



**OnGuard Safety Training**

MAKING SENSE OF WORKPLACE SAFETY TRAINING

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Industrial Technology  
&  
Design Education Faculty

# Workplace Health & Safety

# Policy and Procedures

Version 1.0



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## ***Rationale:***

As WH&S has become a major focus of the government and wider community it is essential that we as a technology focused faculty have a consistent approach to the delivery and recording of safety instruction and assessment.

This is not only to ensure the safety of our students but also to ensure that the teachers on our staff exercise their 'Duty of Care' and are not open to legal action and/or litigation.

Schools are required to keep student records for a period of seven years. The following Policy and Procedures document aims to ensure that members of the Industrial Technology & Design Education Faculty meet the requirements of the WH&S Act.

## ***Objectives:***

The IT&DE Faculty is committed to:

- Providing of a safe place of work;
- Reducing, and where possible, eliminating, work-related injury and illness;
- Providing of a safe system of work and implement this system in every lesson;
- Providing proper and safe plant and machinery.
- Providing adequate training, resources and facilities to ensure a safe place of work.
- Promote and maintain a positive workplace health and safety culture.

## ***Implementation:***

This Policy and Procedures document will have an associated program for the management of Workplace Health & Safety which will provide:

- a system for identifying and controlling hazards;
- WH&S training and supervision for all staff, students and volunteers;
- mechanisms to assist staff to meet their 'duty of care' for others;
- a procedure for communication and consultation that enables all staff to participate in the management of WH&S within the faculty;
- programs for the monitoring and supervision of the health and safety of students and staff;
- a procedure for recording all aspect of this Policy and its Procedures.
- an evaluation procedure that will be reviewed on a regular basis.



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## ***Responsibilities:***

### Head of Department

The IT&DE Head of Department (HOD) will ensure that:

- Staff have the facilities/resources available to ensure their safety and the safety of their students
- The OnGuard ACEPro Safety Program is implemented, maintained and kept current.
- SOP posters and Equipment Maintenance Registers are placed in each room.
- MSDS are available and registers are kept current.
- Identified hazards are reported and rectified or placed on a maintenance schedule.
- Staff are supervised to fulfil their responsibilities and maintain relevant records.
- Machine maintenance records are current.
- Workplace specific risk assessments are documented.

### Teaching Staff

The teachers (supervisors) of the IT&DE Faculty will ensure that:

- Procedures are followed to ensure the safety of themselves and the safety of the students in their care
- They use the OnGuard ACEPro Safety Program to instruct their students
- They maintain safety training records of their students
- Use SOPs and EMRs whenever necessary
- They report hazards and isolate where necessary
- They report injuries and incidents using the appropriate school documentation

### Teacher Aide

The teacher aide of the IT&DE Faculty will ensure that:

- Procedures are followed to ensure the safety of themselves and the safety of the students in their work areas.
- They complete the necessary OnGuard ACEPro Safety Program units on workplace safety.
- Use SOPs and EMRs whenever necessary.
- They report hazards and isolate where necessary.
- They report injuries and incidents using the appropriate school documentation.



# OnGuard Safety Training

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## Students

Students under the care and instruction of the IT&DE Faculty will ensure that:

- Procedures are followed to ensure the safety of themselves and the safety of other students in their work areas
- They complete the necessary OnGuard ACEPro Safety Program units as allocated by their teacher.
- Use SOPs and EMRs whenever necessary
- They report hazards in their work areas to IT&DE staff
- They report injuries and incidents to IT&DE staff

## **Risk Management**

Risk management is a system that allows individual workplaces to identify workplace health and safety (WH&S) problems and to control them methodically by the best means available.

The IT&DE Faculty will follow the following risk management procedure.

1. **Development of a WH&S Policy** – It will clearly state the IT&DE faculty's objectives responsibilities and intention.
2. **Identification of workplace hazards** – this is the process of observing, inspecting, examining and recording if hazards are present in the IT&DE faculty work areas.
3. **Assess the associated risks** – this involves evaluating the likelihood and potential severity of risks associated with each hazard identified. The IT&DE Faculty will utilise the OnGuard ACEPro Safety Training Program to develop risk assessments for each item of equipment/machinery and units of work.
4. **Control the risks** – this is the process of determining and implementing measures to control the risks associated with each hazard. The IT&DE Faculty will adhere to the standard AS/NZS 4360:2004 Risk Management and the recognised 'Hierarchy of Control' (Appendix B). It will utilise the resources in the OnGuard ACEPro Safety Training Program including machine placement posters, PPE notices and safety posters.
5. **Monitor and review** - the risk management process will be monitored regularly to ensure that it is working effectively. Time will be set aside each term at a designated faculty meeting to review.

