



BUNBURY REGIONAL COMMUNITY COLLEGE

Occupational Safety and Health Policy



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1. Purpose

Bunbury Regional Community College seeks to promote and maintain the highest degree of safety, health and wellbeing of staff, students, parents/carers, visitors, volunteers and contractors by establishing and maintaining work practices that are safe and minimise risk to health.

BRCC is committed to uphold, observe and implement the requirements of the *Occupational Safety and Health Act 1984 (the Act)* and will provide and promote a safe workplace where:

- hazards are minimised and controlled;
- all staff are informed and take reasonable care at work; and
- the resolution of issues is prompt, consultative and follows legislative requirements.

A healthy and safe working environment is essential to running of our College successfully. Promoting and maintaining a safe working environment is a responsibility shared by all members of the BRCC College community, volunteers, and contractors. It is everyone's responsibility to make sure their actions do not adversely affect the health and safety of themselves and others.

The Policy reminds all BRCC employees and contractors that there is a general duty of care requirement imposed on them under the Act to take reasonable care of their own safety while on College premises.

2. Scope

This policy is applicable to the Bunbury Regional Community College staff, students and parent/carers, volunteers, and contractors. The College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff, contractors, parent/carers and volunteers to share this commitment.

BRCC may, from time to time, review and update this policy to take account of changes to the college's operations and practices and to make sure it remains appropriate to the changing legal and school environment.

3. Definitions

Agreed Relevant Procedure Section 24 of the Act specifies that an employer's attempts to resolve occupational safety and health issues shall follow an agreed relevant procedure. The procedure specifies the resolution process to be followed by all staff of the College.

CARE School

A Curriculum and Re-engagement in Education school, established and registered solely for the education of students at educational risk.

Child a child is defined in the *Children and Community Services Act 2004 (WA)* as a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age. For the purposes of this policy the words 'child' and 'student' are used interchangeably.

Child of compulsory school age means a child who is required to be enrolled in an educational programme as per section 9(1) of the *School Education Act 1999*.

College community is the students, school staff (teachers, administrators, other staff and volunteers), parents and carers, board members, and others with an interest in the school.

Contractors – People that are engaged by BRCC to undertake services at the College.

Duty of Care is a duty under common law to ensure that reasonable care is taken to minimise the risk of harm to students while they are on the College premises during the hours when the College is open, and during College-related off-site activities.

Non-compliance notices include an improvement or prohibition notice issued by WorkSafe WA inspectors when a breach of the OSH Act or the regulations is occurring and has not been remedied. It states the reasons for the inspector issuing the notice and must include a reference to a specific regulation or provision of the Act.

Provisional improvement notice (PIN) can be issued by a safety and health representative when they are of the opinion that a breach of the OSH Act or the Regulations is occurring and has not been remedied. The person who has been issued with the PIN has the option to request a review by a WorkSafe WA inspector within the stipulated time. Failure to comply with a notice within the given time is an offence under OSH legislation.

Teacher means (a) a person who is registered under the *Teacher Registration Act 2012*; or (c) a person who provides instruction in a course that is (i) mentioned in the *School Education Act 1999* section 11B(1)(a), (b) or (e); and (ii) prescribed for the purposes of this definition; or (d) a person who instructs or supervises a student who is participating in an activity that is (i) part of an educational programme of a school under an arrangement mentioned in the *School Education Act 1999* section 24(1); and (ii) prescribed for the purposes of this definition.

Volunteers – Unpaid people assisting with activities undertaken by the College.

4. Policy

1. Context

Bunbury Regional Community College (BRCC) is a 'Curriculum and Re-engagement in Education' (CARE) School that caters specifically to students who have disengaged from mainstream education. The College offers a full-time alternative education program under the *School Education Act 1999 (WA)*.

BRCC employees must take reasonable care for their own safety and health and avoid adversely affecting the safety or health of any other person through any act or omission at work. All employees are required to follow all instructions and safe working procedures established to protect their safety and that of others, and to report all identified hazards and accidents/incidents in the workplace to the Principal.

Objectives

- It is the aim of the College to protect students and staff from any health hazard which may arise out of their class environment or their work conditions.
- BRCC undertakes as far as practicable to:
- Make sure our staff can work in an environment that meets their needs for safety, health and well-being at work;

- Prevent accidents and ill-health caused by working conditions;
- Provide training, support, and adequate supervision of all staff to enable the safe performance of duties/tasks;
- Develop and implement preventative strategies, which include workplace design, the identification of hazards in the workplace and taking appropriate remedial action to control the hazards;
- To ensure that all management and supervisory staff are responsible and accountable for minimising the potential for occupational injury to and illness of students and staff within their area of responsibility.
- To ensure that appropriate standards of workplace safety are maintained at all times;
- To raise the importance of Occupational Safety and Health (OS&H or OSH) issues within the school;
- To create a team approach to health and safety issues;
- To proactively deal with the different campus-based issues including any hazards or potential hazards identified around the College.
- To perform regular occupational safety and health audits of risks to staff and others on campus each term in Week 2 using Worksafe's Education Checklist; and to have an external audit conducted every 5 years.
<https://www.commerce.wa.gov.au/sites/default/files/atoms/files/educationchecklist.pdf>
- To perform an audit of the premises condition around the College at the end of terms 2 and 4 every year using the BRCC Workplace Inspection Checklist (Appendix 2).

We recognise that employee consultation and participation in our safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation will be included in the process of risk assessments and the development of any safe work practices when these occur.

Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management. Regular meetings to consult and inform employees on safety issues shall be conducted through staff meetings as required, or by all staff emails in some cases.

