



Occupational Health and Safety Policy

Introduction

Plenty River College (the College) is an independent specialist senior secondary school, delivering the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

Under the Occupational Health and Safety Act 2004, all employees must take reasonable care for their own health and safety, and the safety of others while at work. This includes taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons, including students.

The College has a legal obligation to provide a safe and healthy workplace as far as reasonably practicable, and a legal duty of care to students to protect them from foreseeable injury or harm.

Purpose

The purpose of this policy is:

- to provide a framework for the College to maintain a safe and healthy working and learning environment; and
- to advise the students, parents and staff how the College will implement and manage its safety systems.

Scope

This policy applies to the College Board, staff, students, contractors, and volunteers.

Definitions

Accident	An unexpected or unintentional event that may cause injury or ill health in a College staff member or student, and may involve damage to property.
Accident and Incident Register	A document that records all accidents and incidents at the College. It includes the investigation results, an assigned severity rating, and identifies the new processes or strategies put in place to prevent or reduce the impact of a future recurrence.
Chemical Register	A document listing all chemicals and flammable liquids used and stored at College. It contains information such as the manufacturer or supplier details, main chemical component, quantity and storage location of the liquids, and whether the substance is hazardous.
College Environment	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).
College annual safety audit	Review process conducted annually which audits how the College manages OHS risks and hazards, and recommends safety improvements.
Critical incident	A critical incident is an event or situation that is life-threatening, or results in serious injury or trauma to a College staff member or student. Examples include: <ul style="list-style-type: none"> • death or serious injury (hospitalisation); • allegations of, or actual, serious sexual assault, or serious physical assault; • a serious fire involving death or serious injury; • a serious fire which results in significant damage to or closure of a College site; • serious property damage during College operations; • any event that places, or has the potential to place, the College at serious risk, including high levels of public and/or legal scrutiny.
Emergency Management Plan	A document recording the College's emergency management arrangements such as emergency procedures, response and recover strategies, emergency management roles and responsibilities, and notification requirements.
Equipment Register	A document that records all machinery, equipment, appliances and tools at College. It contains details such as the manufacturer or

	supplier, date of purchase, operational status, maintenance schedule or currency of testing and tagging.
Hazard	Anything with the potential to cause harm, injury, illness, or loss.
Health and Safety Representatives (HSR)	Employee representatives given specific powers under the Occupational Health and Safety Act 2004 (Vic).
Incident	<p>An incident is any actual or alleged event or situation that:</p> <ul style="list-style-type: none"> • causes harm or creates a risk of causing harm to a student’s health, safety and wellbeing, either directly or indirectly while under the care or supervision of the College; • impacts a student and is brought to the attention of the College, regardless of when or where it occurred, provided it is impacting on the student or other students within the College environment; • causes harm or creates a risk of causing harm to a College employee’s health, safety and wellbeing either directly or indirectly in the work setting; • affects or risks affecting the continuity of College operations, including matters of security, property damage and emergencies; • requires police notification or involves matters of serious conduct; or • is a WorkSafe Notifiable Incident. <p>Incidents are categorised as critical incidents, serious incidents or other incidents.</p>
Inspection	A formal check of physical conditions existing within a defined time and area against pre-established criteria, such as a checklist.
Maintenance	Any work required to keep buildings, facilities, grounds, equipment, machinery, appliances and tools in a state of good repair. It includes inspections and investigations, and may involve repairs, renewal, replacement, alterations, disposal or removal.
OHS	Occupational health and safety
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Risk	<p>Risk is defined as exposure to harm, loss or damage, whether potential or actual.</p> <p>Analysing risk involves determining the likelihood and consequences of harmful factors for the College, its staff and students.</p>
Risk assessment	A method for systematically identifying and evaluating the potential risks that may arise in an activity.
Risk assessment matrix	A table that assigns a risk rating to identified risks based on the likelihood of the risk occurring and the impact or consequences for College operations should it occur.

Risk Register	A document that records identified risks, assesses their impact, describes the actions (controls) to be taken to mitigate them, and identifies the person or group responsible for managing the risk.
WorkSafe Notifiable Incident	<p>Under the Occupational Health and Safety Act 2004 (Vic), all employers are required to report workplace incidents resulting in:</p> <ul style="list-style-type: none"> • death; • medical treatment within 48 hours of being exposed to a substance; • immediate treatment as an in-patient at a hospital; • immediate medical treatment for amputation, serious head injury, serious eye injury, separation of skin from underlying tissue, electric shock, spinal injury, loss of a bodily function, or serious lacerations; • any of the following dangerous occurrences if they expose a person in the immediate vicinity to an immediate health and safety risk, regardless of whether or not an injury has occurred: <ul style="list-style-type: none"> ○ collapse, overturning, failure, malfunction of or damage to plant that is required to be licensed; ○ collapse or failure of an excavation or supporting shoring; ○ collapse or partial collapse of a building or structure; ○ an implosion, explosion or fire; ○ escape, spillage or leakage of any substance; ○ the fall or release from a height from any plant, substance or object. • a confirmed COVID-19 diagnosis for an employee or contractor who has attended the workplace during the infectious period. <p>Contact WorkSafe on 13 23 60 for further advice. Failure to report a workplace incident is an offense.</p>

