

# OCCUPATIONAL HEALTH AND SAFETY POLICY

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## *Parkdale Preschool*

### 1. Authorisation

This policy was adopted by the *Parkdale Preschool* committee, at the committee meeting on 18<sup>th</sup> April 2007.

### 2. Review Date

This policy will be reviewed in *April 2009* in consultation with employees.

### 3. Scope

This policy applies to all persons, paid or unpaid who work at the centre and any one who enters the workplace. The policy contains procedures for:

- Identifying and dealing with hazards
- Situations where a workplace incident or accident occurs that threatens the health and safety of employees or other persons in the workplace.

### 4. Background and legislation

- *Occupational Health and Safety Act 2004*
- *Accident Compensation Act 1985*
- *Manual Handling Regulations 1999.*

### 5. Definitions

**Hazard** – anything that has the potential to cause injury or illness (to employees, contractors, children, parents or visitors). A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

**Hazard identification** – the process of identifying all situations or events that could give rise to the potential for injury or illness.

**Risk** – the likelihood of injury or illness arising from exposure to any hazard.

**Risk Assessment** – the process of determining the likelihood of an injury or illness.

**Hazard control** – the process of implementing measures to eliminate or reduce the risk associated with a hazard. It is important that any control measure does not introduce new hazards, and that the ongoing effectiveness of the control is monitored.

**Injury/incident** – an injury/incident at the workplace where a person was or could have been injured but does not meet the requirement of a serious injury/incident. This could include an employee who suffers injury and is taken to casualty at a hospital but is not admitted, providing the employee does not have one of the serious injuries/incidents listed below.

**Serious injury/incident** is an injury/incident at the workplace that:

- Results in death
- Results in a person requiring medical treatment within 48 hours of being exposed to a substance

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- Results in a person requiring immediate hospital treatment as an in-patient or immediate medical treatment for:
    - Amputation
    - Serious head injury
    - Serious eye injury
    - Separation of skin from underlying tissue (for example degloving or scalping)
    - Electric shock
    - Spinal injury
    - Loss of bodily function
    - Serious laceration.
  - Seriously endangers the lives or the health and safety of people in the immediate vicinity, including:
    - The collapse of part of the building or structure
    - Implosion, explosion or fire
    - Escape, spillage or leakage of substances
  - Involves a child and results in the death of a child, or an accident, incident, injury or trauma to a child while being cared for, or educated by, a centre, requiring the attention of a registered medical practitioner or admission to hospital.

## 6. Policy statement

This centre places a high priority on the safety of employees and those attending the workplace and will:

- Provide and maintain a safe working environment
- When necessary, ensure that employees can access training on how to perform their tasks safely
- Consider workplace safety when designing additions or modification to the centre
- Take appropriate preventive action after accidents
- Regard all accidents as preventable
- Recognise that the concept and practice of safety involves shared responsibilities and a team approach by both the employer and all employees; every effort will be made to work towards accident prevention; and employees must act in ways that do not endanger the health or safety of anyone
- Require employees to attend work free from the influence of alcohol or other non-prescription drugs.

## 7. Procedures

### 7.1 Hazard identification and risk assessment

#### 7.1.1 Staffing subcommittee also has the responsibility for occupational health & safety (OH&S) and will:

- Conduct workplace inspections and hazard assessments using the *Occupational Health and Safety Policy Hazard Identification Checklist* Section 5 Appendix 3 (Attachment B) at regular intervals.

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- On completion of the assessment of the workplace, the staffing subcommittee will review the findings of this assessment and set in place an action plan as appropriate.
  - Consult employees on a regular basis regarding OH&S.

#### **7.1.2 Staff at each workplace are to:**

- Report any hazard identified between hazard assessments.
- Conduct a daily inspection of the premises prior to the children's attendance at the centre using the *Occupational Health and Safety Checklist for Daily Inspection (Attachment A)*.

If the daily inspection identifies any problem, employees at the workplace are to correct the problem. If this is not possible, put in place temporary measures to ensure the children's and employee's safety and contact the OH&S subcommittee chairperson who will assist in obtaining a more permanent solution.

- Follow OH&S procedures and act in a healthy and safe manner at all times.
- As required under the *Occupational Health and Safety Act*, take reasonable care for their own health and safety, and the health and safety of others for whom they are responsible.
- Participate in OHS training as appropriate.