Responsibility

School Principal

- The Principal is responsible for the provision of a safe and healthy work and study environment;
- Ensures that Legislative requirements in relation to Safety and Health are met;
- That management practices within the College reflect appropriate concern for health and safety.
- That all staff are familiar with the health and safety requirements
- That evacuation procedures are clearly posted in every room of the school.
- That staff and students are trained in evacuation procedures All staff are made aware of the assembly points should an emergency occur.
- Ensures safe systems of work are established, supervised and reviewed;

- Establishes a program to manage the College's OS&H risks;
- Ensures that management practices do not impact on safety and health of staff;
- Ensures that all equipment is in sound working order and regularly serviced;
- Ensures the provision of information, training and supervision to staff and students on:
 - the potential health and safety risks associated with their tasks
 - their responsibilities to follow safe work practices;
 - reporting and investigating all safety incidents;
 - taking all reasonable steps to rectify identified hazards;
- Ensures that Occupational Safety and Health Committee (if applicable) meets regularly;
- Ensures a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the Service.
- Families can be provided with a copy of the emergency evacuation procedures and emergency evacuation plan upon request.
- Ensures staffing rosters for excursions consist of at least one educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.
- Teachers have ready access to a telephone at all times to enable immediate communication to and from emergency services.

The School Board

- Changes to legislative requirements are corresponded to the school community
- That regular health and safety checks are conducted.
- Risk assessments and emergency procedures are assessed and updated annually or as circumstances change

Teachers

Are responsible for ensuring:

- That all actions are adhered to the safety guidelines set down by the College.
- Do Not climb on desks or cupboards when hanging things from the ceiling or walls. Use a ladder or appropriate climbing equipment.
- Report any incident or near miss incidents by completing the appropriate incident form on Employment Hero so that all matters can be investigated, and a record kept, this is to satisfy requirements of the Act and help the Safety and Health committee (if applicable) and Principal make the school a safer place
- Report any malfunctioning or damaged equipment.

Admin Staff

- Co-operate with school OS&H policies and procedures

- Reports any hazards or accidents as soon as practical
- Follow instructions on safe work practices
- Provide First aid treatment to students if and when required
- Ensure that all stairways and exit doors are clearways

Cleaners

- Responsible in ensuring that all chemicals are clearly labelled and stored in a locked cupboard. Data sheets should be maintained for all chemicals.
- Reports any hazards or incidents/accidents including all near misses.
- Follow instructions on safe work practices which includes slips and trips and manual handling.

Volunteers/Contractors/Parent/Carers/visitors

- Comply with the school's OS&H policies and procedures
- Reports any hazards or safety incidents spotted or identified.
- Ensuring they receive a school safety induction if and when required.

Implementation

Occupational Safety and Health is a shared responsibility of the College Board, the Senior leadership team and all staff. The Corporate Services Manager in consultation with the Principal will seek the Board to allocate funds to ensure that any OSH Committee at both campuses are appointed/established and supported to put in place safety infrastructure and initiatives, as well as provide adequate resourcing to ensure that BRCC safety representatives receive appropriate training.

1. Occupational Health and Safety Representatives at all BRCC campuses, will be established if requested and meet at least once per term with a member of the senior leadership team.
2. Recommendations resulting from any OSH safety audits shall be fully investigated and implemented as soon as practicable.
3. A record of first aid trained personnel on BRCC campuses will be maintained and kept up to date at all times. Information will be recorded in Employment Hero.
4. A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register will be made known, adhered to and maintained. All employees may raise OSH concerns directly with the Safety Representative or Principal and/or Campus Manager at any time.
5. All accidents, incidents and near misses shall be recorded in Employment Hero and reported to the Campus Manager and/or Principal and other appropriate authorities if and when required. Further information may be gathered about the accident or incident. Reportable incident reports will be made to the Board, and to the Department of Education within the required 48 hours of the incident.
6. WorkCover and rehabilitation issues are to be referred to the Principal and/or Campus Manager.

7. The OSH Representative shall conduct regular 'walk through' safety audits and inspections using the approved checklists.(Appendix 2)
8. An Occupational Health and Safety review will be conducted annually or after any serious incident by the appointed representative in consultation with the Board and Principal. The outcomes of this review will be minuted in the OSH Committee report and reported to the Board by the Principal.
9. This policy will be reviewed every year as part of the BRCC policy review cycle.

Occupational Safety And Health Committee

Formation

While OSH committees are not mandatory under the Act, the College supports their formation. The Board, Principal, or staff members may request the formation of a committee. Where such a committee is requested, one must be formed.

In the absence of an OSH committee being requested and formed, the audit duties are to be delegated to a staff member by the Principal to ensure reporting and safety checks are completed in the time frames noted within this policy from the BRCC Compliance Register.

The functions of a safety and health committee are to:

- facilitate consultation and cooperation between an employer and his/her employees in initiating, developing, and implementing measures designed to ensure the safety and health of employees at the workplace;
- keep itself informed as to standards relating to safety and health generally recommended or prevailing in workplaces of a comparable nature and to review, and make recommendations to the employer on rules and procedures at the workplace relating to the safety and health of the employees;
- recommend to the employer and employees the establishment, maintenance, and monitoring of programs, measures and procedures at the workplace relating to the safety and health of the employees;
- keep in a readily accessible place and form such information as is provided under this Act by the employer regarding the hazards to persons that arise or may arise at the workplace;
- consider and make such recommendations to the employer as the committee sees fit in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace
- consider such matters as are referred to the committee by a safety and health representative; and
- perform such other functions as may be prescribed in the regulations or given to the committee, with its consent, by the employer.

The OSH committee will:

- Maintain an up-to-date knowledge of legislative requirements of health and safety.

