



Workers in primary schools - Checklist

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Regional Offices

OSH management



Report hazards



Conduct a risk assessment



Consultation



Provide training

-
- Consultation takes place on OSH matters between management and employees.
-
- Hazard and injury reporting:
- systems are in place for reporting hazards and injuries;
 - reported hazards and injuries have been adequately investigated; and
 - systems are in place for reporting notifiable injuries to WorkSafe.
-
- In relation to all tasks:
- hazards have been identified;
 - the risk of injury has been assessed;
 - control measures have been so far as is practicable implemented; and
 - implemented control measures are regularly reviewed.
-
- Safe operating procedures have been developed and implemented.
-
- Employees have received adequate safety induction and task specific training in relation to OSH.
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- An OSH management system (eg WorkSafe Plan) has been implemented, including elements such as management commitment, safety planning, consultation and reporting, hazard management and training and consultation.
-
- Safety and health representatives have been elected, as per Act.
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- Safety and health representatives have been trained, as per Act.
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- An OSH committee is in place.
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Manual tasks



Identify the manual tasks hazards



Conduct a risk assessment



Provide training



Report hazards



Trolleys are maintained

-
- Manual task hazards have been identified** in consultation with employees.
-
- Risk assessments** of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining have been considered.
-
- Practicable control measures** have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider:
- implement work procedures to limit the manual tasks;
 - no lifting of large or heavy items and limit or avoid double handling of things or items;
 - bins with wheels, use of trolley;
 - wheels of trolleys have been properly maintained and move freely;
 - trolleys are not overloaded when pushing – full visibility is required;
 - work is varied through job rotation or other systems to reduce repetitive actions over long periods of time, eg mopping, vacuuming and whipper snipping;
 - adequate mechanical aids have been provided and are used;
 - no lifting of heavy equipment, including:
 - machinery or recyclable items;
 - from one level to another level by stairs; and
 - from vehicles - lifting equipment is provided;
 - no reaching over work benches and equipment;
 - heavy items are stored at waist height and lighter items are stored at top shelves;
 - access to shelves, storage areas, cupboards is not obstructed;
 - ramps are in place where trolleys are used to go from one level to another level;
 - access to the skip bin lid is below shoulder height;
 - work benches and other work surfaces are at good height to reduce poor posture;
 - reaching aids, such as hooks, are available where required; and
 - adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts.
-
- Task specific induction and refresher training** in relation to manual tasks is provided, refer to pages 17/18 of the Code of practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include:
- key sections of the OSH regulations and Code of practice Manual tasks;
 - the roles and responsibilities of the employers, employees and others;
 - consultation between the employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk;
 - basic function of spine, body postures, types of muscle work and principles of levers;
 - the relationship between the human body and the risk of injury;
 - the activities included in manual tasks and resulting types of injuries;
 - risk factors and potential sources of risks; and
 - the control strategies to reduce the risk of manual tasks injuries.
-

Manual tasks cont'd

- Reported manual task injuries and hazards have been investigated**
 - the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented;
 - the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and;
 - outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.

For further guidance, refer to the sample template [manual task investigation report](#) on www.worksafe.wa.gov.au.

- Further information**, including a [manual tasks toolkit](#) is available from www.worksafe.wa.gov.au and includes:
 - Code of practice Manual tasks;
 - Manual tasks training package;
 - Video: Manual tasks risk management - Running time: 11:32 mins;
 - Worksheet: Manual tasks incident investigation (Word);
 - Worksheet: Manual tasks risk management tool (pdf); and
 - Risk management checklist for manual tasks.
-

Slips and trips



Ensure the floor is slip resistant



Place warning sign on spills and wet floors



Eradicate trip and fall hazards



Guard rails on ramps and steps



Appropriate footwear is worn

-
- Persons can move safely around workplaces - passages are kept free of obstructions.

 - Access to and egress from the workplace is free from obstructions at all times.

 - Emergency egress from the workplace is safe.

 - Ground, floors, stairs or ramps have unbroken and slip resistant surface.

 - Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall, for instance no electrical leads, hoses, tools, mounted power boxes or water across walkways.