### **7.2 Injury/incident notification and investigation**

#### **7.2.1 Register of Injury forms**

The employer will ensure that *Register of Injury* forms are present in the workplace and that employees are aware of the location of the forms.

#### **7.2.2 Notification and investigation procedures**

##### **(i) Incident/injury not classified as serious**

###### **Notification**

All injuries and incidents where a person was or could have been injured must be reported as soon as possible using the *Occupational Health and Safety Policy Register of Injury* form (Attachment J). A member of the OH&S subcommittee needs to complete and sign the employer acknowledgment section within two working days. The original is placed in the register, a copy is placed in the employee's personnel file and a copy is provided to the employee with the centre's privacy collection statement.

If a person requires immediate medical attention, one of the employees present must notify the president.

###### **Investigation**

On receipt of an injury report, the OH&S subcommittee will arrange for an investigation of the incident/injury and set in place an action plan as appropriate.

##### **(ii) Incident/injury classified as serious**

###### **Notification**

Any workplace incident/injury that seriously affects the safety of employees or others in the workplace must be reported to the president immediately. As soon as possible after the incident/injury occurs, the employee or person affected, if able, completes a *Occupational Health and Safety Policy Register of Injury* form located at the workplace and an employee provides a copy to the chairperson (follow the same procedure described in (i) above).

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Accidents involving children are to be recorded in the accident/injury/illness book in compliance with the Children's Services Regulations 1998 (Regulation 18).

### **Notification to WorkCover**

Under occupational health and safety legislation, the centre is responsible for advising the Victorian WorkCover Authority of serious incidents/injuries that occur at the workplace. A definition of what are considered serious accidents/injuries is contained in point 5 Definitions of this policy.

#### **First deadline**

It is necessary to notify WorkSafe immediately by calling 13 23 60 (24 hours a day). This should be done by the president.

#### **Second deadline**

The president will then complete the Victorian WorkCover Authority *Incident Notification Form* and ensure that it is sent to the nearest WorkSafe office within 48 hours. This *Incident Notification Form* is available from WorkSafe offices or their website on [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au).

### **Notification to other authorities**

#### **Department of Human Services (DHS)**

If deemed to be a reportable incident under the Children's Services Regulations 1998 (Regulation 40), the president will advise DHS of the incident/injury as soon as practicable after it occurs.

### **Incident investigation**

On receipt of an injury/incident report, the president (or nominee) will arrange for an investigation to commence within two working days of the incident/injury and be completed within two operational days for the centre.

Summary of key tasks in the interview of employees or other persons materially involved in an incident or issue:

- a) Explain at the outset that this is a formal interview in accordance with the centre's procedures
- b) Explain they may have a witness present
- c) Ask about the incident:
  - Provide each person with an opportunity to present their own version of the incident
  - Present any specific allegations for responses
  - Present all details one by one and record the answers
  - Ask any other relevant questions arising from the statements by other persons, particularly if there is any conflict or contradiction
  - Give the opportunity to review earlier versions of events outlined during the interview.

### **Post-investigation actions**

Following completion of the investigation of an accident or incident that seriously affected the persons involved, a report is prepared by the president for the committee. The report will also propose any relevant recommendations or actions.

A committee meeting will be convened as a priority to receive the report and recommendations. An appropriate action plan will be determined with relevant timelines.

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Staff involved in the injury/incident investigation will be advised as soon as possible of:

- Results of the investigation
- The action plan.

The action plan is to be implemented within designated timelines and the president will be responsible for ensuring that the plan is implemented.

## 8. Key responsibilities and authorities

The committee is responsible for:

- Implementation of this policy
- Ensuring copies of the policy are provided to all employees and those who work on the premises
- Approving changes to this policy after consultation with employees
- Ensuring the Staffing Subcommittee fulfils its responsibilities.

The Staff are responsible for:

- Complying with this policy
- Daily inspections of the premises
- Notifying the staffing subcommittee if they identify any hazard.

## 9. Resources and support

### Training

- All employees will be given training/direction in manual handling and infection control on commencement
- The staffing subcommittee, in consultation with all employees, will review the employees' training needs and make a recommendation to the committee.

### Incident notification form

Victorian WorkCover Authority Incident Notification Form is available from WorkSafe offices or their website on [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au).

