

WHS EMPLOYEE INDUCTION GUIDE



Welcome to St Patrick's Technical College.

The College is committed to maintaining safe, healthy and supportive working, learning and cultural environments for workers, students and the College Community. This is achieved through the implementation, co-ordination and monitoring of workplace health and safety and associated legislation. Through planning, assessment and review of the management system, training and professional development we aim to strive for:

- A safe workplace
- Safe systems of work
- Plant and equipment in a safe condition, and
- Competent and Professional staff

All hazards within the workplace are identified, assessed and where they cannot be eliminated, they are effectively controlled. Measures to control hazards and risks to health and safety are regularly monitored and evaluated.

Workers are consulted and encouraged to contribute to the decision making process on WHS matters effecting their health and safety at work.

You are requested to cooperate with our aims for a safe workplace while undertaking your work here. This means that you are required to work in accordance with statutory and regulatory requirements and the provisions of the College's safe working procedures.

It is important to ensure that your involvement and participation at our College is a rewarding and mutually beneficial experience.

Starting Your New Role

When starting in your new role, you will be required to attend a general onsite induction at the College which introduces you to the workplace and our policies and procedures. Following your general induction, you will receive appropriate information, instruction, training and supervision to ensure that you can do your work safely and minimise the risk to your health. Your training will:

- Show you how to carry out your job safely
- A demonstration on how to use the necessary equipment and how to safely wear/use any personal protective equipment, such as gloves, safety footwear etc.
- Explanation of health and safety policies and procedures
- Workplace tour and understanding of the workplace layout
- Introduction to your immediate manager and colleagues
- First aid facilities and evacuation/Lock in process.

It is critical that you understand your right to raise safety, discrimination, or harassment issues with your employer and to do so without fear of victimisation.

During your onsite induction you will be required to sign the WHS Employee Induction checklist to confirm you have read and understood the information provided on the WHS Employee Induction Guide.

Work Health and Safety Policy Objectives

The WHS and Injury Management Policy is displayed at reception and staff are able to access any other policy and procedure via the internal S Drive in conjunction with supporting procedures from Catholic Safety Health and Welfare SA's website <http://cshwsa.org.au/>

WHS & Injury Management Policy

The objectives of this policy are to ensure:

- A work environment is provided and maintained without risks to health and safety
- The work environment has hazards identified and controls implemented, monitored and reviewed for the purpose of preventing illness or injury
- That there is fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety and injury management
- All workers receive appropriate information, instruction, training and supervision to protect them from risks to their health and safety
- Effective management of workplace injuries and diseases is in accordance with the Return to Work Act and regulations
- A fair and equitable management of all Workers Compensation claims
- Compliance with the Work Health and Safety Act 2012 (SA) and Return to Work Act
- Compliance with Work Health and Safety Regulations 2012 (SA), Codes of Practices, Australian Standards and industry related standards.

Consultation

If we don't report hazards, they may not be acted on, and if we don't give our suggestions to what controls might work well, the hazard/s may not be adequately managed; therefore consultation is very important to the risk management process.

Consultation is a 3 step process, it involves:

1. Sharing of information
2. Giving workers a reasonable opportunity to express views, and
3. Taking those views into account before making decisions.

Please raise any safety issues/concerns, e.g. safe work policies, hazards, etc. with your manager and/or the WHS Officer. You will be included in discussions on any matters that may affect your health and safety e.g. changes to workplace layout, new work policies, building projects etc. Other consultation processes that exist include:

- WHS Committee which meets once per term
- Staff Meetings, Leadership Meetings, Faculty Meetings, ESO Meetings, Board Meetings and Informal Discussions
- Methods of communication are via Notice Boards, Emails and Briefings.