- Review Occupational Safety and Health practices in line with relevant legislation and make appropriate recommendations to the Principal on issues, priorities, and future actions. The Principal will make a report to these actions to the Board.
- Follow up recommendations to ensure implementation occurs.

BRCC Representative

A person appointed to represent the interests of the College management on the Occupational Safety and Health Committee. Appointees must have sufficient authority to implement preventative measures and to act on behalf of the School in matters associated with health and safety.

Occupational Safety and Health Representative

An employee of the College elected (where there is only one nomination, appointed) by the employees of the College to represent the employees' interests. Where, for whatever reason it is practical to designate separate work groups within the College (such as teachers/non-teachers, separate campuses, different shifts, etc) the Representative can only represent the interests of the designated work group they have been elected to

Student Health Care

BRCC will assist students to look after their health and wellbeing and have access first aid while they are attending school and school-based activities.

BRCC has a School nurse and a Sick Bay room and several first aid kits to assist students. BRCC is working to have the majority of teachers trained in first aid. Staff are required to be aware of their responsibilities under this policy, including the duty to take reasonable care for the health of students and to comply with reasonable requests for health assistance.

BRCC has policies for Asthma Care and Allergy and Anaphylaxis Management providing staff with knowledge and procedures that all staff must read.

The College will make every effort to ensure that health care standards are met, that identified health risks are minimised and that good health care habits are promoted. However, BRCC only provides medical support and minor first aid services to its students.

Accordingly:

- Students who are not feeling well at the start of the school day should be kept at home for their own safety and to ensure minor illnesses are not contracted by others;
- If students become unwell at school, parent/carers will be contacted and requested to collect the student;
- No student is to remain in Sick Bay for more than one (1) hour, and are to be checked on by staff regularly during this time;
- Where an injury occurring at school requires a hospital or consultation with a medical practitioner, parent/carers will be contacted if possible before any action is taken. If no parent/carer is available, BRCC will try to contact the nominated emergency contact.
- In the case of any serious emergency, the College's Administration Officer may call an ambulance to take a student to hospital as directed by the Principal, Campus Manager or Nurse.

- The cost of the ambulance will be borne by the parent/carer. If you are experiencing difficulty in paying your ambulance bill, please contact the St Johns Accounts Department staff who can assist you to establish a payment plan. Please call (08) 9334 1212 for assistance.

Responsibilities: Principal, Campus Managers

- Access the most appropriate level of professional advice and assistance (e.g. school nurse where available, school staff or outside medical services) ;
- Negotiate a health care authorisation with parents, school staff and appropriate health professionals (e.g. medical practitioner, local pharmacist, private nursing service) on the appropriate level of care that the school can provide in terms of medication/procedure, health maintenance procedures, and/or emergency medical procedures;
- Ensure that the necessary training is undertaken by relevant staff members;
- Ensure that relevant school staff are fully aware of specific health care needs of particular students;
- Ensure that in routine circumstances the Staff administer medication or undertakes the health maintenance procedure or emergency medical procedure in accordance with the agreed plan;
- Assure parent/carers that student needs will be dealt with in a professional and confidential manner;
- Implement appropriate anti-discrimination measures against students or staff with actual or imputed infection;
- Arrange the safe and confidential storage of students' health care records;
- Inform staff of their legal rights and obligations; and
- Develop good health practices in the school and appropriate student health education prevention and curriculum knowledge bases inclusive of drug education programs.

Responsibilities: Teachers

Wherever a student-teacher relationship exists, the teacher has a special duty of care towards students. The likelihood of injury to students must always be foreseen by educators. Educators are required to adequately supervise students, to protect them from both known hazards and those which the teacher should reasonably have foreseen in the circumstances.

They will also:

- Undertake first aid training so that in emergency situations provide essential health care for a student if professional assistance cannot be promptly accessed;
- Pass on any medication received from students to the Administration Team;
- Deal with sensitive student information in a professional manner;
- Promote good health practices in the College.
- If a student becomes unwell or injured in class, assess the situation and if necessary, take the student to the school nurse or the Administration team.
- The organising teacher is responsible for the collection of adequate medical information and consent to go from parent/carers prior to any camp or excursion.

Responsibilities: Parent/Carers

- Share responsibility with BRCC in managing the delivery of an appropriate level of care to the students.
- Advise the College if the student is likely to be affected by medication.

- Advise if the student is bringing any medication that BRCC considers should be stored.
- Advise the College of any medical condition.
- Advise the College and return any appropriate forms regarding any medical condition for which the student is taking medication and/or emergency authorisation is needed and conveys the prescribing doctors written advice.
- Arrange for the student to self-medicate (provided this is supported by medical advice) or for another avenue of support if it cannot be provided by BRCC.
- Ensure medication is current and appropriately labelled.

Self-medicating students:

- Students may administer their own medication and health maintenance if this has been authorised by their parent/carers.
- Students must have a valid medical reason for carrying prescribed medicine to College and may only carry the prescribed dosage for that day. It must be appropriately contained, clearly labelled with the student's name, name of medication and dosage, unless the medication is supplied in a form which renders this impractical or unsafe.
- The student may be supervised/assisted by BRCC staff.

All other medicating students:

- On arrival students will pass all medications for both long- and short-term conditions to the School Administration for safe storage and administration.

Responsibilities: School Nurse and School Administration Staff

In addition to other duties, the School Nurse and Administration Staff will show respect toward the students in their care by adhering to the following at all times, including when the student is unconscious:

Tell the student what they are about to do before touching the student.

