shoulder. Return to the front. Turn head to look over the right shoulder.



Tilt head gently to the left side and then to the right side.



Stand, move and walk regularly

Work on improving and maintaining fitness and flexibility.



Looking ahead, tuck chin in and hold. Relax and return to starting position.

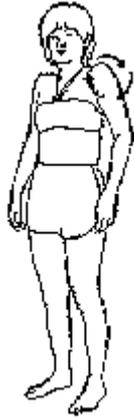


Source: *Body Mechanics VHI Resource Library, Health Promotion Resources, 1999*

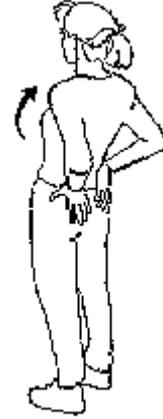
PAUSE EXERCISE SHEET TWO

- These general pause exercises can help relieve muscular tension.
- Consult your doctor for specific guidelines if you have a medical condition
- Hold the stretches for 10 to 15 seconds each, taking care not to over stretch
- Repeat each movement 3 to 4 times

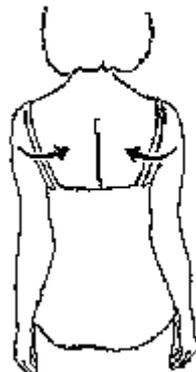
With arms relaxed at side, roll your shoulders forwards then backwards.



Place hands on back of hips and gently lean backwards.



Standing upright, draw both shoulders and elbow back and inward.



With feet apart, twist at the waist to the right then to the left using a slow smooth movement.



Blink regularly
Look into the distance
Move your eyes horizontally, vertically and diagonally



Stretch arm above head and cradle elbow with hand. Gently pull elbow down behind the head.



Source: *Body Mechanics VHI Resource Library, Health Promotion Resources, 1999*

APPENDIX D – IMPORTANT CONTACT NUMBERS

Queensland Ambulance Services

In A Non-Emergency - Call 13 12 33

In an emergency - Call triple zero (000)

Poison emergency – Call 13 11 26

Electrical Safety Infoline – Call 1300 650 662

Workplace Health and Safety Infoline - Call 1300 369 915