Work Health Safety Responsibilities

Duty of Workers

While at work, a worker must:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given
- Co-operate with any reasonable policy or procedure relating to health and safety
- Hold licences, permits or qualifications as required
- Equipment, including personal protective equipment must be used as directed, stored appropriately and kept in good working condition
- Report all workplace hazards, injuries and incidents, including near misses on the day they occur. Incidents should be reported to your manager, Finance Manager or WHS Officer
- Support the development and maintenance of a best practice WHS culture
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazard
- Regularly consult with colleagues on WHS issues, and actively participating in WHS committees if required
- Participate in workplace WHS inspections/audits, and assist in the maintenance of WHS facilities, resources, equipment and information.

Induction & Training

Staff are required to attend all mandatory WHS training sessions and sign the attendance record. If staff are unable to attend the scheduled training session, please notify the WHS Officer as soon as possible for alternative arrangements to be made.

Grievance Policy

A grievance could be defined as a complaint about a wrong that causes resentment and is seen as grounds for action; such a complaint could be judged eventually as justified or not.

Because of the nature of College communities there will inevitably be, at times, a lack of harmony where some individuals or groups will consider that their rights and responsibilities are being eroded. Grievances can occur between various groups of people.

The College is committed to providing its staff with a safe work environment that is free from inappropriate behaviour and will take all reasonable steps to minimise any form of workplace bullying or harassment and to treat all people with equity and dignity. It is in this context that the bullying of any person is not tolerated.



Incident Management

Reporting injuries, incidents, near misses and hazards.

If you sustain an injury, you must report it immediately to your manager (if possible).

In the event of an incident an Incident report via the electronic [Incident Reporting System](#) by clicking on the *Report New Incident* tab on the [Catholic Safety Health & Welfare SA](#) website. A link to this site is available on SIMON.

All investigations will be conducted by the WHS Officer in consultation with the person/s involved to determine contributing factors and future possible hazards. Monitoring and reviews will occur to ensure the effectiveness of the corrective actions taken.

Fitness for Work

It is your responsibility to inform your Manager and/or Principal of any issues relating to your fitness for work. The College will manage issues sensitively and in confidence and will provide assistance and support to preserve the safety of all involved.

- Present for work in a fit condition and perform work without risk to self or others
- Report any condition or concerns that may impair your ability to perform work safely (including alcohol or other drug impairment), and
- Assist in the identification, assessment and control of unsafe work practices or conditions.

Rehabilitation and Return to Work

If you are injured whilst working, you may be entitled to lodge a workers compensation claim. To lodge a claim, you must consult a registered medical practitioner (doctor), inform the treating doctor that the injury is work related and obtain a work capacity certificate from the doctor.

You will then be required to speak to the Return to Work Officer and complete the appropriate paperwork. The injury and return to work process is a confidential process and the College is committed to providing a workplace based rehabilitation plan in the event of an injury or illness caused by work.

Rehabilitation is the right of all employees injured at work and will begin as soon as practicable after the injury. Items to remember:

- Injuries to be reported within 24 hours
- Provide work capacity certificate
- Provide accounts for reimbursement
- Participate in planning, implementation of rehabilitation/return to work program, and
- Abide by any medical restraints, undertake any suitable employment duties as identified by a medical practitioner and their rehabilitation plans.

Hazard Management

The College has adopted a hazard management approach to risks arising from exposure to hazards (via identification, assessment, control and review). The following control measures are in place to minimise exposure to hazards:

- Staff are required to complete Workplace Inspections twice a year
- The WHS Officer will distribute the workplace inspection forms in terms 1 and 3
- Hazards identified throughout the year must be reported to the Business Manager, Operations Manager or the WHS Officer
- Where possible the person reporting should take immediate action to correct the problem and a Hazard Report form must be completed
- Hazard Reports can be found in the WHS pigeon holes in the staff preparation room or the report can be directly completed via the electronic Incident Reporting System by clicking on the Report New Incident tab on the Catholic Safety Health & Welfare SA.
- Completed hard copy Hazard Forms are to be provided to the WHS Officer for follow-up, and
- Risk Assessments are completed for College Activities/Events/Excursions.