- Never remove undergarments including underpants and bras. Where respiratory problems, burn, or bleeding is restricted by undergarments, bras may be loosened but not removed.
- Outer clothing may be loosened in accordance with first aid procedures.
- Never unnecessarily touch the student when administering first aid.
- When procedure necessitates examining a student in areas around and under undergarments, a fellow staff member of the same gender of the student, where available, must be present.

Hygiene Of Sick Bay Room And Equipment

- BRCC has an appropriately stocked Sick bay Room with normal personal and room hygiene standards adhered to.
- Dispose of disposable medical supplies into a bin immediately after use.
- Non-disposable items are to be cleaned or sterilised after use according to instructions. Asthma spacers must be washed in hot soapy water, rinsed and drip-dried.

Supplies

The School Nurse is responsible for the upkeep and replenishment of supplies and equipment for the Sick Bay Room, first aid kits/cabinets throughout the school. Expiry dates of supplies and medications are checked each term.

Cabinets/Kits

Each first aid cabinet or kit will contain or have with it a suitable and current first aid manual. Each portable first aid kit has with it a suitable first aid manual of a smaller size and, where appropriate, specialised to the activities being undertaken.

First aid cupboards and kits contain the relevant type and quality of supplies to suit the requirements or activities undertaken by BRCC.

Off-School Activities

A first aid kit containing the relevant supplies to the activities undertaken is taken whenever an off-school activity takes place, for example school camps and hiking trips. Staff or teachers in charge are responsible for ensuring an appropriate first aid kit is taken on all off-campus activities, and that some first aid trained staff members are in attendance.

Staff are responsible for ensuring students have adequate sun protection for outdoor activities and are able to stay hydrated at all times on the excursion by making sure there is access to drinkable water. Appropriate and healthy meals will be provided as required. Please refer to the BRCC Healthy Food and Drink Guidelines.

Exclusion from School

Students who are unwell at the beginning of the school day should be kept at home, and parent/carers will be contacted to collect students who become unwell at school.

Furthermore, BRCC requires non-attendance or non-participation in an educational program of the College by any student who is suffering from a medical condition that is infectious, contagious or otherwise harmful to the health of the persons at the College.

Enrolment Information

On enrolment to BRCC, parent/carers are required to fill out a Student Medical Information form and if applicable a Medication Request form, and/or Asthma Record, and/or Anaphylaxis form, and lodge it with the School Administration, notifying the College of pre-existing medical conditions and any medication the student may be taking.

For any severe conditions or disabilities, discussion and negotiation is to take place with the Principal and/or Campus Manager about how the health care of the student will be managed. Parent/carers are also required to provide information on new medical conditions and medications by following the above procedure.

Contractors

Please refer to the BRCC Contractors Policy for full information.

All Contractors and their employees are required to be suitably trained and are competent to carry out the work required of them.

The Contractor must ensure that work is carried out in compliance with relevant Federal or State Legislation.

All Contractors and/or their employees must abide by the BRCC Occupational Safety and Health Policy and other College policies that apply to them.

All Contractors and/or their employees must ensure that all plant, equipment and machinery is of a suitable type and capacity to complete the task. It should also be in good order and condition. The Contractor shall also ensure that any plant, equipment and machinery is used properly so that persons are not exposed to hazards.

Consumption, use and possession of alcohol and drugs is not permitted at the College. No Contractor and/or their employees are to be permitted on the school under the influence of drugs and/or alcohol. Smoking is also prohibited on all BRCC grounds and premises.

Contractors shall ensure that they maintain their work area in a clean and tidy manner. Rubbish is to be removed and access and exits kept clear and free from obstruction.

Emergency Procedures

Contractors shall ensure each employee is aware of emergency procedures to be taken in the event of:

- A fire
- An emergency evacuation (e.g.: accident, bomb threat); and
- Other procedures as relevant.

Work Permits

If work permits are required, for example where a confined space entry or hot work procedures are in place, they are to be adhered to.

Potential Hazards

Contractors and employees are required to carry out their work in a manner that does not expose themselves or others in the workplace to a hazard.

Reporting

Contractors shall ensure that they and their employees are aware of the BRCC procedures for reporting accidents, "near miss" incidents and hazards.

Hazardous Substances

Hazardous substances may have harmful effects on people, either directly through toxic effects, or indirectly through causing a fire or hazardous reaction. Hazardous substances may be in the form of a liquid, solid or gas. Examples are poisons, and substances that could cause burns, eye irritation or cancer.

BRCC staff have a duty to manage chemicals in a safe manner. This includes maintaining a hazardous chemicals register and holding current Safety Data Sheets (SDSs) for each hazardous chemical and ensuring all containers are appropriately labelled.

Where you may find chemicals at BRCC:

Staff areas and kitchens - *washing up liquid, dishwasher chemicals.*

Art classrooms - *paints, solvents, glues.*

Technical classrooms - *solvents, stains, glues.*

Cleaner's storerooms - *cleaning detergents, bleaches, drain cleaners.*

Maintenance sheds / rooms - *petrol, paints, spray paints, oils.*

A Material Safety Data Sheet (MSDS) is a document that provides information about a hazardous substance and how to safely use it at the workplace. It must be written in English and contain the information outlined in the [National Code of Practice for the Preparation of Material Safety Data Sheets \[NOHSC: 2011 \(2003\)\]](#).

For hazardous substances classified under the GHS classification system, the Safety Data Sheet (SDS) must contain the hazard classification, hazard statements and precautionary statements set out in the [Globally Harmonised System of Classification and Labelling of Chemicals 3rd revised edition](#).

Dangerous Goods

Dangerous goods are substances that maybe corrosive, flammable, explosive, spontaneously combustible, toxic, oxidising or water reactive. Dangerous goods can be deadly and seriously harm people, property and the environment. They are grouped into nine classes on the basis of immediate physical or chemical effects such as fire, explosion, corrosion or poisoning. They are most easily identified by a diamond shaped symbol on the label.