## **Instruction, Training and Supervision**

The legal requirement to provide instruction, training and supervision is especially important for new teachers and students at YOURname High School who may be unaware of the hazards present in the IT&DE work areas and the systems/procedures in place for dealing with them.



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The following procedures are implemented in the IT&DE Faculty:

- Staff are trained to implement this WH&S Policy and Procedures document in full
- Students are trained in the SOP for every item of equipment and/or machine they use. (see Appendix A)
- Students will be tested on their knowledge of the safe operating procedures. (see Appendix A)
- Students will be assessed for practical competency before being permitted to use equipment. (see Appendix A)
- Students MUST seek teacher permission before using any item of equipment/machine.
- Staff will ONLY permit students to operate equipment/machinery when under supervision.
- Students will NOT be permitted to use equipment/machinery unless they are being supervised by a teacher.
- Etc

## Communication and Consultation

Effective WHS Communication and Consultation is an essential, yet often overlooked area of an WHS management system in the workplace. There are a number of simple, yet effective ways to open up the consultation and communication channels in our workplace.

In the IT&DE Faculty has the following strategies in place:

- A WHS notice board to display latest news and important information.
- A clearly written procedure for issue resolution which explains where to go to get help if required.
- A written document displayed on the notice board relating to consultative arrangements at Ferny Grove State High (i.e. members of our WHS Committee)
- List WHS as an “Issue of Importance” to discuss during every IT&DE Faculty meeting.
- Elect a WHS Representative from the IT&DE Faculty to sit in the school’s WH&S Committee.

## Monitoring and Incident Reporting

Reporting incidents which occur in any workplace is an essential part of managing workplace health and safety. Aside from the legislative requirements, it is good workplace practice to monitor and record the details of all work-related accidents and incidents (even those which appear minor) to assist in risk management and building a profile of workplace risks. As part of our risk management system, the IT&DE Faculty has established a system for recording workplace injuries, accidents, near misses and diseases.



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In the event of a reportable incident occurring all IT&DE staff will:

- Notify the IT&DE HOD
- Attend to the injury as appropriate
- Seek medical assistance as appropriate
- Record the incident circumstances using the appropriate method
- The HOD will notify the WHSO

## Record Keeping

Records are an important element in the relationship between our school and its local health and safety authority. Other records must be kept at the school as evidence of the development of safe work systems. The IT&DE Faculty keeps records related to the following:

- Safety instruction and training of students (see Appendix A)
- Staff training
- Incident reports
- Machine and equipment maintenance
- Risk assessments
- Etc

## Definitions:

### System of Work

A system of work includes:

- the coordination of activities, including the order in which tasks are to be performed and the proper identification of all personnel involved
- the layout of plant and equipment
- methods of using machines and carrying out processes (including safety guards, lockout procedures)
- methods and relevant safety procedures for the use of substances (including the provision of appropriate PPE and other safety equipment)
- ascertaining the need for particular precautions and other necessary actions
- informing staff, students and others of relevant hazards and instructing them in the appropriate safety procedures.

### Duty of Care

The 'duty of care' owed by a school authority (including its teachers) to its students requires that 'reasonable' care be taken for their safety and to avoid exposing them to unnecessary risks of injury. It is an obligation that a sensible person would use in the circumstances when acting towards others and the public. If the actions of a person are not made with watchfulness, attention, caution, and prudence, their actions are considered negligent. Consequently, the resulting damages may be claimed as negligence in a lawsuit.



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## Due Diligence

In the workplace, **'due diligence'** means taking every precaution reasonable in the circumstances to protect the health, safety and welfare of all persons. Evidence of due diligence is one of the two defences available to a person, charged with an offence under an *Occupational Health and Safety Act*.

## Common Law

The **'common law'** comprises the legal principles, as articulated by the courts, that derive from ancient custom in England. Common law is sometimes divided into the common law (or simply "the law") and equity.

A person (student) who suffers an injury at a workplace because the employer is at fault may sue their employer through the common law system. This person usually has three years from the date of their injury to lodge a common law claim. For an injured person to be successful in their common law claim, they must prove that the employer is legally liable for their injuries. Usually they will argue that the employer has been negligent, or breached workplace health and safety requirements, or breached the agreement that the employer will keep the injured worker safe at work.

## Reasonably Practicable

**'Reasonably practicable'** means that the requirements of the law vary with the degree of risk in a particular activity or environment which must be balanced against the time, trouble and cost of taking measures to control the risk. It allows the duty holder to choose the most efficient means for controlling a particular risk from the range of feasible possibilities preferably in accordance with the 'hierarchy of control'.

## Foreseeable Risk

**'Foreseeable risk'** is the anticipated danger expected by a person of reasonable senses, based on his knowledge, experience or assumptions, as the result, outcome of an action. Foreseeable risk is a common affirmative defense put up as a response by defendants in lawsuits for negligence.