House Keeping

Good Housekeeping is Everyone's Responsibility! You'd be amazed at how many injuries are caused by things that are really easy to fix. Housekeeping is one of them. Some of the fundamentals of good housekeeping are as follows:

- Work area must be clear of trip hazards - remove all tools, leads etc. when not in use
- Clean up spills, oils, chemicals etc. as soon as possible and warning signs must be displayed and/or temporary barricades in place
- Use absorbent material to clean up spills and dispose of in accordance with Safety Data Sheets
- Dispose of oily rags as they can result in spontaneous combustion
- Operators of plant and equipment must ensure they do not compromise safe access and egress
- Keep walkways free of obstructions and sharp objects
- People or equipment must be prevented from falling into openings, trenches and from scaffolding, etc.
- There must be adequate lighting for night work or when there is poor natural lighting
- There must be clear access to emergency equipment, fire extinguishers, fire hoses, emergency exits, switchboards and amenities
- Scrap and waste material must be removed as soon as practical from work areas
- Warning lights or signs must clearly identify worksite access and egress
- Sweep things up regularly such as wood shavings, waste etc.
- Keep the floors and walkways free of materials, timber, boxes, equipment and rubbish
- Don't run leads across hallways and pedestrian traffic areas
- Walk cautiously and slowly when approaching blind corners, especially when carrying objects
- Make sure emergency exits are not blocked by storage items or by waste and rubbish
- Place paper and cardboard waste into the suitable bin for recycling, and
- Don't overload shelves or cupboards and maintain a clean and tidy work area.



Purchasing

Before purchasing an item, assess the item/s being purchased for possible hazards (i.e. white board markers, glue: “purchase non-toxic materials instead”).

If the purchase is an item that is Electrical, Plant, Vehicle or Substance refer to the relevant policy/procedure.

- Complete a pre-purchase checklist to assist in identifying any risks associated with the purchase.
- A substance pre-purchase checklist needs to be completed prior to purchase of a new chemical.

Contractors

All contractors engaged to provide services to the College must complete all necessary documentation (including Police Checks, copy of Certificate of Currency for Insurance, copy of trade licences etc.) and receive a WHS Induction prior to commencing work.

Contractors are to complete the “Sign-in Register” at reception and obtain a Visitor’s badge at reception, which should be visible and worn at all times whilst on the College grounds. Upon leaving the College, they must sign themselves out from the “Sign-in Register” and hand back their Visitor’s badge.

Volunteers

For the purposes of Workplace Health & Safety volunteers are considered to be employees, thus the same commitment to safety applies to all volunteers.

Volunteers to the College must complete all necessary documentation (including Police Checks) and receive a WHS induction prior to commencing work.

Volunteers must use the “Sign-in Register” at reception and obtain a Volunteer’s badge, which should be visible and worn at all times whilst on the College grounds. Upon leaving the College, they must sign themselves out from the “Sign-in Register” and hand back their Volunteer’s badge.

Visitors

Visitors on arrival must sign the visitor’s book at reception and wear an easily identifiable visitor’s badge. Visitors need to be accompanied by a staff member whilst on campus and on leaving must sign visitor’s book and return the badge.

In the event of emergency, Visitors must follow instructions of accompanying staff member.

Maintenance Requests

Any maintenance requests are to be emailed to:-
Greg Collins- greg.collins@stpatstech.sa.edu.au

Any ICT Requests are to be emailed to:-
Margaret Makara- Margaret.Makara@stpatstech.sa.edu.au

Hazardous Substances

Chemicals and other hazardous substances are more common in a College environment than you think. Cleaning products are a great example.

- It is our policy to use hazardous substance only if there is no safer alternative
- Before introducing a hazardous substance, a risk assessment will be conducted
- A complete substance register is kept in key areas
- Ensure you do not bring any dangerous or hazardous substance into the workplace without prior consultation with the Operations Manager or WHS Officer

The three main routes of exposure from chemicals include:

Breathing (inhalation)

- Some substances (like dust and fine fibres) stay in your lungs if you breathe them in, others like gases, vapours and dusts/powders, can be absorbed into your bloodstream and carried to other parts of your body. Always wear appropriate PPE when using chemicals and check the types, age and condition of the PPE.