Dangerous goods and hazardous substances are classified according to different criteria. The same substance can be both a hazardous substance and a dangerous good.

Many people overlook the health effects of chemicals which can build up in their bodies over years or decades from regular exposure to a substance. This is a major cause of workplace illnesses and diseases around the world.

Material Safety Data Sheets

The best way to reduce the risk with chemicals is to buy safer chemicals in the first instance. You can assess a particular chemical by reading the manufacturer's Safety Data Sheets (SDS) which contains detailed technical information on the chemical.

Safety Data Sheets are also known as Material Safety Data Sheets (MSDS).

Paper or electronic copies of SDSs are available from the supplier or by downloading them from the relevant manufacturer's website.

They are essential when training staff and students on the safety precautions for using a particular substance.

Suppliers such as manufacturers, importers and wholesalers have a legal obligation to provide SDSs when requested. However, retailers such as supermarkets, hardware stores and discount shops do not have a legal obligation to provide you with copies.

Hearing safety

Earplugs must be worn for certain activities such as woodwork to protect staff and students hearing. Students must be provided with safety training prior to undertaking activities.

Equipment

The *Occupational Safety and Health Act 1984* states that the duties of the employer include providing and maintaining a working environment where employees are not exposed to hazards (s19). A contravention of this may result in gross negligence of the employer in certain circumstances (s18A).

The Occupational Safety and Health Regulations 1996 states that the person having control of the workplace or access to that workplace, i.e. employer, must ensure that all portable plug-in electrical equipment and residual current devices (RCDs) at the workplace are safe and appropriately inspected, tested and maintained by a competent person.

Electrical tagging and testing and annual checking of equipment by professional tradespeople is part of the building and maintenance schedule in the BRCC Buildings and Maintenance Policy.

Emergency and Fire Safety

Monthly tests of alarm systems and smoke detectors is part of the building and maintenance schedule in the BRCC Buildings and Maintenance Policy.

Discovering an Emergency

Any staff, who discover an emergency, are required to alert the Principal or Campus Manager (the responsible person) immediately so that they can determine and implement control measures.

After immediate assessment, the responsible person will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

Evacuation Drills

Rehearsals of evacuation and emergency procedures are conducted at least every three months.

Rehearsals involve all staff and students must resent on the day and may be practised randomly, without warning and at different times of the day.

Rehearsals of the emergency and evacuation procedures are documented, and an evaluation of each rehearsal is completed by the Principal or nominated using an Evaluation of Emergency Evacuation Drills form.

The Evaluation of Emergency Evacuation Drills form will be used to inform future evacuation policies and procedures.

Risk Assessments and Emergency Procedures

Risk assessments and emergency procedures are assessed and updated annually or as circumstances change.

A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit.

All staff are made aware of the assembly points should an emergency occur.

Families may be provided with a copy of the emergency evacuation procedures and emergency evacuation plan upon request.

Excursion rosters are required to have at least one staff member who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.

Teachers have ready access to a telephone at all times to enable immediate communication to and from emergency services.

Buildings and Maintenance

Checking that all BRCC buildings and property is all in good condition is part of the building and maintenance schedule included in the BRCC Buildings and Maintenance Policy.

Kitchen and food preparation areas

Staff are required to practice at proper hygiene in food preparation areas and to ensure students do the same. Students must be supervised when using sharp knives at all times. Knives are to be kept in areas that students cannot access without a member of staff being present.

Health and hygiene for food handlers

Under Standard 3.2.2 - Food Safety Practices and General Requirements, as a food handler you need to do whatever you can to make sure you do not make food unsafe or unsuitable. <https://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/>

Be clean and careful

- wash and dry your hands thoroughly
- stop hair, clothes, jewellery or phone touching food or surfaces (e.g. tie hair back, remove loose jewellery, cover open sores)
- don't touch ready-to-eat food with your bare hands - use tongs or gloves
- wear clean clothing and aprons
- do not eat, spit, smoke, sneeze, blow or cough over food or surfaces that touch food.

You need to tell the Campus Manager or Principal if you think you are sick or have contaminated food in any way.

Wash your hands properly

- use the sink provided just for hand washing
- wet your hands under warm running water
- lather them with soap and thoroughly scrub fingers, palms, wrists, back of hands and under nails for about 15 seconds
- rinse hands under warm running water
- turn off taps using a paper towel or elbow
- thoroughly dry your hands with a single-use towel.
-

When to wash your hands

- before you start handling food or go back to handling food after other tasks
- before working with ready-to-eat food after handling raw food
- after using the toilet
- after smoking, coughing, sneezing, using a handkerchief or tissue, eating or drinking
- after touching your hair, scalp, nose, etc.
- after doing anything else that could make your hands dirty, like handling garbage, touching animals or children, or cleaning duties.

What if I'm sick?

Some illnesses can be passed to people through food – these are called foodborne illnesses (e.g. gastro and hepatitis A). If you know or think you have a foodborne illness (e.g. you have vomiting, diarrhoea or fever):

- tell your supervisor
- do not handle food if it's likely to become contaminated

- only return to food handling when a doctor says you are well enough (usually 48 hours after symptoms have stopped).

Safe Driving

Staff must ensure that they hold a current drivers licence for the appropriate class of vehicle they are driving. At commencement with BRCC employees are required to sign a Motor Vehicle User Agreement and a Drivers Questionnaire (for insurance purposes).

BRCC vehicles must be driven only for approved purposes and log books maintained for pool vehicles along with a vehicle inspection before and after use.

