Workplace Health & Safety

Australian International Islamic College (AIIC)

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.

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

Responsibility
Principal

Points of Contact
Workplace Health and Safety Officer/Business Manager

LEGISLATION

Work Health and Safety Act 2011 (QLD)
Work Health and Safety Regulation 2011 (QLD)
Workers' Compensation and Rehabilitation Act 2003 (QLD)
Workers' Compensation and Rehabilitation Regulation 2014 (QLD)

POLICY

The AIIC 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 school personnel.

AIIC 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 school administration ensures the school:
- 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 school has a designated Workplace Health and Safety Officer. The WH&S Officer is: Ahmed Azhari; and a Workplace Health and Safety Committee which has six main functions. To:

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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 undertakes a Risk Management Audit annually.

The members of the Workplace Health and Safety Committee are:

- Mrs Mariam Banwa (Principal)
- Ahmed Azhari (Health and Safety Officer)
- Ursula Muncaster
- Habibun Nahar

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 school premises or during off-campus school activities should be reported and recorded on an incident form. Incident report forms are available on the staff intranet.

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 school reception 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.

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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 15 (or higher) broad spectrum sunscreen.
- The school will provide and assist in the selection of appropriate hats, clothing and SPF 15 (or higher) broad spectrum sunscreen.
- The school will include sun protection issues in any strategic plans and plans for environmental changes.
- The school will include sun protection procedures in any induction course for new employees.

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.

Safety equipment also includes personal protective equipment. If you are directed to wear personal protective equipment you must do so and also wear it in the proper manner.

Manual Handling

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;
- 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.

Keyboard Workstations

Some school employees spend a great deal of time sitting in the one position at a keyboard. For this reason correct posture, a correctly adjusted seat and correct positioning of the keyboard and monitor are important.

To adjust seat correctly, adjust the height so feet rest firmly on the floor and weight is through the feet. Thighs should be fully supported except for a two-finger width space behind the knees. Adjust the back rest depth to achieve this.

Maintain a relaxed posture where:
- your shoulders are relaxed
- your elbows are by your side
- your forearms and hands are parallel to the ground

- your wrists are not bent when using the keyboard
- you are seated at a comfortable distance from the keys (the length of your forearm away).

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.

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.

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.

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 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.

REHABILITATION

While AIIC 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 school recognises the substantial benefits gained from workplace rehabilitation.

The school 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 school 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.

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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 up front cost and the insurer reimburses.

RESPONSIBILITIES - GENERAL

All staff and visitors 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 School Grievance Procedure Policy.

The Business Manager fulfils the role of Rehabilitation Coordinator. 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 School 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

Date of Policy
January 2016

Approved by
Board

Review Date
Every three years, by the Workplace Health and Safety Committee

Last review date

January 2016

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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.	Are the School'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.	Is 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 school 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?					

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		Yes	No	N/A	Comments	Action
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?					

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		Yes	No	N/A	Comments	Action
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 follow 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?					

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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 school site for fire services officers and vehicles?					
5.	Are fire extinguishers checked regularly?					