Direct contact with skin or eyes

- Some chemicals can harm the skin directly, causing burns, irritation, rashes or dermatitis. Some substances can pass right through the skin and enter your bloodstream. If your skin is cut, cracked or dry, substances can pass through into the bloodstream even more easily.
- Some substances can seriously burn or irritate your eyes which may happen if liquids splash into your eyes, if you touch your eyes when your fingers have chemicals on them or if a vapour gets into your eyes. If you get chemical in your eyes wash the eyes thoroughly for 15 minutes (per Safety Data Sheet) and seek medical advice.

Swallowing (ingestion)

- Most people don't swallow harmful chemicals intentionally however you could accidentally swallow them if you eat, drink after you've been working with chemicals or they are incorrectly labelled.

Certain areas of the body are far more sensitive to chemicals than others, so make sure you wash all traces of chemicals from your hands before eating, drinking or using the toilet! ALWAYS wear the correct PPE and wash thoroughly after using chemicals.

Dangerous Goods

Don't confuse hazardous substances with dangerous goods – they are classified according to different criteria.

- Hazardous substances are classified on the basis of health effects (whether they be immediate or long term), while dangerous goods are classified on the basis of immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning.
- Dangerous goods are classified according to their immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning, affecting property, the environment or people.
- Ensure the Globally Harmonised System for Classification and Labelling of Hazardous Chemicals (GHS) are followed to avoid errors and confusion.



Management of Substances

Before you use any chemicals in the College, make sure that you have read the Safety Data Sheet and have checked the label for safety precautions. Items to remember:

- Never use a chemical from an unlabelled container
- Refer to the Operations Manager for disposal of hazardous substances
- An online register is maintained through Chemwatch
- Safety Data Sheets can be accessed at
URL <http://jr.chemwatch.net/chemwatch.web>
Account: cses090
User Name: Administrator
Password: ChemCSES

Slip, Trip and Fall

Slip, trip and fall hazards are a major source of workplace incidents and injuries in a College environment. They can result in sprains and strains, cuts, bruises, fractures and dislocations. Neck and head injuries can cause damage to the spinal cord and nervous system. Many workers have suffered permanent disabling injuries or death as a result of a fall.

Contributing Factors include:

- Unsuitable footwear
- Floor surface – wet, slippery, obstacles
- Walkway rise – stairs and steps
- Obstructed vision
- Cracks in the floor or changes in floor level
- Electrical leads

Solutions to Minimise and Eliminate Slip/Trip/Fall Risks:

- Walking areas clear of obstacles and sufficient lighting available
- Grip hand rail whilst ascending/descending stairs
- Slip resistant mats to risk areas
- Not carrying oversized objects that limit vision
- Not running and looking carefully at walking path
- Placing safety signs in high risk areas
- Colour highlight raised floor
- Prompt cleaning of spilled materials and use of 'slippery when wet' signage
- Appropriate footwear
- Use industrial rated ladders and maintain 3 point contact
- Maintain good housekeeping in work areas
- Completion of working at heights training
- Reporting slip, trip and fall hazards



Working at Heights

WHS Regulations require that stringent safety controls are put in place where there is a risk of falls from over 2 metres, however this does not exclude taking into consideration the risk of injury from lesser heights. Workers are not to work where there is such a risk unless controls are in place that comply with these regulations.

- Eliminate or limit need to work at height
- Working at heights should only be performed by staff when there are appropriate practices in place to prevent a person from falling
- A risk assessment must be completed before working at heights
- When using a ladder ensure it is safe to use, and
- Use contractors or trained people with the right equipment to complete the task.



Waste Management

Confidential waste to be disposed of in the red confidential bin in staff preparation area. When disposing of the following waste you must refer to the Maintenance Department for guidance.