The Administration Officer is responsible for ensuring vehicles are adequately maintained and serviced.

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. BRCC will not accept liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the Company vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

Staff and students are not permitted to smoke in company vehicles.

Drivers are not permitted to use their mobile phones or use SMS while driving. Employees will be responsible for repair costs where damage to the vehicle is due to negligence on the part of the employee.

Employees must notify BRCC immediately if their drivers licence is suspended or if they are without a licence, or due to any other illegal activity.

Staff have a duty of care towards students and are required to drive safely and within the speed limit at all times.

Accident Reporting

Any accident including near misses must be reported to the Principal and entered onto Employment hero as an incident report.

In the event of an accident Campus Managers under direction of the Principal will:

- investigate any matter that has been brought to their attention, determine any action required and notify the employee(s) concerned of the outcome of the investigation and the intended action to be taken;
- Campus Managers need to record accidents/incidents and injuries at the workplace, details of investigation conducted, and control measures implemented to prevent further occurrences;
- advise any elected occupational safety and health representatives for that workplace of any accident or incident occurring at the workplace and provide them an opportunity to carry out an investigation in a timely manner; – e.g. a process to investigate what happened and how to avoid it happening again.

Manual Handling

Most jobs involve doing some kind of manual tasks. These include lifting, pushing, pulling or carrying.

Manual handling is an activity that is simply part of everyday life; it cannot be avoided so we must do our best to make sure that we are using the safest techniques possible to avoid injury. It is defined as any activity that requires an individual to exert a force to push, pull, lift, carry, lower, restrain any person, animal or thing.

Using unsafe manual handling techniques (e.g. incorrect lifting techniques, incorrect posture and moving items that are too heavy for a single person) can cause a variety of musculoskeletal injuries which can impact upon the person's ability to work and their quality of life.

All employees have a legal responsibility to ensure the safety of themselves and others in the workplace.

All BRCC staff should:

- Take reasonable care to ensure the health and safety of yourself and others including clients and other workers;
- Report any and all incidents or hazards associated with manual handling immediately to the campus manager or principal and record an incident report on Employment Hero.
- ALWAYS follow safe manual handling practices and techniques; and
- Be free from the influence of drugs and/or alcohol whilst at work.

Best Practice Manual Handling

The information on the following pages show how to avoid injury at home and at work by using the best practice manual handling.

Back strain and other injuries related to manual handling can occur at any time and any place. Manual handling is not confined to the workplace therefore these principles can be applied to daily living to ensure a healthy back.

Lifting If performed poorly, lifting can place significant strain on many parts of our body. It is important to plan your lift well and execute the movement with correct technique, even with light objects.

When we do need to lift, the semi-squat position places our body in its strongest position for lifting from low levels. In this position your legs are at their strongest and your spine is stable and strong.

When lifting, the dominant force used should come from the lower limbs.

- Feet comfortably apart, evenly placed either side of the load if possible;
- Knees bent to 90°;
- Spine in the natural curves, with the forward bend from the hip joints;
- Load as close to the mid-point of your ankles as possible; and
- Brace abdominal muscles.

Lifting an Object from the Floor

Workers must assess the safety of the area and the weight of the object prior to attempting to lift it from the floor. Use your foot to push the object to determine its weight. If it is too heavy to lift by yourself, recruit another person to assist you or, if you can, divide up the load and move it in manageable sized parts.

- Place yourself in the 'semi-squat' position;
- Place one hand on one end of the top side of the box to tilt it enough to allow the second hand to be positioned underneath the raised side of the object; then bring the hand which is tilting the box down to under the bottom of the box to lift.
- With knees bent, lift the object up keeping it as close to your body as possible; and
- Place both hands underneath the box to protect Carpal Tunnels.

Storage of Objects

It is important to minimise risk when storing items in the workplace. To reduce the risk of manual handling hazards:

- Store any frequently used items at bench height;
- Store only infrequently used, heavy items below bench height; and
- Store only infrequently used, light objects above shoulder height.

Pushing

Whenever you need to push a load, remember to use a wide base of support. Use your body weight to initiate the movement and try to keep your elbows close to your body to avoid injury. Pushing is always safer than trying to pull when moving a heavy object.

Pulling

If you do need to pull an object, face the object and use both arms to pull. Place your feet so that your weight is distributed equally and use your body weight to initiate the movement. Preparation of the work area is important to minimise risk. Ensure your path is clear as you may need to walk backwards with the load.

For further information it is recommended that staff read the Safe Work Australia Hazardous Manual Task Code of Practice at:

<https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-hazardous-manual-tasks-v1.pdf>

Workplace Harassment

BRCC makes a commitment to its staff and students to ensure that every person is treated equally, with respect and dignity at all times, and that they can attend the College without fear of bullying, discrimination and harassment.

BRCC acknowledges and supports the belief that all people deserve to be treated equally and with respect and that all people have the same human rights regardless of their sexual orientation or gender identity.

A person is subjected to "workplace harassment" if the person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person's employer or a co-worker or group of co-workers of the person that:

1. Is unwelcome and unsolicited;
2. The person considers to be offensive, intimidating, humiliating or threatening;

3. A reasonable person would consider to be offensive, humiliating, intimidating or threatening.

The behaviour must generally occur on more than one (1) occasion and is subject to a “reasonable person” test.

BRCC will take allegations of harassment seriously. Please contact the Principal if you have any concerns or issues you wish to raise in relation to harassment. Harassment of another person whether by or towards a student or a staff member is not acceptable or appropriate behaviour.

Please refer to the BRCC Discrimination, Harassment and Bullying Policy <http://www.brcc.org.au/brcc-policies/> or look on Policies contained on Employment Hero for further information.

