Welcome to the first edition of SafetyNet - developed specifically in response to your feedback requesting a health and safety newsletter. SafetyNet offers a new way to share health and safety knowledge, information and news.

This is an exciting time with new resources available to help meet the challenges of managing health and safety in schools. The introduction of the new SMS Workplace Health and Safety Module for Incident Reporting is the first step toward gaining state wide information and accurately identifying resources needed to support schools.

I encourage you to ensure this new system is implemented and explore the full benefits of the module.

Catch of the day!

The new SMS – Workplace Health and Safety Module was rolled out to schools on 23 October 2001. This great initiative was coordinated by Wendy Walsh from the Health & Safety Team with lots of help from schools, districts and the SMS services team.

By now, schools should have set up the Administration screens within the new module so it is ready to use and so that complete and accurate information is collected. The system provides the following advantages;

- a centralised and consistent means of recording and reporting incidents and accidents
- automatic advice on ‘where’ paperwork needs to go
- Less data entry as the system auto-populates forms using existing data from school tables

Most importantly, there have been no changes to “what” should be recorded. The “how” of the reporting and recording has been streamlined with less paperwork associated with the new system.

The new module includes other features that schools can use to help with health and safety management. A hazard register, risk assessment & accident investigation pro formas are included along with a suite of reports that can be used by your school. It is not mandatory to use these sections however, they do provide a standard method of recording.

Any queries about the application of the WHS module can be directed to your local Health & Safety Advisor (see p 3). Questions about SMS functions should be directed to the SMS Helpdesk on 1800 648 679 or fax 3239 6508

Information from the Installation CD is duplicated on our CHW Website (see page 2) and on a video available from healthandsafetysms@qed.qld.gov.au

And, great news—for the first time ever, the February SMS data download includes administration data from the WHS Module. The Health & Safety Team will have access to the information which will assist us in assessing WHSO training needs around the state, improving direct communication to interested people in schools and making recommendations for resources.

An incident reporting system for districts is currently being developed and will be launched into non-school locations this year. Stay tuned for further updates on this project.

Reminder! Its time to mail in all your old Incident Report forms to your local district office. District Offices— if you haven’t done so already—time to mail them in to us!

ATT: M. McColl. Organisational Health Unit. PO Box 33 Brisbane Albert Street. Q 4002
HEALTH & SAFETY TRAINING FOR PRINCIPALS

Alan Singleton has been exploring options for developing our training and presentation courses for different audiences. Feedback from schools, particularly WHSOs, suggested that a ‘management course’ is of the highest priority.

Alan is now working with Australian Industry Group (one of our preferred suppliers for training) to develop a training course for Principals and Deputy Principals. The course will cover legislative responsibilities and requirements, managing health and safety in the school environment, risk management and the implementation of health and safety strategies.

We’ll keep you posted about dates.....

NEW PRODUCTS

- Fireworks Checklist – posted to all schools in conjunction with this first issue of SafetyNet
- Handling of Suspicious mail or packages; Anthrax, bomb or other scares (Fact Sheet) - emailed to all schools in November 2001.
- Free videos available - “Hazards of Hospitality”, “Safety in the Workshop” & “A Nice Safe Job” and
- Free Risk Management CDs – manufacturing, service and retail themes– videos & CDs all produced by the Division of Workplace Health & Safety. Call your local Health & Safety Advisor for copies. (Limited number only)

☑ All resources developed by the Health & Safety Team are also available on the CHW website

The Creating Healthier Workplaces (CHW) website has information on all Organisational Health Unit topics – health and safety, rehabilitation, employee assistance and Workcover. The website is currently only an INTRAnet site but it is going to be made into an INTERnet site which is great news and will mean easier and better access for everyone.

Intranet address:
www.qed.qld.gov.au/workdept/hr/chw/index.html

Go to the EDInfo Home page
⇒ Then Resource Services (bottom of left column)
⇒ Then Human Resources
⇒ Then Creating Healthier Workplaces
⇒ Save in your favourites!

Another extremely useful resource is the CHW Discussion List which has over 380 members at present. Instead of phoning one colleague about a query you can “ask the list” so you have everyone from around the state thinking about it and providing their experiences and know how on the topic.

To subscribe to the CHW Discussion List
2. Select "Creating Healthier Workplaces" as the "List name"
3. The "List address" will auto select as "chw" after you have selected the list name
4. Insert whatever you like for "Your name" (your name/school name etc.)
5. Insert and check "Your email address"
6. Click on "subscribe to the list" - if successful you will receive an email confirming your subscription. If you do not receive this email, check your email address and go through the above steps again.

To send an email (query) to the CHW Discussion List
1. Type the following address in the "To..." bar: chw@qed.qld.gov.au
2. Type an appropriate heading in the "Subject..." bar
3. Type in your question or advice
4. Send your message to the list!

To access or search the CHW Archives (where ALL emails are archived)
2. Save this address in your Favourites

2002 will see further development of information on safe work procedures for the use of Art Kilns and specifications for new art kilns. Information sessions will be running in the first half of the year.

We’ll keep you posted.

REPORTING ELECTRICAL INCIDENTS

Electric shock or injuries associated with electrical incidents must be reported immediately to your local electrical supplier. These numbers are open 24 hours. Contact your local H&S Advisor (p 3) for additional information.

Brisbane and S-E Qld
Energex 136262
Everywhere else
Ergon Energy 131046
This section is for your comments, experiences, safety tips and ideas. Tell us about safety issues you have solved at your school or other information you would like to share.

Also, let us know what you think of the newsletter and how it can be improved.

Please send your comments to janet.edgar@qed.qld.gov.au

But first of all—CONGRATULATIONS to our winner Peta Perry from Craigsea High School for the SafetyNet title

Special commendation also to Celeste Walker for “Safety Scribbles” and Mick Hempenstall for “WhoSoGraph” which inspired our WHSOnet section.

SafetyZone is a free magazine produced by the Division of Workplace Health & Safety, Department of Industrial Relations. This quarterly publication provides information on audit programs conducted by the Division, current research on safety hazards & health issues, upcoming events and prosecution information. If you would like a copy of SafetyZone sent to your school contact the Editor of SafetyZone on 3225 2484
We would like to know where our Workplace Health and Safety Officers (WHSO) and other health & safety contacts are located so we can improve our direct communication with you and facilitate networks and discussions.

Problems don’t seem so big if you can talk with someone else about them!!

So.....

1. Complete the details below so we can send you your own copy of SafetyNet and

2. If you are a WHSO make sure your details are recorded in the new SMS module. This will ensure you are included on a central register of WHSOs.

Fax the following information back to the Health & Safety Team at 3237 1664
Please make extra copies of this form if you have a number of people interested in receiving SafetyNet

☐ Yes, I would like to receive my own copy of SafetyNet

Name: ____________________________________________________________

School: __________________________________________________________

School postal address: _____________________________________________

Your email address: _______________________________________________

Designation (eg teacher, teacher aide etc): ____________________________

What involvement do you have in the management of health & safety at your school?

☐ interested person

☐ Workplace Health & Safety Officer

☐ Workplace Health & Safety Representative

☐ Committee member

☐ Other __________________________________________________________

I would prefer to receive SafetyNet via ☐ mail ☐ e-mail