- Chemical
- Electrical
- Plant
- IT Equipment
- Oil
- Paint
- Light globes/tubes
- Sharps
- Glass
- Contaminated materials

Smoking

The College is a designated non-smoking worksite. No smoking is permitted in any vehicle used for work purposes or private vehicles when transporting others for work purposes.

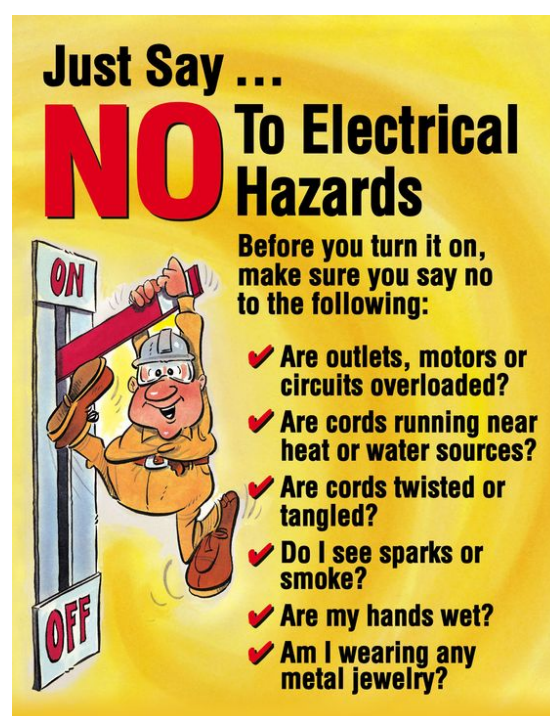
Electrical Safety

All electrical equipment at the College is tested and tagged on a regular basis and records kept with the maintenance department. If a staff member brings in any electrical equipment from home it must be tested and tagged before use. List the item to be tested in the electrical register located in the maintenance office.

Any faulty electrical equipment must be reported using the hazard report and maintenance advised immediately. If an appliance fails to operate, trips the safety switch or circuit breaker, smokes or sparks, immediately switch it off and unplug it, if safe to do so. Report this to maintenance immediately for the power supply to be isolated and the item tagged out. Do not attempt to fix issues yourself unless you have been authorised to do so.

Identifying Faulty Electrical Equipment:

- Inspect tools and leads regularly for damage, tampering, crimping, cuts, fraying, wearing etc.
- All portable appliances must be tested and tagged as per AS/NZ Standards
- If the tag is absent or out of date alert maintenance and remove the equipment from use
- Faulty appliances and/or leads must be handed to maintenance. These should be tagged out and removed from service
- Do NOT use double adaptors or piggyback plugs
- All leads to be suspended (if possible) and only run on the floor (for short periods of time and covered by an approved safety cover
- Protect leads passing through doorways
- Keep leads and plugs dry, and out of puddles
- Do not open any electrical (fuse) boxes.
- If any work needs to be carried out on the fuse box, contact maintenance
- Ensure portable appliances are switched off before removing the plug
- Remove leads from sockets by grasping the plug and not the lead
- Do not use PVC tape to repair worn or damaged leads. Have the cord replaced by maintenance, and
- Switch off portable appliances when not in use.



Plant

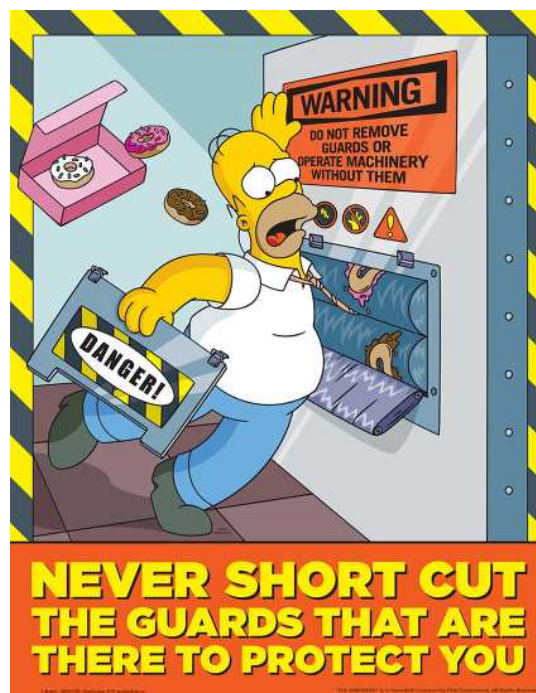
Plant includes any machinery, equipment, appliance, implement or tool. It also includes any component of the plant and anything fitted or connected to the plant. Such as photocopiers, office furniture, workstation equipment, hand drill, mitre saws, sporting equipment etc.