Responsibility

1. The College Board is responsible for authorising this policy and for ensuring that the Executive Principal carries out all duties related to health and safety.
2. The Executive Principal is responsible for:
 - implementing this policy and other policies, procedures and processes to protect the safety of staff and students in the College environment;
 - providing regular information to the College Board on OHS matters and their progress towards resolution;
 - ensuring that the College safety audit is conducted annually, and that identified issues are resolved in a timely manner;
 - ensuring that quarterly inspections of buildings, facilities and grounds are completed and identified OHS issues are resolved in a timely manner;

- ensuring that regular and preventative maintenance is completed according to the College maintenance schedule, using appropriately qualified service providers;
- procuring qualified service providers to complete repairs to equipment or facilities which have been identified as below standard or urgently requiring maintenance;
- ensuring that quarterly hazard identification assessments are completed/reviewed, and harm minimisation measures immediately implemented;
- ensuring that risk assessments for College activities, including camps and excursions, are completed/reviewed and that appropriate risk control measures and responses are implemented;
- reporting Notifiable Incidents to WorkSafe Victoria (or instructing the Deputy Principal/Curriculum Leader to make the report);
- ensuring that OHS is retained as an agenda item for College staff meetings, to report on OHS activities and issues and facilitate regular discussion and feedback;
- encouraging the election of Health and Safety Representatives (HSR), and ensuring that College staff are consulted on OHS matters;
- taking advice from HSR and/or OHS experts when resolving OHS issues;
- reviewing College registers (such as the Accident and Incident Register and Risk Register) to improve controls and prevent recurrence of risky situations;
- ensuring that quarterly emergency fire/evacuation drills are carried out and reviewed for improvement;
- updating the Emergency Management Plan as required; and
- ensuring that College staff, volunteers and contractors have been provided with an OHS induction and appropriate training for their role at College.

3. The Deputy Principal/Curriculum Leader is responsible for:

- ensuring that staff follow College health and safety procedures;
- ensuring that College staff and volunteers have access to an OHS Noticeboard with emergency and OHS information, including procedures and processes to be followed;
- providing feedback to the Executive Principal on OHS issues;
- completing (or arranging for HSR to complete) OHS induction for staff, volunteers and contractors;
- arranging/scheduling OHS training for staff and volunteers;
- completing risk assessments for College excursions;
- scheduling emergency/evacuation drills once a quarter;
- ensuring that a First Aid Officer is on duty at College; and

- investigating accidents and incidents and developing recommendations for improvement should they recur.
4. Elected Health and Safety Representatives/nominated staff are responsible for:
- consulting with College staff on OHS matters;
 - completing quarterly inspections of College buildings, grounds and facilities, and providing recommendations to the Executive Principal;
 - advising the Deputy Principal/Curriculum Leader on suitable induction and OHS training programs for College staff;
 - providing OHS information to staff and contributing to the OHS Noticeboard; and
 - providing new staff with an OHS induction.
5. College staff are responsible for:
- exercising their duty of care and staying alert to the possibility of hazards, accidents and incidents in the College environment;
 - being aware of College health and safety processes and their OHS responsibilities;
 - advising the Deputy Principal/Curriculum Leader of possible controls and preventative measures to reduce the likelihood of recurrence; and
 - undertaking the required training when arranged by the Deputy Principal/Curriculum Leader.

Implementation

The College is committed to ensuring, so far as is reasonably practicable, the health and safety of all employees, students, contractors, volunteers and visitors. The College has a range of policies and procedures which promote a health and safety culture and meet legal obligations. Policies which describe the processes and strategies in place to keep students and others safe include:

- Accident and Incident Reporting;
- Anaphylaxis Management;
- Bullying and Harassment Prevention;
- Camps and Excursions;
- Child safe;
- Critical Incident and Emergency Management;
- Duty of Care;
- First Aid;
- Health Care Needs;
- Mandatory Reporting.

Please refer to these policies and procedures for specific care and safety details.

The College has a ***COVID-19 Management and Safety Plan*** which identifies the infection control and other safety measures implemented at College during the pandemic. This plan is regularly monitored and updated by the Executive Principal for use during periods of both onsite and remote learning.

Hazard identification and risk assessments

The College will proactively identify actual or potential hazards in the College environment and implement strategies to eliminate, prevent, mitigate or reduce the risk of injury or harm to staff and students. The Executive Principal will maintain a risk register to identify and manage these risks, and continuously monitor and review all risk assessments for a range of College activities. The Executive Principal will report risk evaluations, assessments and related matters at each meeting of the College Board.

The College will continuously review its risk assessments, registers and other safety systems to ensure their effectiveness. For more details, please see the associated ***Hazard Management Procedure***.

OHS issue resolution

When an actual or potential safety breach has been identified, the Executive Principal will meet with staff representatives/HSR to discuss the issue and determine how it can be resolved. If the issue cannot be immediately resolved, the Executive Principal will raise the matter for discussion at the next staff meeting, and/or obtain OHS advice from the HSR or a relevant expert. Once an action has been decided by the Executive Principal, the resolution must be recorded, relevant registers and risk assessments updated, and staff members informed of the action to be taken.

Annual safety audit

The College will audit the safety systems in use on an annual basis to ensure that weaknesses or omissions are identified, and improvements in safety systems and practices are implemented. The Executive Principal will be responsible for the safety audit, and report results and improvements to the College Board at a specified date each year. Please refer to ***Appendix 1 for the Annual Safety Audit Checklist***.

