

# ST AGNES' PRIMARY SCHOOL

## OCCUPATIONAL HEALTH AND SAFETY POLICY

### GENERAL POLICY:

The occupational health and safety of all persons employed within St Agnes' Matraville and those visiting the school is considered of the utmost importance. Resources in line with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and without risk to health.

In accepting this duty of care all due diligence will be used to ensure protection from work related injury and illness.

This policy will have an associated program for the management of Occupational Health & Safety which will provide:

- A system for identifying and controlling hazards.
- Mechanisms to assist staff to meet their duty of care for others.
- A procedure for communication and consultation that enables all staff to participate in the management of OH & S.

### EXECUTIVE RESPONSIBILITY:

The promotion and maintenance of occupational health and safety is primarily the responsibility of the executive. The executive at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the executive's responsibility to develop, implement and keep under review in consultation with its employees and the School's OHS Policy.

### SPECIFIC RESPONSIBILITIES:

#### a) **Principal:**

The Principal is required to ensure that this Policy and the OHS Programme is developed and effectively implemented in their school and to support the executive and hold 'them accountable for their specific responsibilities'.

#### b) **Executive**

Each member of the executive is responsible, and will be held accountable, for taking all practical measures to ensure:

- That in all area of their control the OHS Programme is complied with and employees are supervised and trained to meet their requirements under this Programme:
- That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

**c) Employees**

All employees are required to co-operate with the OHS Policy and Programmes to ensure their own health and safety and the health and safety of others in the workplace.

**d) Contractors and Sub-Contractors**

All contractors and sub-contractors engaged to perform work on the school's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programmes of the school and to observe directions on health and safety from designated officers of the school. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

**OCCUPATIONAL HEALTH AND SAFETY PROGRAMME**

In order to implement the general provisions of this policy, a programme of activities and procedures will be set up, continually updated and effectively carried out. The programme will relate to all aspects of occupational health and safety including:

- OHS training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practice; including those associated with technological change
- Emergency procedures and drills
- Provision of OHS equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses.
- Provision of information to employees, contractors and sub-contractors.

**RISK ASSESSMENT:**

Risk assessment is the process used to determine the likelihood that people may be exposed to injury, illness or disease in the workplace arising from any situation identified during the hazard identification process.

**RISK CONTROL:**

Risk Control is the process used to identify all practicable measures for eliminating or reducing the likelihood of injury, illness or disease in the workplace, to implement the measures and to continually review the measures in order to ensure their effectiveness.

**PROCESS FOR SAFETY MANAGEMENT AT ST AGNES' SCHOOL.**

- On the first school day of each year the staff will complete and act upon the check lists identified in this Policy.
- The staff will review this policy on the first day of school each year to ensure an understanding of the duty of care.
- The Principal will be notified of any OH & S issues and the appropriate nominated group will look at the issue and complete a risk assessment and determine appropriate response.

**CALENDAR**

Calendar of Occupation Health Aid Safety Events											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
OHS Meeting and assign hazard stewards					Mid year OHS Meeting Audit						End of Year OHS Meeting Audit

**PRINCIPAL'S SIGNATURE:**

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**DATE:**

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## **WHAT ARE THE HAZARDS IN SCHOOLS?**

Workplace hazards can be divided into four groups:

1. Physical hazards: e.g. noise, dust, electricity, heat and cold.
2. Chemical hazards: e.g. science chemicals, toners and inks, cleaning agents
3. Ergonomic hazards: e.g. furniture design, lighting and equipment design.
4. Psychological hazards: e.g. staff stress
5. Security hazards: e.g. irate pupils, parents or members of the public.

## **HAZARDOUS SUBSTANCES IN SCHOOLS**

There are several steps involved in the management of hazardous substances in a school.

1. Carry out an audit of hazardous substances to identify the types and quantities that are used in the different areas of the school. This also needs to take into account the way the substance is stored, handled and used.
2. After the audit has been completed, a Register of Hazardous Substances should be compiled. This should include Material Safety Data Sheets.
3. An assessment of all hazardous substances used in the school should be carried out to determine if they pose a risk to health and safety. Risk will depend on:
  - Type of substance
  - Potential health and safety effects
  - Degree of exposure

### **Identifying and Controlling Chemical Hazards**

All hazardous chemicals are to be locked away in a safety area, away from children and the general public.

An assessment of the hazardous substances present in the school should be conducted. All areas of the school should be considered.