### Victorian WorkCover Authority publications

The Victorian WorkCover Authority produces a number of publications on issues related to OH&S which are regularly updated. These include:

- *Code of Practice – Manual Handling*
- *Health and Safety –The Best Investment for Small Business*
- *Workplace Health and Safety Policies, Procedures and Evaluation – Getting Started*
- *Office wise – A Guide to Health and Safety in the Office.*

## 10. Evaluation

- Assess how well the policy has worked in relation to the identification of hazards, the reporting and investigation of accidents and actions required to address the problems identified.
- Take into account reports from employees and the staffing subcommittee in relation to the policy.

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## OCCUPATIONAL HEALTH AND SAFETY CHECKLIST FOR INFORMAL DAILY INSPECTION AND FORMAL HALF YEARLY INSPECTION

CENTRE \_\_\_\_\_

DATE: \_\_\_\_\_

PERSON CONDUCTING INSPECTION: \_\_\_\_\_

The following items need to be checked daily prior to the children's attendance at the centre. This will include walking around the perimeter fence of the playground. [Some centres will need to modify their checklists in order to cater for the particular needs of their centre.]

### 1. PLAYGROUND SECURITY

- Fencing is secure and unscalable. (No breaches in the fence or materials left adjacent that would assist children to scale the fence)
- Gates are secure and cannot be operated by children
- Playground free of syringes and other material that may have been left in the playground overnight, with special attention given to the area adjacent to the perimeter fence, enclosed areas and sandpit, if left uncovered
- Sandpit checked if uncovered or covering breached to ensure free of animal faeces
- Paths and paving surfaces free of slipping hazards, for example, sand
- Soft-fall and grassed area free from hazards
- Tyres and other equipment with recessed areas free of snakes and spiders.

### 2. INDOOR

- Exits clear
- Heaters guarded
- No hazardous materials or substances within reach of children
- No hot drinks accessible to children. Hot drinks consumed at the centre are in accordance with the hot drinks guidelines (refer in the KPV *Model Policies 2006 to Nutrition and Food Safety Policy*).

# OCCUPATIONAL HEALTH AND SAFETY POLICY HAZARD IDENTIFICATION CHECKLIST

(Occupational health and safety inspection for centres)

Centre: _____
Date: _____
Inspected by: _____

<b>NOTE</b>	<b>✓ = Satisfactory</b>	<b>x = Unsatisfactory</b>
<p>1. Floors</p> <p><input type="checkbox"/> Even surface and in good repair.</p> <p><input type="checkbox"/> Surface free from tripping and slipping hazards (for example oil, water, sand)</p> <p><input type="checkbox"/> Surface likely to become excessively slippery when wet</p> <p>Comments _____</p>	<p>2. Aisles</p> <p><input type="checkbox"/> Adequate width and clear of obstruction</p> <p>Comments _____</p>	<p>5. Security and lighting</p> <p><input type="checkbox"/> Security lighting (building and car park)</p> <p><input type="checkbox"/> Good natural lighting</p> <p><input type="checkbox"/> No direct or reflected glare</p> <p><input type="checkbox"/> Light fittings clean and in good repair</p> <p><input type="checkbox"/> Emergency lighting operable (torch)</p> <p>Comments _____</p>
<p>3. Kitchen and work benches</p> <p><input type="checkbox"/> Adequate work space and benches at comfortable working height</p> <p><input type="checkbox"/> Clean and clear of clutter</p> <p><input type="checkbox"/> Equipment not in use kept in place</p> <p><input type="checkbox"/> Lighting satisfactory</p> <p><input type="checkbox"/> Door or gate to restrict child access to kitchen</p> <p><input type="checkbox"/> Ventilating fan in good working order</p> <p><input type="checkbox"/> Kitchen appliances clean and in good order</p> <p>Comments _____</p>	<p>6. Windows</p> <p><input type="checkbox"/> Clean, admitting plenty of daylight</p> <p><input type="checkbox"/> No broken panes</p> <p>Comments _____</p>	<p>7. Steps and landings</p> <p><input type="checkbox"/> Landings and stairs clear of obstruction</p> <p><input type="checkbox"/> No unsafe surfaces</p> <p><input type="checkbox"/> Adequate protective railing in good condition</p> <p>Comments _____</p>
<p>4. Emergency evacuation</p> <p><input type="checkbox"/> Staff knowledge of fire drills and emergency evacuation procedures</p> <p><input type="checkbox"/> Fire drill instructions displayed</p> <p><input type="checkbox"/> Regular fire drill conducted</p> <p><input type="checkbox"/> Extinguishers in place, recently serviced and clearly marked for type of fire</p> <p><input type="checkbox"/> Exit signs posted and clear of obstruction</p> <p><input type="checkbox"/> Exit doors easily opened from inside</p> <p>Comments _____</p>	<p>8. Ladders and steps</p> <p><input type="checkbox"/> Stored in proper place</p> <p><input type="checkbox"/> No broken or missing rungs or other defects</p> <p><input type="checkbox"/> Conform to Australian standards</p> <p><input type="checkbox"/> Used to access equipment stored above shoulder height</p> <p>Comments _____</p>	<p>9. Chemicals and hazardous substances</p> <p><input type="checkbox"/> All chemicals clearly labelled</p> <p><input type="checkbox"/> Chemicals stored in locked cupboard</p> <p><input type="checkbox"/> Material safety data sheets provided for all hazardous substances</p> <p>Comments _____</p>