Routine inspections

The College will proactively identify hazards and other OHS issues using quarterly inspection processes for its buildings, facilities and grounds. Please refer to ***Appendix 3 for the inspection checklist templates***. The Executive Principal will:

- review the checklists annually (or more frequently, as needed) to ensure they are contextualised to the College;
- nominate a staff member/HSR to complete the inspection and recommend corrective actions;
- ensure that the inspection report is discussed at a staff /OHS meeting (or other options for staff consultation);
- determine how identified risks and hazards can be eliminated, reduced or controlled;
- report to the College Board, staff and wider College community about the corrective actions to be taken to address and resolve the identified OHS issues; and
- update the risk register and risk assessment matrices to reflect the identified hazards and risk controls to be implemented.

The Executive Principal may initiate additional inspections due to unforeseen events, accidents, near misses or critical incidents (e.g. after an adverse weather event).

Chemical management

The Executive Principal will maintain a chemical register to identify and monitor the safe use, disposal and storage of chemicals at College, and to minimise the storage of dangerous goods and hazardous substances within the College environment. For more details, please see the associated ***Chemical Management Procedure***.

Routine and other maintenance

The College will develop and implement a routine maintenance schedule to ensure that College buildings, facilities and grounds are fit for purpose and safe to use. Please refer to ***Appendix 2 for the Maintenance Schedule***. The Executive Principal will review and update the schedule at least annually, or as required.

The Executive Principal will maintain a register of all equipment, appliances, and tools at College to ensure they meet health and safety standards, and are maintained according to manufacturer specifications. For more details, please see the associated ***Equipment Management Procedure***.

The Executive Principal will arrange for suitably qualified and experienced service providers or contractors to conduct regular maintenance checks (including essential safety measures), urgent repairs as needed, or provide advice on issues as they arise.

The Executive Principal will regularly report maintenance activities to the College Board and may require permission to repair, replace or dispose of College assets (based on their value).

Bushfire preparedness

The College is located in an area not prone to bushfires, and does not appear on the Bushfire At-Risk Register. Nevertheless, bushfires and grass fires present a significant threat to the safety of staff and students.

The College will apply and continuously review precautionary strategies and risk controls to manage the risk of bushfires and grassfires, ensure that College staff and students are protected from harm or injury, and ensure that College buildings, facilities and grounds are protected from potential damage.

The College will adhere to the VRQA Guidelines on Bushfire Preparedness at all times, including when planning camps and excursions).

The College will ensure that:

- a schedule is implemented to monitor and remove of materials that may be easily ignited, including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation (please refer to the Bushfire Maintenance Schedule in ***Appendix 5***);
- flammable materials are kept in limited quantities and stored safely onsite (please see the ***Chemical Management Procedure***);

- quarterly inspections are carried out to ensure that building exits are continuously kept clear of obstructions, assembly points are designated and allow access to emergency equipment, and there is access to facilities and grounds for emergency vehicles (please see **Appendix 6** and **Appendix 3**); and
- all identified hazards and risks are assessed, OHS issues are resolved, and maintenance / repairs are undertaken as soon as possible.

The Executive Principal will oversee all bushfire preparedness activities and ensure that:

- the bushfire maintenance schedule is adhered to and additional items added as needed;
- inspections are carried out each term (quarterly) using the bushfire preparedness checklist;
- all identified hazards and OHS issues are resolved as soon as possible, with the College Board and staff informed of progress;
- risk assessment matrices are reviewed and updated, especially risk assessments relating a potential bushfire or grassfire;
- emergency equipment and essential safety measures are checked on a quarterly basis;
- emergency evacuation / fire drills are held at least once a quarter; and
- the College Emergency Plan is reviewed and updated annually (For further details please refer to the **Critical Incident and Emergency Management Policy**).

WorkSafe Notifications

The College will ensure that all reportable incidents are reported to WorkSafe Victoria. For more details, please see the associated **WorkSafe Notification Procedure**.

Consultation

The College will consult with staff members/HSR on OHS matters through:

- maintaining OHS as an agenda item at staff meetings for regular OHS discussion;
- maintaining an OHS noticeboard;
- emails from the Executive Principal (or nominee) on OHS matters;
- including OHS items in the College newsletter; and
- any other suitable feedback channel e.g. surveys.

Training

The College will provide all staff members, contractors and volunteers with an OHS induction, information about their OHS obligations and other OHS matters, supervision (as needed) and training. Please refer to **Appendix 4 for Induction Checklists**.

The Executive Principal will maintain a training register to monitor staff training, and identify training and supervision needs. The Executive Principal will ensure that any elected HSR receive appropriate training, and that all staff have access to training in safe work practices, such as:

- ergonomic computer usage;
- manual handling;
- slips, trips and falls;
- infection control; and
- any other common hazards identified within the College environment.

The Executive Principal and Deputy Principal/ Curriculum Leader will discuss specific training needs with individual staff members. Other training requirements may be identified by individual staff members, elected HSR or after staff consultation.

Delays in completing OHS activities or resolving OHS issues

If an OHS activity has been delayed and has not been completed by the intended date, the Executive Principal will report the delay to the Board and College staff/HSR, identify the reasons for the delay, and provide a new date for implementation.

If a staff member/HSR is unable to complete an OHS activity assigned to them within a reasonable time, they are required to inform the Executive Principal so that alternative arrangements can be made as soon as possible.