 - In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.

 - Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.

 - Workplaces are maintained in such clean condition as necessary to avoid hazards to persons at the workplace – the workplace is kept clean and rubbish is removed.

 - Guard rails or other safeguards are provided on ramps and stairs.

 - Appropriate protective equipment, such as safety boots that complies with Australian Standard AS/NZ2210.1:1994 is provided, where required.

 - Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.

 - Steps have even risers and goings, which are not too high or low and have defined nosing and treads. Guidance is available in the Building Code of Australia

 - Warning signs are available and erected near spills.

 - Safety steps or stepladders are designed appropriately – no standing or sitting on milk crates.
-

Falls from height



Hazards have been identified and risks assessed



Edge protection is in place where required



Provide training and instruction



Keep walkways free of obstructions



Ladders comply with Australian Standards

-
- Risk assessments** of identified fall from height hazards have been conducted.
-
- Practicable control measures** have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees, for example:
- safe means of access to and egress from the work at heights is provided;
 - adequate edge protection or a fall injury prevention system (fall arrest system, catch platform, scaffold, safety nets or safety mesh) is in place when:
 - a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork or false work; and
 - in any other situation where a person could fall 3 or more metres.
 - portable ladders comply with Australian Standard AS 1892.1 1996 (metal) or AS 1892.2 1992 (wooden) – for work on or near electrical equipment provide appropriate equipment;
 - adequate plant or equipment is provided for the task, for instance an elevated work platform, a specifically designed industrial lift truck to lift persons into position or a specifically designed mancrage that is securely attached to a forklift (no standing in excavator bucket or on pallet raised by forklift);
 - stairs, walkways, ladders and mechanical lifts are obstruction free;
 - where items are stored on suspended storage areas or mezzanine floors:
 - a competent person has conducted a risk assessment to ensure the structural integrity of the storage area;
 - adequate edge protection has been provided; and
 - the access and egress to and from this storage area is safe.
 - the height of the first step of the vehicle/truck/plant is accessible, width and tread on step are adequate, grab rails are available and there are three points of contact;
 - no riding on the rear or the side of trucks and plant; and
 - people required to work at height have been provided with adequate information, instruction and training for the work being performed.
-

Electricity



Power tools are RCD protected



Electrical installations are maintained



Use molded or transparent plugs



Flexible cords and extension cords are used safely

-
- Electrical installations
- Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire.
 - Evidence of maintenance and testing is in place.
 - Components on the switchboard are clearly labelled.
 - Switchboard is free from obstructions.

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- Residual current devices
- Hand held portable electrical equipment is protected by RCD.
 - Switchboard or fixed sockets marked whether RCD protected.
 - Testing program in place and evidence available.

-
- Cord, connections, plugs and sockets
- Flexible cords and extension cords are used in a safe manner.
 - Connections have either a moulded or transparent plug.
 - Plugs, sockets and extension leads are in a good condition and protected from damage.

-
- Electrical installations are protected from damage that would increase the risk of electrical shock or fire – check suitability and protection of switchboards, light fittings, and power points.

-
- Procedures are in place for work in the vicinity of underground services and overhead power lines

-
- The use of any plant does not expose workers to the risk of electrical injury or electrocution.
-

Guarding of plant



Adequate guarding is in place



Pre operational checklists are used



Out of service tags have been fixed to plant



Provide training on safety features

-
- Every dangerous part of fixed, mobile or hand held powered plant (machinery) securely fenced or guarded in accordance with Regulations 4.37 and 4.29, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded.
-
- Adequate safe work procedures provided and documented for machinery Look for:
- pre-operational checks;
 - where setting, testing and start-up of machinery is required with the final means of safeguarding removed, interim safeguards are used;
 - where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair;
 - the highest level of guarding that is practicable is being provided; and
 - where it is not practicable to guard machinery, a safe system of work is in place for persons operating or passing in close proximity
-
- Operators and maintenance personnel are properly trained and familiar with the operation and set up of the machinery, including safety features.
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- Manufacturers decals, manuals and operator instructions are readily available and are in English and if required in other languages spoken at the workplace.
-
- In relation to plant each hazard has been identified:
- from the design, manufacture, erection, installation or use of plant;
 - before and during the introduction of plant at the workplace
-