10. Storage (internal and external)
- Storage designed to minimise lifting problems
  - Materials stored securely
  - Shelves free of dust and rubbish
  - Floors clear of rubbish or obstacles
  - Dangerous material or equipment stored out of reach of children

Comments \_\_\_\_\_

11. Manual handling and ergonomics
- Trolleys or other devices used to move heavy objects
  - Heavy equipment (for example, planks and trestles) stored in a way that enables them to be lifted safely
  - Adult-sized chairs are provided and used (to avoid staff needing to sit on children's chairs)
  - Workstations set up with chair at the correct height, phone, mouse and documents within easy reach and screen adjusted properly
  - Work practices avoid the need to sit or stand for long periods at a time

Comments \_\_\_\_\_

12. Electrical
- Guards around heaters
  - Equipment not in use properly stored
  - No broken plugs, sockets or switches
  - No frayed or defective leads
  - No temporary leads on floor
  - Power outlet covers in place

Comments \_\_\_\_\_

13. Internal environment
- Washrooms and toilets clean and in good repair.
  - Adequate ventilation around photocopiers and printers.

Comments \_\_\_\_\_

14. First aid and infection control
- Staff have appropriate first aid qualifications and training

- First aid cabinet clearly marked and accessible only to staff
- Cabinet fully stocked and meets the Children's Services Regulations 1998
- Provision of disposable gloves
- Infection control procedure in place
- Current emergency telephone numbers displayed

Comments \_\_\_\_\_

15. External areas
- Fencing of a minimum height of 1.5 metres is secure and unscalable (no breaches in the fence or materials left adjacent that would assist children to scale the fence)
  - Childproof locks fitted to gates
  - Paving and paths have an even surface and are in good repair
  - Paving and path surfaces free of slipping hazards, for example, sand
  - Soft-fall and grass areas free of hazards
  - Equipment and materials used in good repair and free of hazards

Comments \_\_\_\_\_

16. Equipment
- Furniture and play equipment in good repair (no protruding bolts, nails splinters)
  - Impact absorbing material under all equipment where fall height could exceed 0.5 metres
  - Guardrails provided for play equipment over 1 metre

Comments \_\_\_\_\_

17. Sun protection
- Supply of SPF 30+ broad spectrum, water resistant sunscreen provided for use on the children and staff
  - Sun hats provided for all staff required to work in the sun
  - Sun protection policy in place, which requires staff and children and others who work in the sun to use sunscreen and an appropriate sun hat.

Comments \_\_\_\_\_

If any box is marked with a cross it is deemed to be unsatisfactory, and will need to be followed up using the appropriate *Risk Assessment and Control Checklist*.

## OCCUPATIONAL HEALTH AND SAFETY POLICY ESTABLISHING A HAZARDOUS SUBSTANCES (CHEMICALS) REGISTER

A hazardous substances register identifies and lists all the hazardous substances used in your workplace. The material safety data sheet (MSDS) for each listed chemical should be included with it.

The hazardous substances register must be kept up to date. Following the four key steps below will help you to establish and maintain your register:

1. Identify all hazardous substances – list them by product name in a folder which will be available to all employees and volunteers who may use these chemicals as part of their work
2. Maintain an electronic copy of the register for those working with the chemicals. A printed copy should also be readily available. If chemicals are used in different areas of the organisation (for example, by cleaners, kitchen staff, gardeners) you should provide a copy of the register for workers in each area.
3. Make sure you have the MSDS for each listed hazardous substance – manufacturers, importers and suppliers have a legal obligation to provide this information for you on request.
4. Maintain your register – establish a review process so new hazardous substances are added, and discontinued chemicals are removed. Check that your MSDS is current – ask your suppliers if there have been any changes.