Communication

1. This policy will be communicated to the College community through the College website.
2. College staff/HSR will be informed of their OHS responsibilities and safety procedures through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers); and
 - training programs and professional development activities on health and safety matters.
3. College volunteers and contractors will be informed of their OHS obligations and College safety procedures during induction. Where necessary, College visitors will also receive an OHS induction.
4. The wider College community will receive pertinent updates through the College newsletter.

Appendices:

Appendix 1: Annual Safety Audit Checklist

Appendix 2: Maintenance Schedule

Appendix 3: Inspection Checklist templates

Appendix 4: Induction Checklists

Appendix 5: Bushfire Maintenance Schedule

Appendix 6: Bushfire Preparedness Checklist

Associated Procedures

- Hazard Management Procedure
- Chemical Management Procedure
- Equipment Management Procedure
- WorkSafe Notification Procedure

Related Policies

- Accident and Incident Reporting
- Anaphylaxis Management
- Bullying and Harassment Prevention
- Camps and Excursions
- Child Safe
- Coronavirus
- Critical Incident and Emergency Management
- Duty of Care
- First Aid
- Health Care Needs
- Mandatory Reporting

Related Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools
- Ministerial Order No. 870: Child Safe Standards – Managing the risk of child abuse in schools
- Occupational Health and Safety Act 2004 (Vic)

Appendix 1: Annual Safety Audit Checklist



Annual Safety Audit Checklist

This audit is to be completed annually by the Executive Principal and nominated staff members or Health and safety Representatives.

PART A: Document Review

Item to be assessed	Evidence / Resources	Findings
1. Have the Executive Principal, Deputy Principal / Curriculum Leader and Business Manager attended OHS training?	Training records and certificates	
2. Is there a process for consulting staff members on OHS issues, policies and procedures and changes in the workplace?	Minutes of staff meetings and/or OHS Committee meetings OHS as a standing agenda item for staff / OHS meetings Emails to staff members asking for feedback on OHS issues	
3. Are newly appointed staff and volunteers given an OHS induction with a record kept in the staff file?	Staff OHS Induction Checklist Volunteer / Visitor Induction Checklist	
4. Is there an OHS Policy in place that is reviewed regularly? Is it on display or easily accessible?	Current OHS Policy within review period On display on OHS Noticeboard / at College website / in Teacher Handbook	
5. Is there an agreed OHS resolution process?	OHS Resolution procedure / flowchart Staff communication process (meetings, noticeboard, staff newsletter)	
6. Is there a bullying and harassment policy and procedure for staff?	Bullying and Harassment Policy and Procedure Accessible to staff (website, noticeboard, newsletter)	

Item to be assessed	Evidence / Resources	Findings
7. Is there a policy and procedure or process in place to manage the safety risks of students who are learning remotely during the pandemic?	COVID-19 Management and Safety Plan Cyber safety measures	
8. Is there a policy and procedure or process in place requiring visitors to sign in and to where identification?	Child Safe Policy Duty of Care Policy	
9. Is there a policy and procedure or process in place for bullying or aggressive behaviour from parents and students?	Parent Code of Conduct Student Code of Conduct Complaints and Grievances Policy Teacher Handbook	
10. Is there a documented process in place for conducting risk assessments and implement risk management strategies prior to all excursions and camps?	Camps and Excursions Policy Hazard Management Procedure	
11. Is there a documented process in place for recording accidents and injuries to staff members, students, contractors, volunteers and visitors? Is there a process for reporting Notifiable incidents?	Accident and Incident Reporting Policy Incident Report Bullying/Harassment Incident Report Accident and Incident Register WorkSafe Notification Procedure	
12. Are there emergency management plans in place? Are fire drills and evacuation drills rehearsed at least four times a year?	Critical Incident and Emergency Management Policy Records of drills and mock lockdowns, including dates	
13. Are there bushfire preparedness strategies in place to manage Code Red Days?	Bushfire preparedness plans Records of drills and mock lockdowns, including dates	
14. Have staff training needs been assessed? Have they been given training (e.g. manual handling, slips, trips and falls, computer ergonomics, chemical handling)?	Training needs reports Training records	
15. Is an arborist hired (at least annually) to assess trees on College grounds? Is there a report of	Tree inspection documentation	

Item to be assessed	Evidence / Resources	Findings
high-risk trees and the frequency of maintenance?		
16. Is there a documented process in place for roof access?	Risk assessments for tasks involving roof access	
17. Does the College have a traffic management plan in place?	Traffic Management Plan	

PART B: Physical Walkthrough

Item to be assessed	Evidence / Resources	Findings
18. Is there an OHS Noticeboard showing OHS information, and policies and procedures?	Visual inspection of noticeboard with: <ul style="list-style-type: none"> • OHS Policy and Procedures • Emergency services contact details • list of First Aid Officers • location of first aid kits • evacuation maps or procedures • minutes of staff/OHS meetings • safety alerts 	
19. Are there suitable first aid facilities for staff, students, volunteers and visitors? Signage? Are they maintained, with supplies checked and re-ordered regularly?	Walkthrough of first aid facilities Signage check First Aid risk assessments First Aid Kit checklists	
20. Is there a documented process for distributing medication and recording its administration?	Administration of Medication Policy Medical Administration Log Medical Authority forms	
21. Are essential services in place and regularly serviced? Appropriately mounted and unobstructed?	Walkthrough checking accessibility of fire equipment, signage, service records (every 6 months). Check that fire extinguishers are mounted between 10 cm and 120 cm above ground with 100 cm clearance	
22. Are evacuation maps/plans on display to all? Current?	Walkthrough checking for evacuation maps in all areas (current and updated every 5 years?)	