Isolation of plant



Lockout tag out procedures in place



Identify all sources of energy and isolate



Out of service tags have been fixed to plant



Provide training and information to relevant workers

-
- All relevant employees and contractors have been provided with information and training in relation to the isolation/lock out tag out procedures.
-
- Are isolating switches provided, and are lock-out and tagging procedures used during maintenance work on machinery such that:
- isolation switches are switched off?
 - switches are locked out and tagged to inform others that maintenance work is being done?
 - the only key to the lock is in the possession of the person carrying out the maintenance?
-

Mobile plant and vehicle movement



Plant is well maintained



Prestart checklists are used



High risk work licences are held



Seat belts are worn



Manage the movement of traffic

-
- Mobile plant and vehicles are adequately maintained in accordance with the manufacturer's instructions. If the manufacturer's instructions are not available, maintenance is carried out in accordance with procedures developed by a competent person.
Log books and maintenance records are in place.
-
- Mobile plant and vehicles are kept in a safe condition – for instance the seat is maintained, seatbelt is available, load chart is in place, operator manual or instructions are available, controls are labelled, dangerous parts are guarded, the plant is registered if required, if required roll over protective structure (ROPS) or falling object protective structure (FOPS) is in place.
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- Pre-start checks are conducted and maintenance records kept eg for ride on lawn mowers and chainsaws.
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- Training and licences:
- employees driving vehicles hold appropriate driving licences;
 - operators of mobile plant are adequately trained; and
 - where applicable, employees hold High Risk Work Licence.
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- Items, including waste, (empty) gas cylinders are adequately restrained while being moved and the contents cannot leak
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- Movement and speed of vehicles and mobile plant is managed to minimise the risk of collision or crush injury to pedestrians and persons operating vehicles, including:
- loading and unloading areas are adequate, ie surfaces are in good condition, ramps are maintained;
 - pedestrians are segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded;
 - where applicable, pedestrian walkways and/or adequate signage is installed, eg speed limits, vehicles in use, no unauthorised entry;
 - personal protective equipment (PPE) is provided where required; and
 - persons working in vehicle movement areas are wearing PPE such as hi-visibility vests or clothing.
-
- Where mobile plant is used, site hazards such as ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services are identified, assessed and controlled.
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- Adequate control measures are in place such as procedures and means of communication.
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Hazardous substances



Keep a register of hazardous substances



Decanted containers are labelled



Risk assessment has been undertaken



Provide training



PPE is provided if other controls are exhausted

-
- Register of hazardous substances**
 - A register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances.
 - The register of hazardous substances is complete – the register includes a contents list and current Safety Data Sheets (SDS) (also known as Material Safety Data Sheets [MSDS]).
 - The register of hazardous substances is current – SDS (also known as MSDS) are not older than 5 years.
-
- Labelling**
 - Hazardous substances are properly labelled – eg containers are labelled with manufacturers labels that are complete and legible.
 - Decanted chemicals are labelled with name, risk and safety phrases.
 - Empty food or beverage bottles are not used to store chemicals.
-
- Risk assessment and control**
 - Risk assessments have been completed for all hazardous substances.– *when conducting a risk assessment, consider how the substances is used, where it is stored, is ventilation required, are directions in the SDS (also known as MSDS) followed, what personal protective equipment is required.*
 - A record is made in the hazardous substances register that the assessment has been done.
 - A risk assessment report is available where the risk is significant.
 - Practical control measures have been implemented and maintained taking into account the hierarchy of control.
-
- Information, instruction and training**
 - Workers who may be exposed or work with hazardous substances have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance.
 - A record of the hazardous substances training is kept.
-
- Asbestos containing materials at the workplace**
 - The presence and location of asbestos containing materials at the workplace has been identified.
 - Asbestos sign at the entrance directing contractors to asbestos register. Areas where no public/student access ie plant rooms there should be asbestos label.
 - Where asbestos has been identified, a risk assessment is conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]*.
 - Asbestos register is available and used at the workplace where asbestos has been identified.
 - Where an asbestos register is present, relevant persons have been trained on the contents and use of the asbestos register.
-
- Asbestos waste**
 - Employees have been trained in recognising asbestos waste materials.
 - Any asbestos waste material is disposed of in accordance with Part 11 of the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]*.
-