**SAMPLE** entry in a hazardous substances register, with overview and immediate first aid information (this level of information will NOT substitute for having the MSDS of a product).

Product name	Typical health effects	Precautions for use	First aid
<p><b>LIQUID DRAIN CLEANER</b> Supplier: ABC Company</p> <p>Tel: 1234 5678</p> <p>Date MSDS reviewed: 21/07/04</p> <p>Note the size and number of containers, for example, 500mls x 3 packs/bottles.</p>	<p>Corrosive to mouth and digestive tract if swallowed.</p> <p>Can cause skin burns and irritation to upper respiratory tract if fumes are breathed.</p> <p>Can cause serious eye damage if splash occurs.</p>	<p>Use in well ventilated area.</p> <p>Use PVC or neoprene gloves when decanting, mixing and using.</p> <p>Use eye protection when decanting, mixing and using</p> <p>Make sure you have eye wash facility at hand before you handle or use the liquid drain cleaner.</p>	<p><b>Swallowed</b> Rinse mouth with water. Give glass of water, but <b>DO NOT</b> induce vomiting. Seek immediate medical assistance.</p> <p><b>Inhaled</b> Assist worker into open air or well ventilated space. <b>DO NOT</b> induce vomiting. Seek immediate medical assistance.</p> <p><b>Splashed</b> Wash skin thoroughly. Hold eyes open, flush with water for 15 mins. Seek immediate medical assistance.</p>

## HAZARDOUS SUBSTANCES (CHEMICALS) WORKSHEET

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Date for review of agreed actions: \_\_\_\_\_

HAZARDOUS SUBSTANCES	YES ✓	NO ⇨	COMMENT / ACTION BY DATE
Material Safety Data Sheets (MSDS) available for all hazardous substances in the workplace			
Hazardous substances register kept (and up to date)			
Procedures in place to dispose of all chemicals appropriately			
All chemicals clearly labelled			
Hazardous substances kept in locked cupboards or drawers			
Emergency procedures in place and known by all employees/volunteers			
All workers instructed in correct use of hazardous substances, and provided with any necessary PPE			
Fire extinguishers (of correct type) located close to chemical storage areas			
Facilities to deal with chemical spills or splashes maintained nearby to areas of chemical use			

## OCCUPATIONAL HEALTH AND SAFETY POLICY MANUAL HANDLING WORKSHEET - RISK CONTROL

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Worksheet completed by: \_\_\_\_\_

What are the sources of the manual handling risk?

Can you eliminate all or part of the task?

If Yes → How?

If No →

Is it possible to eliminate or reduce the risk by:

- Making changes at the workplace
- Changing the environmental conditions
- Altering the system of work
- Changing objects used in the task
- Using mechanical aids

If Yes → How?

If No →

Can you reduce the risk by providing information, instruction and/or training to employees and volunteers who will carry out this task?

Date by which risk control(s) to be implemented: \_\_\_\_\_

Person(s) responsible for taking the agreed action: \_\_\_\_\_

Date by which effectiveness of the risk control(s) will be reviewed: \_\_\_\_\_

Signed off by: \_\_\_\_\_

## OCCUPATIONAL HEALTH AND SAFETY POLICY MANUAL HANDLING WORKSHEET - RISK ASSESSMENT

Checklist completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Task: \_\_\_\_\_

### RISK ASSESSMENT WORKSHEET

**Step 1a – Does the task involve repetitive or sustained postures, movements or forces?**

Tick if the task requires any of the following postures, movements or forces more than twice a minute (repetitive) OR more than 30 seconds at a time (sustained).