Item to be assessed	Evidence / Resources	Findings
23. Are emergency exits appropriately signed and unobstructed?	Walkthrough checking emergency exit signage and accessible/easily opened?	
24. Are the disabled toilets free from obstruction and stored equipment?	Walkthrough and visual inspection to ensure that equipment is not stored in disabled toilets (e.g. cleaning equipment)	
25. Are work areas and floors kept clean and uncluttered? Is available storage in use and used appropriately? Are heavy items suitably stored below waist height?	Walkthrough checking that: <ul style="list-style-type: none"> • floors are clean, tidy and uncluttered • old or unused items have been removed • storage in use with heavy items on low shelves • appropriate ladders for use with higher shelves 	
26. Are changes in floor levels or type appropriately highlighted? Are there loose / unsecured mats?	Walkthrough checking: <ul style="list-style-type: none"> • Flooring changes suitably highlighted • no damaged or broken flooring • mats in good condition and have bevelled edges 	
27. Are safe strategies used to hang objects or displays in work areas and classrooms?	Walkthrough checking for safe methods of display or hanging objects	
28. Are there appropriate ladders for use in storage areas? Are they in good condition with a visible load rating?	Walkthrough checking ladders in storage areas with high shelves Visual inspection of ladder condition and load rating	
29. Are all chemicals appropriately labelled, securely stored and listed on an up to date Chemicals Register? Are Safety Data Sheets (SDS) available for all chemicals at point of use?	Visual inspection of Chemicals Register, chemicals in storage and SDS at point of use and front office	
30. Are all flammable gases and liquids (e.g. LPG, paints) stored appropriately?	Visual inspection of materials: <ul style="list-style-type: none"> • LPG is chained upright in a well-ventilated area away from an ignition source (max 10 kg per building) • appropriate SDS and signage for College BBQ • large quantities of flammable materials stored securely in flammable cabinets • staff training records 	
31. Does the cleaners' cupboard have appropriate signage? Is it kept locked?	Visual inspection of cupboard signage and cupboard lock	

Item to be assessed	Evidence / Resources	Findings
32. Are all electrical items tested and tagged? Is the Equipment Register kept up to date?	Visual inspection of the Equipment Register and all electrical items (unless under 6 months old)	
33. Are there “No Smoking” signs at all College entrances?	Walkthrough and visual inspection of all College entrances to ensure signs are in place	
34. Are shade sails and outdoor tables and chairs inspected regularly for damage, broken, missing or loose parts?	Visual inspection of Maintenance Schedule and outdoor areas	
35. Is loose fill in high use areas regularly inspected and maintained to a depth of 300 mm? Are other outdoor surfaces inspected regularly?	Visual inspection of Maintenance Schedule and outdoor areas	
36. Are drop-off / pick-up zones and driveways appropriately signed, including speed limits?	Visual inspection of signage, traffic directions and pedestrian walkways	

Appendix 2: Maintenance Schedule



Maintenance Schedule

Maintenance items – Buildings and facilities	Responsible person	Frequency	When	Completed Date	Signature of responsible person
1. Check roof condition	Executive Principal	Six Monthly	January		
			June		
2. Check foundations	Executive Principal	Annually	January		
3. Check loadbearing and structural beams	Executive Principal	Annually	January		
4. Check condition of exterior walls	Executive Principal	Annually	January		
5. Check down pipes and guttering	Executive Principal	Each Term	January		
			April		
			July		
			October		
6. Check windows for damage	Executive Principal	Annually	January		
7. Check exterior lighting	Executive Principal	Annually	January		
8. Check entry/exit doors	Executive Principal	Annually	January		
9. Check signage	Executive Principal	Annually	January		
10. Check pest control treatment	Executive Principal	Each Term	January		
			April		
			July		
			October		
11. Check interior walls (re-paint every 3 years)	Executive Principal	Annually	January		
12. Check interior doors	Executive Principal	Annually	January		
13. Check floor/floor covering condition (replace every 10 years)	Executive Principal	Annually	January		

Maintenance items – Buildings and facilities	Responsible person	Frequency	When	Completed Date	Signature of responsible person
14. Clean windows and glass doors	Executive Principal	Six monthly	January		
			June		
15. Steam clean carpets	Executive Principal	Annually	January		
16. Check interior lighting	Executive Principal	Annually	January		
17. Check indoor heating systems	Executive Principal	Six monthly	January		
			June		
18. Check indoor cooling systems	Executive Principal	Six monthly	January		
			June		
19. Check essential safety measures (e.g. fire extinguishers, hose reels)*	Executive Principal	Each term	January		
			April		
			July		
			October		
20. Check plumbing fittings, toilets and waste pipes	Executive Principal	Each term	January		
			April		
			July		
			October		
21. Check electrical equipment (test and tag)	Executive Principal	Six monthly	January		
			June		
22. Check electrical points and power boards	Executive Principal	Six monthly	January		
			June		
23. Check lighting and light switches	Executive Principal	Six monthly	January		
			June		
24. Check media outlets	Executive Principal	Six monthly	January		
			June		
25. Check extension leads and electrical cabling	Executive Principal	Six Monthly	January		
			June		
26. Service musical equipment	Executive Principal	Annually	January		
27. Check and repair tables, chairs and other furniture	Executive Principal	Six monthly	January		
			June		
28. Check cupboard and filing cabinet locks	Executive Principal	Annually	January		
29. Service kitchen equipment (ovens, fridges)	Executive Principal	Each Term	January		
			April		