All alleged breaches of the Employees’ Code of Conduct and the Discrimination, Harassment and Bullying Policy will be subject to scrutiny and if substantiated, employees may be warned, suspended or have their employment terminated.

Drugs, Alcohol and smoking

BRCC does not permit the use or consumption of drugs or alcohol on the school premises, at any time. Please refer to the BRCC Code of Conduct for further information.

Smoking (tobacco or electronic cigarettes) is not permitted on the school premises by staff or students. Should employees wish to smoke, they are to do so away from the BRCC premises and on their own break times, not during working shifts. BRCC observes a no smoking requirement in all premises, including in Company vehicles.

The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and students.

The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired employee, other employees, volunteers, and students.

No employee is to commence work or return to work while under the influence of alcohol or drugs. The purpose of this policy is to maintain a work environment that is free from the effects of drug and alcohol use. The consequences of breaching this requirement will include disciplinary action up to and including termination of employment.

Violence and Aggression

BRCC offers a safe, supportive and inclusive environment for all students and staff, that is free from any form of discrimination, intimidation, bullying and harassment especially in relation to a person’s ethnicity, sexual orientation, gender identity or expression. It aims to protect the right of all people to express and be themselves safely.

BRCC holds a position of zero tolerance in relation to violence and aggression at the College.

Any and all incidents of violence and aggression towards a member of the BRCC College Community must be reported to the Principal and the incident will be addressed immediately.

BRCC staff will be provided with training in de-escalation techniques.

Staff will record incidences of violence, bullying or aggression on Employment Hero and SEQTA and advise the Principal. A Student Behaviour Plan and any appropriate procedures will be applied in situations that have resulted in significant harm or where violence has occurred. Any behavioural management plans in place are to be implemented and followed.

Please refer to the BRCC Behavioural Management Policy and the BRCC Emergency and Critical Incident Policy on Employment Hero for further guidance.

Please also refer to the BRCC Discrimination, Harassment and Bullying Policy <http://www.brcc.org.au/brcc-policies/> or look on Policies contained on Employment Hero for further information.

All alleged breaches of the Employees' Code of Conduct and the Discrimination, Harassment and Bullying Policy will be subject to scrutiny and if substantiated, employees may be warned, suspended or have their employment terminated.

Training for students

Basic OS&H training should be provided for any work experience students prior to them starting a work placement. An induction including the OS&H requirements of the workplace should be arranged for them before they commence work placement.

BRCC Teachers are encouraged to incorporate basic OS&H training as part of the Big Picture curriculum and into student projects students where possible. This will provide basic knowledge of health and safety for students especially those leaving school or working in part time jobs where the training may not be adequate.

5. Applicable Legislation

Disability and Discrimination Act 1992

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

School Education Act 1999

School Education Regulations 2000

School Curriculum and Standards Authority Act 1997

6. Policy Review Date

This policy is due for review annually.