Violence and aggression



Violence and aggression risk assessment been undertaken



Systems are in place to respond/recover from violence and aggression



Provide training and information



Systems are in place to report hazards

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- Violence and aggression risk assessment has been undertaken in consultation with employees.
-
- Adequate control measures and systems have been implemented to prevent violence and aggression.
-
- Systems are in place to respond to violence and aggression such as an emergency or critical incident response plan.
-
- Systems are in place to recover from violence and aggression, including hot and cold debriefs and evaluation.
-
- Information and training has been provided to all relevant employees in relation to:
- adequate control measures and systems to prevent violence and aggression;
 - systems to respond to violence and aggression, including the emergency or critical incident response plan; and
 - violence and aggression reporting systems.
-
- Systems are in place to report hazards, injuries or incidents of violence and aggression.
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- Reported hazards, injuries and incidents in relation to violence and aggression:
- have been adequately investigated;
 - action the employer intends to take has been determined (if any); and
 - the employee who reported the hazard/injury has been notified of the determination.
-

Quad bikes



Select the right vehicle for the job



Wear helmets



Vehicle is well maintained



Provide training



Pre operational checklists are used

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- A risk assessment has been completed and alternative vehicles have been considered.

 - A helmet [labelled AS/NZS 1698] which fits the rider; and substantial footwear are required when riding quad bikes.

 - Bikes carry loads in accordance with the manufacturers' instructions.

 - Persons operating bikes in the workplace have received training and instruction.

 - Quad bikes have been maintained and are in good working condition.

 - Towed accessories do not exceed the towed or tongue weight limit.

 - Accessories utilised meet the requirements of the manufacturer of the bike to which they are attached.

 - Terrain is assessed and hazards have been identified. Consider operator skills, slope, weather, surface structure etc.

 - Persons transporting bikes have been trained in loading, tying down, and unloading procedures.

 - All safety and warning decals on bikes are legible.

 - No passengers are carried unless the plant has been designed to do so; and if so - carried according to the manufacturer's recommendations.
-

Infectious diseases, sharps and body fluids



Provide training in universal infection control



Wash hands



Procedure in place for cleaning up body fluids



PPE provided



Vaccination program is available for at risk workers



Maintain records of vaccinations

-
- Infectious diseases hazards have been identified** in consultation with employees.
-
- Risk assessments** have been conducted regarding:
- the exposure to infectious diseases such as Hepatitis A, B, C, HIV and Tetanus at the workplace; and
 - the need for a vaccination program for at risk employees.
-
- Practicable control measures** have been implemented and maintained to eliminate or reduce risk of exposure to infectious diseases. Consider:
- development of procedures;
 - information and training for employees;
 - vaccination program; and
 - provision, maintenance and use of personal protective equipment.
-
- Procedures** are in place for:
- immediate first aid response after exposure to blood and body fluids;
 - reporting of exposure to blood or body fluids including needle stick injuries.
-
- Information and training** has been provided to employees in relation to:
- what are the risks of exposure to blood and body fluids;
 - systems including precautions to prevent the spread of infectious diseases (eg use of personal protective equipment, hand washing etc);
 - infectious diseases (eg Hepatitis A, B, C, HIV, Tetanus);
 - covering open cuts;
 - decanting waste/rubbish;
 - cleaning up blood or body fluids;
 - systems for handling and removal of needles/syringes (eg sharps containers);
 - cleaning up broken glass (eg using puncture resistant gloves, throwing out the cleaning cloth containing glass);
 - immediate first aid treatment after needle stick incidents or exposure to blood or other body fluids onto mucous membranes or broken skin (ie thoroughly wash the area with soap and water and go to a doctor or nearest emergency department asap); and
 - benefits of vaccinations and the vaccination program.
-
- Vaccination program**
- Vaccination program is available (eg for Hepatitis A and B and Tetanus) for at risk employees;
 - Vaccination program is promoted; and
 - Records are kept of employees who have been vaccinated.
-
- PPE**
- Impermeable sharps containers for the disposal of needles are provided and used.
 - Puncture resistant gloves have been provided.
 - Tongs for removing used needles/syringes may be provided.
-
- Follow up care** is provided for employees that have been exposed to sharps or body fluids, including visit to doctor or nearest hospital emergency department asap, appropriate tests and counselling.
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Other issues