There is a large variety of specifically designed plant used at the College of which not all hazards associated with these items of plant can be eliminated.

Controls to reduce the risk of injury from plant operations include:

- Pre purchase risk assessment in completed before purchase of plant
- Regular plant risk assessments are completed.
- Training and instructions on how to use and safely operate the plant
- Some plant will have specific work instructions/safe operating procedures including the requirement to wear PPE
- Guards are in place prior to operation and defects or problems are reported to the teacher in charge of the area and to maintenance
- Inspection maintenance and cleaning of plant must be carried out in accordance with the recommendations of the manufacturer
- Safety features and warning devices must be maintained and tested on a regular basis
- If any faults are found they must be reported immediately
- Plant and equipment is maintained to a set schedule as per manufacturer requirements
- Whilst working with any piece of plant, make sure you are trained in the operation of the equipment and follow the appropriate Safe Operating Procedure (SOP), and
- Do not touch or use any tool, equipment or machinery you are not trained and authorised to operate.

Plant which is used in the wrong way or poorly maintained can lead to injury. So make sure you get proper instruction on how to use the plant and don't presume all plant is the same.



Personal Protective Equipment (PPE)

PPE is clothing or equipment designed to be worn to protect the wearer from risks of injury or illness. If you are provided or instructed to use PPE then you must use it in the way you have been instructed to do so. You must also look after and store your PPE in an appropriate manner. The PPE is not to be interfered with or misused.

Failure to abide by the signage, direction or instruction to wear PPE not only puts you at risk of injury, but also creates an offence under the work health and safety legislation.

PPE can include, but not limited to:

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

PPE should only be considered as a control measure when exposure to a risk cannot be minimised in any other way, or when used in conjunction with other control measures as a final barrier between the person and the hazard. PPE does not control the hazard at the source, it relies on the person's behaviour to minimise the exposure to the hazard.

Use and Storage of PPE

To ensure that your PPE provides the level of protection that it is designed to, PPE should:

- Be appropriate for the type of work and give appropriate protection for the risk
- Give you adequate protection from the hazard that you may be exposed to
- Not create additional health or safety risks
- Be compatible with other PPE being used (e.g. ear muffs with a hard hat)
- Fit properly
- Not interfere with any medical conditions of the user
- Be easy to use and comfortable
- Comply with relevant Australian Standards, and
- Be stored in a clean environment and will be checked regularly to identify any damage or defects that need to be repaired or discarded.

Once PPE is provided you will be:

- Instructed and trained on the use of the PPE
- Assessed that it fits correctly

If you identify any damage or defects to your PPE, do not use it and ensure you report this immediately to your Manager or the WHS Officer



Noise Control

Noise induced hearing loss is one of the most common occupational injuries and costs Australian industry around \$35 million annually in compensation. The noise level in a workplace is dangerous if it exceeds the exposure standard, which refers to an average noise level of 85 decibels (A-weighted) over an eight-hour period, with a maximum peak of 140 decibels (C-weighted).

As an indicator, some examples of noise levels include:

- Angle grinding – 120 decibels
- Chainsaw – 110 decibels
- Normal conversation – 60 decibels.

There is a chance that the exposure standard is being exceeded if it is difficult to hear someone speaking to you from one metre away.