Material Safety Data Sheets (MSDS) should be available for all hazardous substances used in the school. If MSDS are not provided on purchase, the school should request them from the supplier and be kept in the Principal's Office in a folder marked Hazardous Chemicals.

### **MSDS Content**

The MSDS will give information relating to:

- The ingredients of the product
- The health effects of the product and first aid instructions
- Precautions to follow when you use the product
- Safe handling and storage information.

## Hazardous Substances Management – Checklist

This checklist addresses the management of hazardous substances within specific areas/curriculum at the school. It is important to have procedures in place that minimise the risk of injury to staff and students.

Area/Curriculum	YES	NO	Don't Know	Not Applicable
Are all containers of hazardous substances adequately labelled, including decanted containers?				
Have MSDS been obtained for all hazardous substances in use?				
Do you have a hazardous substance register listing the chemicals used in each facility/area?				
Has an assessment of the risks of exposure to the hazardous substances been carried out?				
Have the control measures been documented in faculty/school records?				
Have the control measures been put in place?				
Are there written procedures for the introduction of new substances to the school?				
Does the school have areas with an air-borne contaminant problem? If yes: Is air monitoring necessary and has this been scheduled by a competent person?				
Has a training program for people using hazardous substances been established in the school?				
Are health checks necessary? If yes: Have these been scheduled and a competent person appointed to conduct them?				
Are dangerous goods and substances stored in compliance with the Dangerous Goods Regulations?				
Is there necessary and appropriate personal protective equipment provided?				
Are first-aid equipment (eye wash, showers) accessible and properly maintained?				
Have emergency procedures been established and documented for the school?				
Do regular emergency drills take place?				
Does the school have written procedures for the disposal of hazardous substances?				
Are waste hazardous substances disposed of appropriately?				

### Recommendations:

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## Hazardous Substances Prohibited for Specified uses or methods of handling.

Hazardous Substance Column 1	Prohibited use or handling Column 2
Any substance that consists of or contains asbestos	Application by spraying or installation as insulation
Any material that consists of or contains asbestos	High pressure cleaning of any such material
Installed insulation that consists of or contains asbestos	Sealing of such insulation
A substance that consists of or contains crystalline silicon dioxide	As an abrasive material in abrasive blasting except where less than 2% dry weight of crystalline silicon dioxide is present as a contaminant
A recycled material that has not been treated to remove respirable dust	As an abrasive material in dry abrasive blasting
A substance capable of causing harm to the upper respiratory tract of a person	As an abrasive material in dry abrasive blasting
A substances capable of causing harm to the upper respiratory tract of a person	As an abrasive material in dry abrasive blasting.
Any substance that contains more than: 0.1% antimony 0.1% arsenic 0.1% beryllium 0.1% cadmium 0.5% chromium 0.5% cobalt 0.1% lead 0.5% nickel 1.0% tin	As an abrasive material in abrasive blasting
Any substance that contains chromate, nitrate or nitrite, Polychlorinated biphenyls (PCBs)	As a wet abrasive blasting inhibitor in wet abrasive blasting. All uses and handling except for bona fide research or analysis, handling for storage awaiting disposal, handling for removal and disposal, handling for repairs*, and when contained in existing electrical equipment and construction materials.

\* **Repairs** in relation to PCBs includes:

- (a) The controlled removal of PCBs from a piece of equipment to undertake repairs followed by the replacement of PCBs with non-PCB fluid and then the separate disposal of the PCB.
- (b) the clean-up and disposal of PCBs that have spilled, leaked or otherwise escaped from the containment
- (c) the clean-up and disposal of materials contaminated with PCBs during a process referred to in paragraph (a) or (b), but does not include the return of spilled PCBs back into the container from which there was an uncontrolled loss of containment, or into any other container except if placed in that container for disposal.