Maintenance items – Buildings and facilities	Responsible person	Frequency	When	Completed Date	Signature of responsible person
			July		
			October		
30. Check kitchen grease trap	Executive Principal	Each Term	January		
			April		
			July		
			October		
31. Check gas plumbing	Executive Principal	Each Term	January		
			April		
			July		
			October		
Maintenance items - Grounds	Responsible person	Frequency	When	Completed Date	Signature of responsible person
32. Removal of flammable or easily ignited materials (e.g. branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation)	Executive Principal	Each Term	January		
			April		
			July		
			October		
33. Check stormwater drainage	Executive Principal	Annually	January		
34. Check outdoor seating areas and fill	Executive Principal	Annually	January		
35. Check weed control treatment / mulch	Executive Principal	Six Monthly	January		
			June		
36. Check paths and walkways	Executive Principal	Annually	January		
37. Maintain lawn areas and garden beds (monthly)	Executive Principal	Each Term	January		
			April		
			July		
			October		
38. Service garden equipment	Executive Principal	Six monthly	January		
			June		
39. Check of trees by arborist	Executive Principal	Annually	January		
40. Check driveway condition	Executive Principal	Annually	January		
41. Repaint car parking bays	Executive Principal	Annually	January		

Appendix 3: Inspection Checklists



General Inspection Checklist

Use this checklist to complete quarterly inspections of general areas e.g. classrooms, cafeteria, kitchen, office area, reception etc.

Inspection date	
Area inspected	
Completed by and signature	
Executive Principal signature	

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
General			
1. Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Floors are in good condition with no cracks, dips, holes, tears or rips	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Floors are clean (e.g. free from rubbish) and not slippery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Computer and other electrical leads and cables are kept clear of pathways and walkways	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Doors open and close/slide freely	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Doors locks are able to be easily opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Ceiling tiles are in place and not damaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting			
8. Lighting is in good working order (e.g. not flickering or blown bulbs)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Light covers are in place and not damaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Blinds and curtains can be drawn to reduce glare	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Stairs and landings			
11. Stairs and steps are free from obstructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12. Anti-slip resistant strips on flooring are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Anti-slip resistant strips on step edges are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. Handrails installed are in good condition (e.g. no peeling paint, rust or corrosion)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Kitchen and cafeteria			
15. Knives and sharp items are stored in a secure location	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16. Sinks are clean and free from debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17. Hot and cold taps are clearly labelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18. Food containers are correctly labelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
19. Work benches are clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
20. Exhaust fans are functional and clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21. Appliances are clean (e.g. fridge, microwave, oven, sandwich press), if applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
22. Clean tea towels/paper towel are available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
23. Oven mitts or gloves are available and in good condition for handling hot items	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Chemical management			
24. Hazardous substances are stored in a locked cupboard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
25. Chemicals are not stored in food or beverage containers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
26. Chemicals are correctly labelled with the label clearly legible and intact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
27. Dangerous goods are segregated in storage per the Segregation of Dangerous Goods Chart	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Storage			
28. Items are stored so that they are not at risk of falling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29. Storage racks are in good condition (e.g. no bowed shelves)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
30. Space below desks are free from obstructions (e.g. no boxes stored underneath)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
31. Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
32. Step ladder is available and in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
33. Trolleys are available and in good condition to transport items	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Workstations and furniture			
34. Furniture is in good condition (e.g. no damage)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Electrical equipment			
35. Extension leads are in good condition (e.g. no cracks, damage or loose plug)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
36. Electrical switchboard is locked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
37. Power boards are not connected in a "piggy back" manner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
38. Electrical points are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
39. Media outlets for data projectors are fixed and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
40. Data projector screen is secured with remote available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
41. Speaker equipment is secured with the cabling in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
42. Light switches are in good working order and not damaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
43. Damaged or faulty items of equipment have been electrically isolated and tagged out	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
First aid and emergency management			
44. First aid kit/cabinet is available and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
45. A fire blanket is available, accessible and has been inspected in the last six months (check tag)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
46. A fire extinguisher is available, accessible and has been tested in the last twelve months (check tag)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
47. An Emergency Evacuation Plan is displayed and clearly Legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
48. Emergency exit door(s) are clearly signposted, illuminated and unobstructed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Recommendations for corrective actions to address identified hazards



External Grounds Inspection Checklist

Use this checklist to complete quarterly inspections of external areas e.g. gardens, outdoor seating areas, walkways, driveways, parking areas etc.