Postures and movements	Comments <i>(that is, when and where is it happening?)</i>
Bending the back forwards or sideways more than 20 degrees <input type="checkbox"/>	
Twisting the back more than 20 degrees <input type="checkbox"/>	
Bending the back backwards more than 5 degrees <input type="checkbox"/>	
Bending the head forwards or sideways more than 20 degrees <input type="checkbox"/>	
Twisting the neck more than 20 degrees <input type="checkbox"/>	
Bending the head backwards more than 5 degrees <input type="checkbox"/>	
Working with one or both hands above shoulder height <input type="checkbox"/>	
Reaching forwards or sideways more than 30 cm from the body <input type="checkbox"/>	
Reaching behind the body <input type="checkbox"/>	
Squatting, kneeling, crawling, lying, semi-lying or jumping <input type="checkbox"/>	
Standing with most of the body's weight on one leg <input type="checkbox"/>	
Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms <input type="checkbox"/>	
Working with the fingers close together or wide apart <input type="checkbox"/>	
Very fast movements <input type="checkbox"/>	
Excessive bending of the wrist <input type="checkbox"/>	
Lifting or lowering <input type="checkbox"/>	
Carrying with one hand or one side of the body <input type="checkbox"/>	
Exerting force with one hand or one side of the body <input type="checkbox"/>	
Pushing, pulling or dragging <input type="checkbox"/>	

<b>Postures and movements</b>	<input type="checkbox"/>	<b>Comments</b> <i>(that is, when and where is it happening?)</i>
Gripping with the fingers pinched together or held wide apart	<input type="checkbox"/>	
Exerting force while in an awkward posture, for example, - supporting items while arms or shoulders in an awkward posture - moving items while legs are in an awkward posture	<input type="checkbox"/>	
Holding, supporting or restraining any object, person, animal or tool	<input type="checkbox"/>	
<b>Step 1b – Is the task carried out over a long period</b>		
Tick if the task is done for more than two hours over a whole shift, OR continually for more than 30 minutes at a time		
<b>Postures and movements</b>	<input type="checkbox"/>	<b>Comments</b>
<b>Step 2 – Does the task involve high force?</b>		
Tick if the task involves any of the following high force actions, even if force is only applied once.		
		<b>Comments</b> <i>(that is, when and where is it happening?)</i>
Lifting, lowering or carrying heavy loads	<input type="checkbox"/>	
Applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling	<input type="checkbox"/>	
Applying sudden or unexpected forces (e.g. when handling a person or animal)	<input type="checkbox"/>	
Pushing or pulling objects that are hard to move or to stop (for example, a trolley)	<input type="checkbox"/>	
Using a finger-grip, a pinch-grip or an open-handed grip to handle a heavy or large load	<input type="checkbox"/>	
Exerting force at the limit of the grip span	<input type="checkbox"/>	
Needing to use two hands to operate a tool designed for one hand	<input type="checkbox"/>	
Throwing or catching	<input type="checkbox"/>	
Hitting or kicking	<input type="checkbox"/>	
Holding, supporting or restraining a person, animal or heavy object	<input type="checkbox"/>	
Jumping while holding a load	<input type="checkbox"/>	
Exerting force with the non-preferred hand	<input type="checkbox"/>	
Two or more people need to be assigned to handle a heavy or bulky load	<input type="checkbox"/>	
Exerting high force while in an awkward posture <i>Refer to Step 1a for guidance on awkward postures</i>	<input type="checkbox"/>	

Tick if employees report any of the following about the task.		
		Comments <i>(that is, when and where is it happening?)</i>
Pain or significant discomfort during or after the task	<input type="checkbox"/>	
The task can only be done for short periods	<input type="checkbox"/>	
Stronger employees are assigned to do the task	<input type="checkbox"/>	
Employees think the task should be done by more than one person, or seek help to do the task	<input type="checkbox"/>	
Employees say the task is physically very strenuous or difficult to do	<input type="checkbox"/>	
<b>Step 3 – Is there a risk?</b>		
Does the task involve repetitive or sustained postures, movements or forces, and long duration? <i>(See WorkSafe’s Manual Handling Code of Practice for guidance)</i>		
Tick if you ticked any boxes in Step 1a and Step 1b	<input type="checkbox"/>	Comments
<i>The task is a risk. Risk control is required.</i>		
<b>Does the task involve high force?</b>		
Tick if you ticked any box in Step 2	<input type="checkbox"/>	Comments
<i>The task is a risk. Risk control is required.</i>		
<b>Step 4 – Are environmental factors increasing the risk?</b>		
Tick if any of the following environmental factors are present in the task.		
		Comments
Vibration (hand-arm or whole body)	<input type="checkbox"/>	
High temperatures	<input type="checkbox"/>	
Radiant heat	<input type="checkbox"/>	
High humidity	<input type="checkbox"/>	
Low temperatures	<input type="checkbox"/>	
Wearing protective clothing while working in hot conditions	<input type="checkbox"/>	
Wearing thick clothing while working in cold conditions (for example, gloves)	<input type="checkbox"/>	
Employees are working in hot conditions and are not used to it	<input type="checkbox"/>	

**Has there been a report of a musculoskeletal disorder (MSD) associated with this task?**

Tick if yes

**Comments**

*It may be helpful to sketch the task or attach a photograph here, and describe the task or area more fully.*

Generally, the more boxes you ticked in each section on this worksheet, the greater the risk.