Provide induction training and supervision



Reduce exposure to noise



PPE has been provided if hazard cannot be controlled

-
- Induction, training and supervision**
- Induction and training has been provided in relation to:
 - task specific hazards;
 - safe operating procedures;
 - provision, use and maintenance of PPE;
 - hazards and injury reporting;
 - emergency and evacuation procedures;
 - fit for work procedures (eg fatigue, alcohol and drugs at work);
 - bullying, aggression and violence procedures;
 - Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee.
 - Age, experience and non-English speaking background have been taken into account.
 - Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures.
 - Skylarking, initiation ceremonies and bullying are not permitted.
 - Risk of injury or harm to visitors is eliminated or reduced as far as is practicable, for instance visitors are accompanied at any time and are segregated from vehicles, mobile plant and machinery.
-
- Noise**
- A risk assessment has been conducted where required.
 - Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels > 85dB(A).
 - Hearing protection has been provided to workers and is used.
 - Workers have received information and training in relation to noise at the workplace and the use of hearing protection.
 - Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage of personal hearing protection.
-
- Personal protective equipment (PPE)**
- PPE has been provided, including steel capped boots, gloves, eye protection, high visibility clothing, sun protection (long sleeve shirt, trousers, hat and sunscreen), hearing protection if required and respiratory equipment if required.
 - PPE is provided without any cost to workers.
 - PPE is maintained.
 - PPE is used by employees.
 - Training has been provided in relation to the selection, instruction, fitting, use, maintenance and storage of PPE as per Australian Standard AS 2161.2-2005
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Other issues cont'd

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- Working alone and remotely**
- Where employees work remotely or alone, safe systems of work are in place, for example adequate lighting and secure parking.
 - Employees are provided with information training and supervision in relation to working alone or remotely.
 - If employees are isolated from other persons, there is a means of communication which enables the employee to call for help in an emergency and a procedure is in place and training regarding regular contact with the employee.
 - Communication equipment provided such as long range radio, GPS, EPIRB, is provided as required and regularly tested and maintained to ensure it is in good working condition (eg available for school excursions/camps in isolated locations).
-

- Workplace behaviours**
- Policies and procedures are provided for managing bullying, violence and aggression in the workplace and reporting incidents.
 - Employees are provided with training and information in relation to bullying, violence and aggression in the workplace.
 - Reports of bullying, violence and aggression in the workplace are thoroughly investigated.
 - Bullying, violence and aggression are prevented and managed if applicable.
-

- Emergency procedures**
- Evacuation procedures and a diagram of the workplace are available, displayed and practiced.
 - Ensure safe egress available in the event of an emergency.
 - Exit signs are provided and clearly visible.
 - Portable fire extinguishers are provided in the workplace and in vehicles.
 - Portable fire extinguishers are maintained.
-

- First aid**
- Adequate first aid facilities (ie first aid kit, eye wash station, emergency shower) are provided.
 - Adequate number of persons trained in first aid is provided.
-

Adequate workplace facilities are provided.

Clean cool drinking water is provided and is readily available.

Skin protection for outdoor workers is provided (eg long sleeve pants and shirts, sunscreen, hats, shade).

Work areas are monitored for cleanliness and removal of debris/waste.

Warning signs are provided.

Adequate seating is provided.

Gas cylinders are secured and not stored in enclosed areas.

Smoking is not permitted in the enclosed workplace or in vehicles.

Power is switched off at the switchboard and isolated before working in domestic type roof spaces.

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