7. Contact BRCC

Web <http://www.brcc.org.au/contact/>

Email principal@brcc.org.au

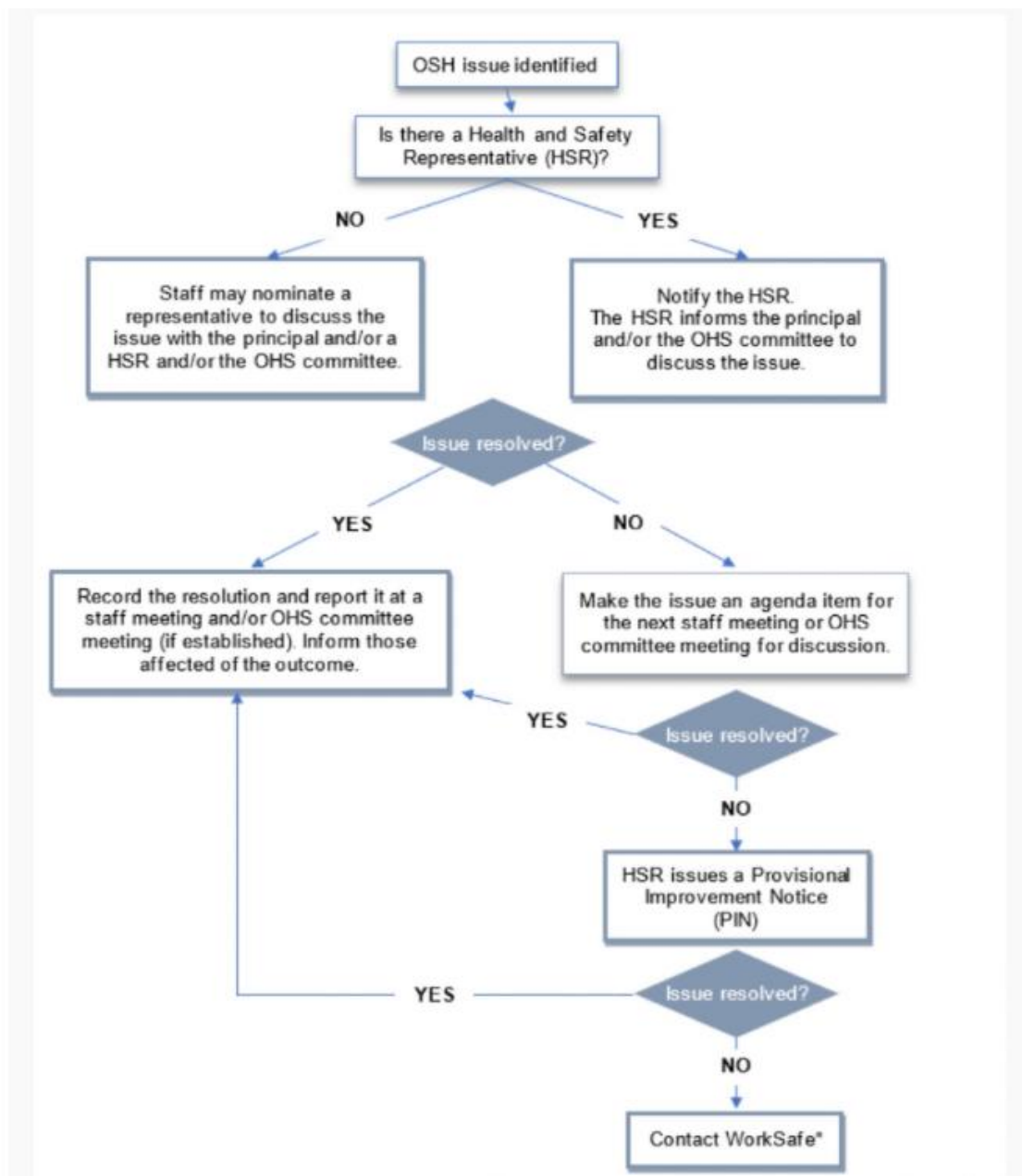
Phone 6724 6971

Bunbury Campus: Level 1/16 Victoria Street, Bunbury

Busselton Campus: 50 Albert Street, Busselton WA 6280

Approval Process	New Policy or Amendment	Minor Amendment or Review
<i>First Approved</i>	December 2016	n/a
<i>Reviewed Approved by Governing Council</i>	22 Feb 2019	
<i>Reviewed December 2021</i>	Dec 2021	
<i>Principal and Directors approval</i>	Dec 2021	
<i>Governing Council Reading</i>		
<i>Next Review</i>	Dec 2022	

Appendix 1 – OSH Issue Flowchart



1. The Principal must discuss the issue with the School Director before contacting WorkSafe.
2. The employer must use the appropriate notification form when notifying certain types of injuries and diseases to WorkSafe <https://wise.commerce.wa.gov.au/wise-noi/>. This includes any injury which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
3. The employer must also inform WorkSafe following any workplace-related death or serious life-threatening injuries or diseases using the 24-hour incident/accident reporting hotline – Tel: 1300 307 877.
4. The principal must notify the Board prior to making any notification to WorkSafe.

5. The principal must report any event that occurs on school premises that constitutes a reportable incident as defined in the Guide to Registration Standards and Other Requirements for Non-Government Schools. The principal shall also notify the Department of Education using the Critical and Emergency Incident Report form located online [here](#).
6. The principal must supply a completed copy of this form to the Director and Board. The Chair or Principal will submit it to the Department of Education on behalf of the school within 48 hours of the incident occurring.
7. Bullying and harassment are covered Occupation Safety and Health legislation. For guidance on the process to follow regarding bullying and harassment in the workplace refer to the Discrimination, Bullying and Harassment Policy.

Appendix 2 – BRCC Building & Maintenance Checklist

BRCC Building and Maintenance Checklist

Section 1' of the checklist can be tailored to suit the requirements of the workplace and can be used to conduct quarterly inspections of general areas e.g. classroom, office area, kitchen and canteen etc.

Date:	
Workplace:	
Area being inspected:	
Name of person conducting assessment:	

Section 1 – Inspection Checklist

Ref No.	Inspection Item			
1. General				
1.1.	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
1.2.	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
1.3.	Floors are clean (e.g. free from rubbish) and not slippery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.4.	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
1.5.	Doors open and close/slide freely	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.6.	Doors locks are able to be easily opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.7.	Ceiling tiles are in place and not damaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Lighting				
2.1	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
2.2	Light covers are in place and not damaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.3	Blinds and curtains can be drawn to reduce glare	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Stairs and landings				
3.1	Stairs and steps are free from obstructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.2	Anti-slip resistant strips on flooring are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.3	Anti-slip resistant strips on step edges are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Ref No.	Inspection Item			
3.4	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
4. Kitchen and lunch rooms				
4.1	Knives and sharp items are stored in a secure location	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.2	Sinks are clean and free from debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3	Hot and cold taps are clearly labelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4	Food containers are correctly labelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.5	Work benches are clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.6	Exhaust fans are functional and clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.7	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
4.8	Clean tea towels/paper towel are available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.9	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
5. Chemical management				
5.1	Hazardous substances are stored in a locked cupboard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.2	Chemicals are not stored in food or beverage containers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.3	Chemicals are correctly labelled with the label clearly legible and intact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.4	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
6. Storage				
6.1	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
6.2	Storage racks are in good condition (e.g. no bowed shelves)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3	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
6.4	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
6.5	Step ladder is available and in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.6	Trolleys are available and in good condition to transport items	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Workstations and furniture				

Ref No.	Inspection Item			
7.1	Furniture is in good condition (e.g. no damage)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Electrical equipment				
8.1	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
8.2	Electrical switchboard is locked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.3	Power boards are not connected in a "piggy back" manner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.4	Electrical points are in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.5	Media outlets for data projectors are fixed and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.6	Data projector screen is secured with remote available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.7	Speaker equipment is secured with the cabling in good condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.8	Light switches are in good working order and not damaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.9	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
9. First aid and emergency management				
9.1	First aid kit/cabinet is available and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.2	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
9.3	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
9.4	An Emergency Evacuation Plan is displayed and clearly Legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.5	Emergency exit door(s) are clearly signposted, illuminated and unobstructed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Section 2 – Action Plan

'Section 2' should be used to action any hazards identified in 'Section 1'.

Ref No.	Corrective Action	Person Responsible	Date Completed