The basic principle in negligence cases is that liability to pay damages will arise where three elements are established by the person seeking damages, namely:

- that there is a duty of care in the situation under consideration;
- that there has been a breach of duty, that is, a failure to take care regarded by the law as reasonable in the circumstances; and
- that damage or injury has been caused by or contributed to by that breach.

These three basic principles of negligence must apply before a claim for damages can be sustained.



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## APPENDIX A

### Procedures for the Recording of Student Safety Instruction and Training

This checklist must be followed for all practical workshop Activities. It is expected that all students' knowledge will be retested every 12 months.

#### Phase

#### Recording Process

##### Instruction & Test Knowledge

Teachers will use **OnGuard ACEPro** to set up training sessions for individual classes. These sessions will include the safety instruction for all machines and general aspects for workshop, hand and power tools.

Records will be maintained on the OnGuard ACEPro server and student completion dates will be recorded against specific machines and equipment items.

Teachers make note in their rolls of any lesson time provided to students for the completion of these sessions.

##### Demonstration

Teachers will demonstrate the safe use of machines, equipment and tools to students as a large/small/individual group. The User Competency Poster in OnGuard ACEPro will be used as a guide for the demonstration content and delivery.

Teachers will record in their roll book that the day's lesson included a demonstration. Eg. Band Saw demo. Then they will enter this demonstration date into the Supervisor Training Register in OnGuard ACEPro.

##### Student Practice

Students complete the practice activity under direct teacher supervision to ensure knowledge, understanding and competent application. Students may be questioned about the process being undertaken and/or asked to repeat the activity to gain competency.

Teachers will record in their roll book that the day's lesson included practical activity  
Eg. Prac – use of disc sander

##### Competency Assessment

Teachers will assess students as being competent or not yet competent after the practice activity. This means that for a short and reasonable instructional period of time a student may not have necessarily displayed competency but will be allowed to undertake a practical activity.

Teachers record students as competent after assessing their practical application of the Safe Operating procedures. Teachers enter a competency assessment date into the Competency Assessed Training Register in OnGuard ACEPro.

##### Ongoing Supervision

Teachers will supervise students in an ongoing and vigilant manner. If the teacher observes the student acting in an unsafe or unsure manner they should direct the student to stop. Students will then undertake revision of instruction or other suitable training to remind them of the safe operating procedures and requirements.

Teachers observe students as they go about their practical lesson activities. Breaches of safe operating procedures should be recorded against the student's name by placing an 's' in their attendance square on the teacher's day roll. Repeated offences will be forwarded to the HOD.



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## Appendix B

### Hierarchy of Control

#### Elimination the hazard

- Options which get rid of the hazard altogether
- The best way to eliminate the risk is to completely remove the hazard

For Example:

- The need for excessive photocopying and collation can be eliminated if material is circulated by electronic mail
- Repair damaged equipment promptly
- Remove a hazardous substance
- Move a noisy machine from a quiet area

#### Substitution

Replacing a hazardous substance or work practice with a less hazardous one.

For Example:

- A telephone handset can be replaced with a head set where there is constant use of the telephone
- Substituting a smaller package or container to reduce the risk of manual handling injuries such as back strain
- Substituting a hazardous substance with a less dangerous one

#### Engineering/Isolating Controls

The provision of mechanical aids, barriers, machine guarding, ventilation or insulation to isolate a hazard from employees.

For example:

- Electrical lock out switches
- Roll over frames on vehicles
- Mechanical screens to separate workers from violent or physically aggressive clients
- Isolating machining equipment in soundproof and ventilated rooms
- Using anti-glare screens on computers
- Using trolleys or mechanical lifting aids
- Changing bench heights to reduce bending



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## Administrative Controls

Establishing policies, procedures and work practices designed to reduce a worker's exposure to a risk. It can also include the provision of specific training and supervision.

For example:

- Providing alternative tasks for workers so as to prevent continuous keyboard work for long periods.
- Increasing job variety and introducing job rotation
- Redesigning jobs
- Regularly maintaining plant and equipment
- Training and education to learn how to -
  - identify and assess risks
  - use methods of control
  - know and apply the legislative requirements
  - safely use mechanical aids and equipment

## Personal Protective Equipment (PPE)

Covering and protecting a worker's body from hazards. It can be used as a short-term control measure until a "higher order" control has been provided, or to supplement it. PPE must be provided and maintained by the employer. The employer would also have to provide training for workers required to use it, and the employee would have a responsibility to use it properly.

Some examples of PPE are:

- Ear plugs in noisy areas
- Eye protection when working with chemicals
- Gloves to protect against infection

### **NOTE:**

**Personal Protective Equipment is a last resort.  
It protects the person but does not remove the hazard.**