Excessive noise damages the delicate nerve cells in the inner ear that transmit sound messages to the brain. The nerve cells are replaced by scar tissue that does not respond to sound. This damage occurs slowly over time and is painless but permanent - there is no cure. Noise control measures at the College include:

- Conducting noise meter testing and risk assessments
- Providing hearing protection where a noise problem exists
- Monitoring the correct type and grade of hearing protection equipment being used
- Persons exposed to excess noise are trained or informed about hearing loss and how to fit, maintain and store hearing protection equipment
- Identifying and reporting any concerns relating to noise
- Consulting and communicating in regards to the identification and control of noise
- Hearing protection is enforced (where required), and
- Comply with all reasonable instructions and procedures to reduce noise exposure.

Vehicles

The College may supply a staff member with a vehicle for use during their employment. It is your responsibility to take good care of the vehicle while it is in your care. This includes keeping the vehicle clean and tidy, and undertaking regular maintenance in accordance with manufacturer's recommendations. Any person driving a College vehicle has a duty of care to drive in accordance with the road rules. You must not:

- Do anything that would cause an insurer to refuse to provide insurance cover for the vehicle, including third party insurance cover;
- Alter the vehicle in any way; and/or
- Use the vehicle for any fraudulent or illegal activity.
- Use mobile phones whilst driving a vehicle

The driver of the vehicle shall be held personally responsible for any fines, penalties, losses or damage arising as a result of their actions.

To be approved to drive a college vehicle you must:

- Have a current driver's license for the type of vehicle used
- A current copy of your driver's licence needs to be emailed to the WHS Officer
- Notify management if loss of license occurs
- Report any hazards identified with vehicles used, and
- Complete Isolated Travel Form if driving greater than 2 hours

Office Ergonomics

Occupational Overuse Syndrome

Occupational overuse occurs where there is repetitive movement or sustained unnatural or forceful movement during the performance of your job. It's essential that you don't do repetitive work for too long without a break. Make sure you organise and vary your tasks.

Work Stations

A work station can be made up of a range of things but generally includes a desk, chair, computer/laptop, telephone, drawers, keyboard and mouse.

Given the amount of time most staff spend at their work station it's vital for it to be set up correctly. Injury can sneak up over a long period of time when you have an incorrectly set up workstation. It's important to remember to not spend too long sitting at your work station. Try and get up every 20 minutes to go to the printer or just stretch.



Hazardous Manual Tasks

It is vital that all staff are aware of correct manual handling procedures which covers pushing, carrying, reaching, holding and small frequent forces (keyboarding). The College strives to prevent the occurrence of injury resulting from manual handling by:

- Providing manual handling training
- Task risk assessments
- Injury investigations, and
- Identifying, assessing and controlling the risk.

How to Lift and Carry

It is important that your work area is laid out correctly and consideration needs to be given to:

- Planning the lift and where and how equipment is laid out
- The height of the equipment/work benches and the size/weight of mobile equipment
- How far do you have to carry equipment or goods
- Objects need to be assessed on an individual basis as to whether they can be lifted safely and do not attempt a lift unless you are sure it is safe to proceed
- Test the load prior to attempting a lift and make sure you know how heavy it is
- Use sack trolleys, and
- Avoid storing heavy objects above shoulder height and below the knee.

If there are concerns about carrying out the task safely, please contact the WHS Officer or Grounds and Maintenance staff to assist you

SIX STEPS TO SAFE LIFTING

1. **Plan the lift and use safe handling practices**
 - Reduce the vertical distance the load is to be carried, between thigh and shoulder.
 - Reduce the weight and force used, where possible use mechanical devices, break the load or use team lifting.
 - Consider task duration and repetition; lay out of work environment, experience of persons.
 - Consider the safe handholds of the load.
2. **Stand close to the load with feet apart creating a stable base for lifting**
3. **Bend at the knees and keep back straight**
4. **Get a firm grip and move the object close to the body**
5. **Lift smoothly (do not jerk)**
 - Where possible exert force in a forward or backward motion.
 - Movements such as twisting, bending and over reaching will increase the risk of injury. Keep your head looking forward.
6. **Always keep arms and load close to body and when turning, use your feet**

(Please note): When carrying out a team lift make sure that one person gives clear instructions.