**Hazardous Substances for which health surveillance is required.**

<b>Hazardous Substance</b>	<b>Type of Health Surveillance</b>
<b>Acrylonitrile</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Physical examination if indicated</li> <li>• Records of personal exposure</li> </ul>
<b>Inorganic arsenic</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Physical examination with emphasis on the peripheral nervous system and skin</li> <li>• Urinary total arsenic</li> <li>• Records of personal exposure</li> </ul>
<b>Asbestos</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Physical examination if indicated</li> <li>• Records of personal exposure</li> </ul>
<b>Benzene</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Baseline blood sample for haematological profile</li> <li>• Records of personal exposure.</li> </ul>
<b>Cadmium</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history</li> <li>• Health advice, including counselling on additional cadmium burden from smoking</li> <li>• Physical examination with emphasis on the respiratory system</li> <li>• Completion of a standardized respiratory questionnaire</li> <li>• Standardized respiratory function tests such as FEV<sub>1</sub>, FVC and FEV<sub>1</sub>/FVC</li> <li>• Urinary cadmium and B<sub>2</sub>-microglobulin</li> <li>• Records of personal exposure.</li> </ul>
<b>Inorganic chromium</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Physical examination with emphasis on the respiratory system and skin</li> <li>• Weekly skin inspection of hands and forearms by a responsible person.</li> </ul>
<b>Creosote</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history</li> <li>• Health advice, including recognition of photosensitivity and skin changes</li> <li>• Physical examination with emphasis on the neurological system and skin, noting any abnormal lesions, and evidence of skin sensitisation</li> <li>• Records of personal exposure, including photosensitivity.</li> </ul>

**Hazardous Substances for which health surveillance is required.**

<b>Hazardous Substance</b>	<b>Type of Health Surveillance</b>
<b>Isocyanides</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Completion of a standardized respiratory questionnaire</li> <li>• Physical examination of the respiratory system and skin</li> <li>• Standardized respiratory function tests such as FEV<sub>1</sub>, FVC and FEV<sub>1</sub>/FVC</li> </ul>
<b>Inorganic mercury</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Physical examination with emphasis on neurological, renal and gastrointestinal systems and skin</li> <li>• urinary inorganic mercury</li> </ul>
<b>4,4' – methylene bis 2- chloroaniline (MOCA)</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Urinary total MOCA</li> <li>• Dipstick analysis of urine haematuria</li> <li>• Urine cytology</li> </ul>
<b>Organophosphate pesticides</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice.</li> <li>• Physical examination</li> <li>• Baseline estimation of red cell and plasma cholinesterase activity levels by the Ellman method. Estimation of red cell and plasma cholinesterase activity towards the end of the working day.</li> </ul>
<b>Pentachlorophenol (PCP)</b>	<ul style="list-style-type: none"> <li>• Demography, occupational and medical history and health advice</li> <li>• Physical examination with emphasis on skin, noting any abnormal lesions or effects of irritancy</li> <li>• urinary total pentachlorophenol</li> <li>• Dipstick urinalysis for haematuria and proteinuria</li> <li>• Records of personal exposure.</li> </ul>

**Hazardous Substances for which health surveillance is required.**

<b>Hazardous Substance</b>	<b>Type of Health Surveillance</b>
Polycyclic aromatic hydrocarbons (PAH)	<ul style="list-style-type: none"><li>• Demography, occupational and medical history</li><li>• Health advice, including recognition of photosensitivity and skin changes</li><li>• Physical examination if indicated</li><li>• Records of personal exposure, including photosensitivity</li></ul>
Crystalline silica	<ul style="list-style-type: none"><li>• Demography, occupational and medical history and health advice.</li><li>• completion of a standardized respiratory questionnaire</li><li>• Standardized respiratory function tests such as FEV<sub>1</sub>, FVC and FEV<sub>1</sub>/FVC</li><li>• Chest X-ray, full size PA view</li><li>• Records of personal exposure</li></ul>
Thallium	<ul style="list-style-type: none"><li>• Demography, occupational and medical history and health advice</li><li>• Physical examination if indicated</li><li>• Urinary thallium</li></ul>
Vinyl chloride	<ul style="list-style-type: none"><li>• Demography, occupational and medical history and health advice</li><li>• Physical examination if indicated</li><li>• Records of personal exposure</li></ul>

**Carcinogenic substances to be used only for bona fide research.**

**Note:** The number in square brackets is the substance's chemical abstract number.

2-Acetylaminofluorence [53-96-3]

Aflatoxin

4-Amionodiphenyl [92-67-1]

Benzidine [92-87-5] and its salts (including benzidine dihydrochloride [531-85-1])

bis(chloromethyl) ether [542-88-1]

Chloromethyl methyl ether [1-7-30-2] (technical grade containing bis9chloromethyl ether)

4-Dimethylaminoazobenzene [60-11-7]

2-Naphthylamine [91-59-8] and its salts

4-Nitrodiphenyl [92-93-3]