Inspection date	
Area inspected	
Completed by and signature	
Executive Principal signature	

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
General grounds			
1. Building entrances and doorways are free from obstructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Grounds are free from rubbish and debris (including underneath buildings)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Trees and shrubs are free of dead or overhanging branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Grass has been mowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Fences are in good condition (e.g. no holes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Gates are in good condition and are able to be secured	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Ground surfaces are even in good condition with no cracks, dips, or holes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Changes in surface level have been highlighted (e.g. with yellow paint)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Drains are covered with grates	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Drains and gutters are free from debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Outdoor lighting			
11. Outdoor lighting is in good working order	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Shade sail and outdoor seating			
12. Shade sail is free from rips, holes, or tears	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Structural components are free from rust, damage, and corrosion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. Equipment is free from damage, rust and corrosion, or split wood	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. Protective coats/paint and equipment surfaces are free from damage and wear (e.g. no peeling paint)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16. Rails, bolts and other protruding sharp objects are covered with end caps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17. Bolts, nuts, screws and fastening pins are in place and secure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18. Handrails and steps are free from damage and are slip resistant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Re-bound walls			
19. Wall and footings are in good condition, free from damage, cracks, rust, and corrosion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
20. No items are fixed to the re-bound walls (e.g. basketball / netball rings etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
General workplace signage			
21. Workplace entrance is clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
22. 'No Smoking' signage is clearly displayed at all entrances to the workplace	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
23. Signage at the front gate instructing all visitors to report to the general office is clearly displayed and legible at front gate to school	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
24. Signage at the general office to notify all persons undertaking work to undergo an induction is clearly displayed and legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
25. Asbestos Containing Materials (ACM) label is clearly displayed and legible on all buildings where ACM has been identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
26. HAZCHEM Signage is located at the main entrance to the property (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Traffic			
27. Road surfaces are even and in good condition (e.g. no potholes or dips)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
28. Barriers to protect pedestrian walkways/pathways are in good condition and are free from rust and corrosion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29. Designated parking areas are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
30. Designated disabled parking areas are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
31. 'No Parking' areas are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
32. Emergency service access and parking areas are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
33. Road directional signage is clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
34. Speed signage is displayed and legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
35. Pedestrian crossings are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Outdoor shed and storage areas			
36. Work benches are clean and free from debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
37. Storage racks are in good condition (e.g. no bowed shelves)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
38. Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
39. Items are stored so that they are not at risk of falling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
40. Entrance, doorways, and floors are kept free from obstructions (e.g. boxes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
41. Floors are clean (e.g. free from rubbish) and not slippery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
42. Doors locks are able to be easily opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
43. Safe Work Procedures are displayed next to items of static/ fixed plant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
44. Electrically powered plant and equipment has been tested and tagged and are within date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
45. Power cords are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
46. Guarding in place on all items of machinery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
47. Chemicals are not stored in food or beverage containers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
48. Chemicals are correctly labelled with the label clearly legible and intact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
49. Hazardous substances stored in a lock cupboard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
50. Dangerous goods are segregated in storage per the Segregation of Dangerous Goods Chart	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
Water tanks			
51. Water tanks are in good condition and are free from visible damage or leaks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
52. Access points to the tank are secured	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Emergency response			
53. Assembly points are designated and have appropriate access to emergency equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
54. There is access to facilities and grounds for emergency vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Recommendations for corrective actions to address identified hazards

Appendix 4: Induction Checklists



Employee OHS Induction Checklist

Employee name	
Position / role	
Induction date	

Question	Yes	No
1. Has the employee been provided with access to the College's OHS Policy and related procedures and checklists?		
2. Has the employee been given a site tour of the College?		
3. Has the employee been shown the amenities, such as staffroom and toilets?		
4. Has the employee been advised of emergency and evacuation procedures, emergency exits, assembly points and who to contact?		
5. Has the employee been shown the first aid facilities?		
6. Has the employee been provided with the information on how to report hazards, incident or near misses?		
7. Has the employee been informed about College security procedures?		
8. Has the employee been shown the accident and incident reporting procedure (Accident and Incident Reporting Policy), the Accident and Injury Register, and the Incident Report Form?		
9. Has the employee been shown the Bullying and Harassment Prevention Policy and the Bullying / Harassment Incident Report?		
10. Has the employee been shown College traffic management and car parking procedures?		
11. Has the employee been shown the Chemicals Register and the procedure for the onsite safe storage of flammable liquids and materials?		
12. Has the employee been provided with applicable Personal Protective Equipment, such as gloves, masks or glasses?		

Employee signature	
Deputy Principal / Curriculum Leader name and signature	



Volunteer / Visitor OHS Induction Checklist

Volunteer / Visitor name	
Tasks to be performed	
Induction date	

Question	Yes	No
1. Has the volunteer / visitor been provided with information on the College's OHS Policy and required conduct (e.g. no smoking)?		
2. Has the volunteer / visitor been given a site tour of the College?		
3. Has the volunteer / visitor been shown the amenities, such as staffroom and toilets?		
4. Has the volunteer / visitor been advised of emergency and evacuation procedures, emergency exits, assembly points and who to contact?		
5. Has the volunteer / visitor been shown the first aid facilities?		
6. Has the volunteer / visitor been provided with the information on how to report hazards, incident or near misses?		
7. Has the volunteer / visitor been informed about College security procedures?		
8. Has the volunteer / visitor been shown the accident and incident reporting procedure (Accident and Incident Reporting Policy), the Accident and Injury Register, and the Incident Report Form?		
9. Has the volunteer / visitor been shown the Bullying and Harassment Prevention Policy and the Bullying / Harassment Incident Report?		
10. Has the volunteer / visitor been shown College traffic management and car parking procedures?		
11. Has the volunteer / visitor been shown the Chemicals Register and the procedure for the onsite safe storage of flammable liquids and materials?		
12. Has the volunteer / visitor been provided with applicable Personal Protective Equipment, such as gloves, masks or glasses?		