Protection from Heat & UV Radiation

South Australia has one of the highest rate of skin cancer in Australia and the world. Too much Ultraviolet (UV) radiation from the sun can cause sunburn, skin damage, eye damage and skin cancer. UV radiation can be high even on cool or overcast days.

To minimise your risk of damage caused by the sun the following process is recommended if you are to spend time outdoors:

- SLIP on sun protective clothing
- SLOP on SPF 50+ Sunscreen (which can be found in First Aid Kits)
- SLAP on a hat that protects head, ears, face and neck
- SEEK shade where possible
- SLIDE on sunglasses, and
- SLURP and drink water.

Heat Related Illness

During very hot, humid and/or extreme weather conditions, you are at greater risk of health problems. Heat related illness can occur when the body is unable to cool itself adequately. Heat related illness can also occur during periods of intense exercise or physical activity.

Prevention is best:

- Drink plenty of fluids e.g. 2 to 3 glasses of cool water an hour.
- Don't wait until you are thirsty
- Increase ventilation – open windows, fans
- Stay out of the sun where possible
- Pace yourself and limit physical activity
- Avoid caffeine, alcohol and sugary drinks
- Avoid activities in the middle (hottest part) of the day
- Take regular breaks in the shade at least once every hour in hot weather.
- Stop work and contact your manager if you or any co-worker has any symptoms of heat stress
- Wearing loose clothing
- If in the sun, wear full length and light coloured but close-weave clothing to keep out ultra-violet light, and
- Don't wear loose fitting clothes where there is a risk of entanglement in machinery.



Voice Management

For staff who are required to use their voice for most of their work such as teachers, it is important to look after your voice. Poor vocal habits can result in long-term voice problems. To avoid voice problems use your voice in the most efficient and effective ways possible and be aware of the effects of fatigue, stress and illness on your voice.

Risk factors for developing a voice problem include:

- Talking while the throat is infected, when the vocal chords are inflamed and swollen
- Using a strained or tight voice and frequent coughing or clearing of the throat
- Hormonal imbalance, allergies, sinusitis, frequent colds, influenza and acid reflux.

Preventing Vocal Strain:

- Use gesture and other non-verbal signals to give instructions
- Ensure students are listening before speaking
- Turn down, shut out or move away from noise while talking
- Keep in close proximity to students when talking to them
- Use amplification systems when appropriate e.g. microphone, megaphone
- Use routines such as playing a particular piece of music to signal changes in classroom activity
- Position noisy or attention seeking students at the front of the class
- Speak clearly and precisely to avoid repeating yourself
- Use methods of behaviour management which don't involve raising your voice
- Plan the day so that you build in vocal rest periods
- Drink water frequently throughout the day
- Sip water whenever you feel the urge to cough or clear the throat, and
- See a doctor if you have a hoarse voice or sore throat for more than ten days.

Emergency Management

Fire, bomb threat, chemical exposure and personal assault can make you panic and act in a less than rational way and that is why practicing evacuations, lock-in's and other emergency management requirements is important. All staff are to:

- Become familiar with the emergency evacuation and lock-in procedure
- Know who your area wardens are and participate in evacuation and lock in drills
- Learn where the emergency evacuation point is (as shown on the evacuation map)
- Find and memorise the location of fire extinguishers which is also displayed on the evacuation maps. The fire extinguishers are located in, or near, each classroom and office and fire blankets are kept in the kitchen and science areas
- Remember to stay low and crawl to the nearest emergency exit if there's smoke, and
- Take bomb threats or threats of any kind seriously no matter who it comes from and even if you don't think they're genuine.

Critical Incident Signals

Evacuation signal: Fire signal

Lock In signal: Announcement over PA system

Thank you....

If you have any queries or concerns with the information supplied in this induction please do not hesitate to discuss them with your Manager or the WHS Officer.