*If the assessment shows a risk of MSD you must keep this record until the task is no longer done or if the task is changed and another assessment is done.*

## OCCUPATIONAL HEALTH AND SAFETY POLICY MANUAL HANDLING WORKSHEET - HAZARDOUS IDENTIFICATION

Checklist completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Does the task involve hazardous manual handling? Tick any of the following that apply to the task.

Task	Repetitive or sustained application of force	Repetitive or sustained awkward posture	Repetitive or sustained movement	Application of high force	Exposure to sustained vibration	Handling live people or animals	Handling loads that are unbalanced, unstable or difficult to grasp or hold
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If more than one box is ticked for a particular task, you must do a risk assessment of that task.**

Hazardous manual handling must be identified for all existing and proposed tasks in your workplace. You must also identify hazardous manual handling whenever changes occur in the workplace or new information or reports of musculoskeletal disorders (MSD) are brought to your attention.

# RISK ASSESSMENT AND CONTROL CHECKLIST

Attachment H

Centre: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Hazard identification	Risk assessment			Risk control			
List hazards from <i>Hazard Identification Checklist</i>	How likely is an injury or illness and how severe could it be?			Can you eliminate the risk? If so, how?	If you can't eliminate, the risk, how can you reduce it?	Who is responsible for implementing controls?	By when?
	High	Med	Low				

## OCCUPATIONAL HEALTH AND SAFETY POLICY EMERGENCY EVACUATION WORKSHEET

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Date for review of agreed actions: \_\_\_\_\_

EMERGENCY RISK CONTROL	YES ✓	NO ⇨	COMMENT / ACTION BY DATE
All emergencies that could require evacuation of the working area have been identified			
Persons responsible for managing emergencies, including any evacuation, have been nominated and informed			
Signals/instructions that will trigger an evacuation have been established and communicated			
Those responsible for activating alarms/warning signals have been nominated and informed			
Emergency procedures are clearly displayed in the workplace at appropriate (and sufficient) locations			
Employees and volunteers have been informed of emergency procedures (and briefed where necessary)			
Emergency procedures are included in induction training for all new employees and volunteers			
Evacuation route has been identified and needs of people with disabilities considered			
Assembly points have been identified and communicated to all employees and volunteers			
Procedures are in place to ensure that everyone is accounted for (including visitors and contractors)			
Signal or instruction indicating 'all clear' has been established and person has been nominated for this role			
Re-entry procedures have been established and persons nominated to manage this following the 'all clear'			
Evacuation 'rehearsals' are held on a regular basis and evaluated afterward to ensure that plans are being followed			

# OCCUPATIONAL HEALTH AND SAFETY POLICY REGISTER OF INJURY

Name of centre: \_\_\_\_\_

**Employee particulars**

Name:	Employee no:
Address:	Supervisor:
Date of birth:	Occupation:
Sex:	

**Particulars of incident**

Date of incident:	Time of incident:	am <input type="checkbox"/>	pm <input type="checkbox"/>	Date injury notified:
Location at time of incident:				
Description of incident:				
Were there any witnesses to the incident:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name:			Phone:	
Name:			Phone:	
Did the employee sustain an injury as a result:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Particulars of injury**

Nature of injury:				
Part/s of body injured:				
Did the employee require treatment/first aid:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Treatment given by:				
Details of treatment:				
Did the employee return to work after the treatment: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, initiate RTW* procedures</b>				
		Normal duties <input type="checkbox"/>	Alternative duties <input type="checkbox"/>	

Name of person making entry:	
Relationship to injured person:	
Signature:	Date:

**Employer acknowledgment**

Name:	Signature:	
Position:	Date:	
Victorian WorkCover Authority notification required:		Yes <input type="checkbox"/> No <input type="checkbox"/>
To whom	Date:	Time:

Copy of centre's privacy collection statement to be provided to the employee.

**\*RTW - Return to work**