Volunteer / visitor signature	
Deputy Principal / Curriculum Leader name and signature	



Contractor OHS Induction Checklist

Contractor name and company	
Tasks to be performed	
Induction date	

Question	Yes	No
1. Has the contractor provided evidence of their competency to undertake the works (i.e. licences and/or certificates as well as public liability and Workers compensation insurance, Working With Children Clearance)?		
2. Has the contractor provided the school with a current Job Safety Analysis (JSAs) and/or SWMS (Safe Work Method Statement) for tasks to be performed?		
3. Has the contractor identified the hazards associated with the proposed works and implemented control measures (from setting up the work area to completion of the job)?		
4. Have access arrangements been confirmed, including signing in/out and wearing identification?		
5. Has the contractor notified the school of vehicles, equipment and materials to be used on the site?		
6. Has the contractor been provided with a site-specific induction and site tour?		
7. Has the contractor been provided with the relevant policies (e.g. OHS policy, smoking, conduct/behaviour)?		
8. Has the contractor been briefed about known hazards at the school which may affect their work, including Hazardous Substances and Dangerous Goods stored on site?		
9. Has the contractor been informed of hazard, incident and near-miss reporting?		
10. Has the contractor been provided with a copy of a current Asbestos Register or clearance certificates (if applicable)?		
11. Has the contractor been informed of the school's first aid facilities and the injury reporting procedures, including the location of the injury register?		
12. Has the contractor been informed of traffic management/car parking and vehicle access on the school site (if applicable)?		
13. Has the contractor been informed of any restrictions of timing of tasks (i.e. vehicle access, use of heavy machinery, noise or dust on the school site)?		
14. Has the contractor put in place appropriate isolation barriers (if required)?		
15. Has the contractor displayed appropriate safety signage (if applicable)?		
16. Does the contractor have procedures to dispose of rubbish and waste appropriately and without risk?		
17. Upon completion of work at the school, will the Deputy Principal/Curriculum Leader (or nominee) inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person?		

18. If working at heights, have contractors brought appropriate equipment such as harnesses?		
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Contractor signature	
Deputy Principal / Curriculum Leader name and signature	

Appendix 5: Bushfire Maintenance Schedule



Bushfire Maintenance Schedule

Maintenance item	Term 1	Term 2	Term 3	Term 4
Removal of branches overhanging buildings	X	X	X	X
Removal of debris and rubbish around and under buildings	X	X	X	X
Removal of debris in gutters and down pipes	X	X	X	X
Removal of dry grass and vegetation	X	X	X	X
Check dangerous chemicals are stored in a locked cupboard	X	X	X	X
Check chemicals are correctly labelled and containers not leaking	X	X	X	X
Check flammable chemicals are segregated from ignition sources	X	X	X	X
Obstructions removed from building exits	X	X	X	X
Check assembly points are designated on evacuation plans	X	X	X	X
Check assembly points are accessible by emergency vehicles	X	X	X	X
Check emergency vehicles have access to College buildings and facilities	X	X	X	X

Note: X indicates when maintenance items will be undertaken during each school term.

Appendix 6: Bushfire Preparedness Checklist



Bushfire Preparedness Checklist

Complete this checklist at the start of each term to ensure that bushfire and grassfire hazards are identified and corrective action has been taken.

Date	
Completed by and signature	
Executive Principal signature	

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
General grounds			
1. Building entrances and doorways are free from obstructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Grounds are free from rubbish and debris (including underneath buildings)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Trees and shrubs are free of dead or overhanging branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Grass has been mowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Drains and gutters are free from debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Clear access for emergency vehicles to College grounds and facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
General indoors			
7. Doorways and floors are free from obstructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Stairways, landings and steps are free from rubbish and debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Emergency/exit signage visible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Spills have been cleaned up	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11. Functioning smoke alarms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12. Evacuation plans displayed and legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Chemical management			
13. Hazardous substances are stored in a locked cupboard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. No leakage or spillage from chemical containers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. Chemicals are correctly labelled with the label clearly legible and intact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16. Potential ignition sources well separated from chemical storage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17. Air conditioning checked and filters cleaned within the last 12 months	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Electrical equipment			
18. Electrical equipment tested and tagged in last six months	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
19. Damaged or faulty equipment tagged and electrically isolated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
20. Power cords in good working order	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21. Power boards are not connected in a "piggy back" manner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Emergency equipment			
22. First aid kit available and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
23. Fire extinguishers and hose reels checked in the last six months	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Inspection item	Tick relevant box <input checked="" type="checkbox"/>		
24. Fire appliances accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
25. No missing or discharged fire extinguishers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
26. Fire alarms/evacuation alarm working	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
27. Emergency exits uncluttered and illuminated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
28. Emergency lighting operational	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Other			
29. Shelter-in-place location designated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
30. Evacuation drill held in the last 3 months	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Assembly areas			
31. Assembly points designated on evacuation plans and accessible by emergency vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
55. Safe and unobstructed pedestrian travel paths to assembly points	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Recommendations for corrective actions to address identified hazards